

KNODISHALL PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON 25TH MAY 2021

PRESENT: Councillors J Staff (Chair), N Black, E Hayward, J Mayhew, J Read, M Smith, A Wigg and Clerk H Brewell
SCC Cllr TJ Haworth-Culf from 7.35pm

The meeting commenced at 7.30pm

1. **ELECTION OF CHAIR FOR THE ENSUING YEAR** – Cllr Staff unanimously re-elected and duly proposed by Cllr Mayhew and seconded by Cllr Wigg.
2. **APOLOGIES** – None.
3. **DECLARATIONS OF INTEREST** – None.
4. **ELECTION OF VICE CHAIR FOR THE ENSUING YEAR** – Cllr Mayhew was unanimously re-elected and duly proposed by Cllr Wigg and seconded by Cllr Hayward.
5. **APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

Allotments	Cllr Read
Common Management	Cllrs Black and Wigg
Common Fire Watch	Cllr Hayward
Community Partnership	Cllr Staff
Flood and Emergencies	Cllr Staff
Footpath Warden	Cllr Staff
Play Area and Pond	Cllrs Hayward and Staff
SALC	Cllr Staff
Tree Warden	Cllr Wigg
Village Hall Trustees	Cllr Wigg
War Memorial	Cllr Mayhew
6. **APPOINTMENT OF RESPONSIBLE FINANCE OFFICER FOR 2021/2022** – The Clerk Heather Brewell unanimously appointed and duly proposed by Cllr Mayhew and seconded by Cllr Smith.
7. **MINUTES** – Approval of minutes of the Parish Council Meeting held on 27th April 2021. Proposed by Cllr Mayhew and seconded by Cllr Smith and thus agreed by the Parish Council to accept the Minutes of the last meeting.
8. **CLERK'S REPORT AND MATTERS ARISING**
 - 8.1. Following on from March minute item 6.1 regarding bin locations and replacements. The clerk and Cllr Staff will review the costs and report back at the next meeting.
 - 8.2. Ensors advised an increase of 50p per month to the payroll service charge. This was approved.

- 8.3. Knodishall Brownies want to carry out a litter pick in the village. The clerk is to see if equipment can be borrowed from ESC.
- 8.4. ESC Cllr Cooper as chair of the Aldeburgh Leiston Saxmundham and villages Community Partnership is creating a register of local groups to assist with decisions on funding and support. Councillors to advise the clerk of any organisations to be included on the register.
- 8.5. Theberton and Eastbridge parish council have asked local councils to complete a survey regarding ESC's planning protocol. Cllr Wigg to help the clerk complete the survey.
- 8.6. A letter has been received from Sizewell C Chief Planning Office regarding a 'notice of compulsory acquisition request'. The clerk to forward details to Cllr Smith.
- 8.7. A request for funding for a new building has been received from Knodishall Playgroup – June agenda item.
- 8.8. Planning application DC/20/5230/FUL 23 Hawthorn Close has been withdrawn. Planning application DC/21/0552/FUL Camellia Cottage has been permitted.

Chair closed the meeting at 7.40pm.

SCC Cllr Haworth-Culf confirmed her appointment to Suffolk County Council.

Chair re-opened the meeting at 7.45pm

Cllr Read asked SCC Cllr Haworth-Culf for an update on 9 Hill Crest. Cllr Haworth-Culf suggested the clerk contact ESC Cllr Cooper for an update.

SCC Cllr Haworth-Culf left the meeting at 7.50pm.

9. PLANS – DC/21/2244/FUL 11 Hawthorn Close – rear two storey extension. No objections or comments.

10. PLAY AREA

- 10.1. The clerk has been unable to obtain any further information regarding the play area lease as the Archives Office in Ipswich is closed until it relocates. Access should be possible later this year.
- 10.2. The clerk provided an update on the fence repairs. The clerk is to ask the contractor to remove old fencing as soon as possible due to safety concerns.
- 10.3. The following supplies to be sourced so a working party can be organised to carry out repairs. Chippings (3 bags normal and 4 bag child proof), decking off cuts, marine ply and Hammerite.

11. ALLOTMENTS

11.1. Cllr Read obtained quote for replacement fence posts. There is concern over the condition of some allotments. Cllr Read, Cllr Smith and the clerk to carry out an allotment inspection.

11.2. Bidwells advised a rent increase from £350 to £370 per year effective from April 2022. This was approved. The clerk to sign and return the rent review contract.

12. APPROVAL OF ACCOUNTS FOR YEAR ENDED 31ST MARCH 2021 AND AUDIT FORMS - The Financial Statement to 31st March 2021 was approved at the April 2021 meeting, minute item 5.1. The AGAR audit form was proposed by Cllr Wigg and seconded by Cllr May and duly signed by Cllr Staff. The CIL report for 2020/21 was proposed by Cllr Mayhew and seconded by Cllr Hayward and duly signed by Cllr Staff.

13. ADOPTION OF STANDING ORDERS AND FINANCIAL STANDING ORDERS – Updated Standing Order and Financial Standing Orders proposed by Cllr Hayward and seconded by Cllr Black and duly adopted by Council.

14. MATTERS RAISED BY PARISH COUNCILLORS

14.1. Cllr Mayhew requested an update on the Hill Top building site compound. Cllr Staff provided update.

14.2. Cllr Read raised the issue of the clearing of the footpath leading out of the village in School Road. Highways have carried out some clearing. Cllr Hayward to review.

15. CORRESPONDANCE – A letter has been received from St Elizabeth Hospice seeking volunteers now their charity shops have re-opened.

16. FINANCIAL – The May 2021 financial statement was reviewed and approved. Proposed by Cllr Hayward and seconded by Cllr Smith.

17. DATE OF NEXT MEETING – Tuesday 15th June 2021 at Knodishall Village Hall. Cllr Smith gave his apologies.

The Parish Council meeting was closed by the Chair at 8.35pm.