

## KNODISHALL PARISH COUNCIL

### MINUTES OF PARISH COUNCIL MEETING HELD ON 15<sup>th</sup> April 2022

**PRESENT:** Councillors J Staff (Chair), L Hayward, N Black, J Mayhew, J Read, M Smith, Clerk D Sanders and 4 members of the public

The meeting commenced at 20.03H

1. **APOLOGIES** – KPC Cllr A Wigg, ESC Cllr T Daly, ESC Cllr T Cooper, SCC TJ Haworth-Culf, ESC R Rainger
2. **DECLARATIONS OF INTEREST** – Nothing
3. **MINUTES** – Approval of minutes of the Parish Council Meeting held on 15<sup>th</sup> March 2022 Proposed by Cllr Mayhew, seconded by Cllr Hayward and thus agreed by the Parish Council to accept the Minutes of the last meeting.
4. **CORRESPONDENCES** – An email was sent in by a resident informing the council that the Grove Road sign was damaged and asked if this can be looked into.
5. **JUBILEE EVENTS** –
  - 5.1 Cllr Mayhew has now attended two meetings to the Jubilee events to be held on the 4<sup>th</sup> June 2022, it was explained the agenda for the day which will be handed out on a leaflet to the residents of Knodishall, the event organisers are trying to get hold of a 50p to commemorate the jubilee to be handed to all the children in the village, they are also thinking of giving a tree each which is to be confirmed what type.
  - 5.2 Cllr Mayhew mentioned that there were concerns about insurance liability and asked the Clerk to look into the current insurance policy which was forwarded the next day.
  - 5.3 Cllr Mayhew also said to modify the village sign to add 2022 to the sign.
  - 5.4 Funding is expected to be in the region of £600, Cllr Staff asked if they have filled in all forms from East Suffolk to help with funding and believed they have submitted the form supplied from Cllr Russ Rainger. In addition the Parish council are able to assist with further funding if needed.
  - 5.5 Clerk was asked to arrange for CDC Blowers to cut the grass before 4<sup>th</sup> June which has been requested.
  - 5.6 Another point was made regarding a risk assessment, Clerk has forwarded a template risk assessment to Cllr Mayhew to hand to the event organiser to ensure everything is safe and all risks are covered on all activities happening on the 4<sup>th</sup> June 2022 for the Queens Jubilee.
  - 5.7 Another meeting was scheduled for 16<sup>th</sup> April which Cllr Mayhew couldn't attend so Cllr Staff said he would attend as representation from the Parish Council.

## 6. FINANCIAL

- 10.1. The yearend financial statement was reviewed and approved. Proposed by Cllr Mayhew and seconded by Cllr Hayward.
- 10.2 The April financial statement was reviewed and approved. Proposed by Cllr Smith and seconded by Cllr Hayward.
- 10.3 Clerk D Sanders stated that the Salc internal audit was submitted and has been assigned to an auditor located in Thurston.
- 10.4 Clerk D Sanders also discussed the external audit and have started to prepare the AGAR, due to our expenditure is below 25k then we will be exempt from the PKF littlejohn external audit, we are just awaiting for the internal audit to complete before submitting the AGAR exemption form.

The following payments were approved:

Wages	£499.84
Suffolk Cloud/Website	£110.00
Bidwells Allotments	£370.00
Salc Membership	£361.22
Suffolk Coastal Norse/Waste	£45.00

## 7. DATE OF NEXT MEETING – Tuesday 17<sup>th</sup> May 2022

Parish council meeting closed by Chair at 20:29H

