

KNODISHALL PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON 17TH MAY 2022

PRESENT: Councillors J Mayhew (Chair), L Hayward, N Black, J Staff, J Read, Clerk D Sanders and 3 members of the public

The meeting commenced at 7.30pm

- 1. ELECTION OF CHAIR FOR THE ENSUING YEAR** – Cllr J Mayhew unanimously elected and duly proposed by Cllr Hayward and seconded by Cllr Black.

1.1 Chair J Mayhew took the opportunity to thank Cllr Staff for standing as Chairman of Knodishall Parish Council for the 8 years and his service.

- 2. APOLOGIES** – KPC Cllr A Wigg, Cllr M Smith, ESC Cllr T Daly, ESC Cllr T Cooper, SCC TJ Haworth-Culf, ESC R Rainger

2.1 Cllr Black mentioned that he has spoken to Cllr Wigg and wishes to continue standing as a Councillor for the parish with his apologies.

- 3. DECLARATIONS OF INTEREST** – None.

- 4. ELECTION OF VICE CHAIR FOR THE ENSUING YEAR** – Cllr Staff was unanimously elected and duly proposed by Cllr Hayward and seconded by Cllr Black.

- 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
Offshore Windfarm &SZW C	Cllr Staff

- 6. APPOINTMENT OF RESPONSIBLE FINANCE OFFICER FOR 2022/2023** – The Clerk Dale Sanders unanimously appointed and duly proposed by Cllr Staff and seconded by Cllr Hayward.

- 7. MINUTES** – Approval of minutes of the Parish Council Meeting held on 15th April 2022. Proposed by Cllr Hayward and seconded by Cllr Staff and thus agreed by the Parish Council to accept the Minutes of the last meeting.

- 8. CLERK'S REPORT AND MATTERS ARISING**

8.1. The seaside and coastal regeneration conference 2022 taking place on 15th September 2022

- 8.2. Suffolk Police newsletter – March 2022 edition – sent to Cllr Mayhew as requested
- 8.3. East Suffolk council completes the sale of the former Melton Hill office in Woodbridge
- 8.4. Pending Street light upgrades across Suffolk to LED
- 8.3. Citizens advice merger between Felixstowe, Leiston and north east Suffolk have completed
- 8.4 Notes from the last SCC energy briefing
- 8.5 I have emailed CDC Blowers to get grass cut before 4th June for Jubilee and Tim confirmed this will be done by the end of the month
- 8.6 Following Cllr Staff's presentation for the Sizewell C project, I enquired about funding and whether they can help with a pedestrian crossing and a new playgroup building, the responses was very positive however they need to be granted permission first.
- 8.7 Community Partnership Meeting being held on 18th May 2022 at 15:30
- 8.8 Festival of Suffolk Torch Relay which arrives in Knodishall on 27th May, check map to ensure route is ok
- 8.9. Discharge of requirement – OFFSHORE WIND FARMS – Letter attached and read
- 8.10 Clerk on holiday week commencing 23rd May.

9. PLANS – DC/22/1657/CLE - Land South Of Cloverlee Grove Road Knodishall Suffolk IP17 1TJ

9.1 This was discussed showing the plan to remove 2 caravans – no need for council to comment.

10. PLAY AREA

- 10.1. The clerk mentioned there has been reports of the broken swing and fence line, it was agreed to look at getting quotes for a new swing and fence line. Will be an agenda item for June meeting
- 10.2. Cllr Mayhew asked if the new bin has been purchased, the clerk states the bin approved to purchase do not accept cheques so Cllr Mayhew said he would purchase and claim back once received. Cllr Mayhew also said he would also install the bin.
- 10.3. Clerk said he chased up Saxon fencing regarding the lack of fence posts installed with no reply to date.
- 10.4. Cllr Staff will do some repairs on the play area in the coming weeks, it was agreed to compile a list and councillors can pick what they want to do to help out.

11. JUBILEE EVENTS

- 11.1. Cllr Mayhew have attended a further 2 meetings since the last parish meeting and everything is now in order with timings on the day and all funding, each ward councillor donated £200 and awaiting on TJ's donation of £500 which was agreed to be fantastic news
- 11.2. Due to donations received, the event should not need help from the parish council
- 11.3. All presentation coins have been purchased and will be issued out to every child, a leaflet will be distributed out with details on to claim.
- 11.4. Cllr Mayhew was asked if the parish council can contribute in other ways, like making a scarecrow or donate a prize to the raffle, Cllr Hayward said she will ask her work to donate a afternoon tea package
- 11.5. It was also requested by the event organisers if anyone is free to help out Saturday 4th morning.
- 11.6. Cllr Staff said he will hand more leaflets to distribute for the event.
- 11.7. Clerk forwarded on the insurance documents to Cllr Mayhew to review to ensure we are covered to host the event is Knodishall, it was read out and discussed and although it didn't specifically state what was included, it did state what was exempt and was agreed nothing raised concern.

11.8. Clerk also forwarded the risk assessment to Cllr Mayhew and Cllr Staff said he will carry out a risk assessment for the event.

12. ALLOTMENTS -

12.1. Clerk asked Cllr Read if the trees have been cut and removed and Cllr Read said CTS came to inspect last week but not seen anyone since. Clerk will chase as it was agreed these would be removed by now.

12.2. Cllr Read gave a brief overview of what plots are occupied

12.3. Cllr Smith in his email when sending apologies stated the issues with fallen trees but also mentioned the fully decorated Christmas tree in plot 10 and the tenant should be informed, Clerk asked Cllr Read to notify them.

13. REVIEW INTERNAL AUDIT REPORT & APPROVE AGAR

13.1. AGAR was signed and approved by Cllr Mayhew and RFO D Sanders

13.2. AGAR form shows a discrepancy of £3.60 on a PAYE payment not accounted for meaning staff costs didn't match final figures, this had to be recorded as "RESTATED" and council to be notified which was proposed by Cllr Staff and seconded by Cllr Black.

13.3. The AGAR will be sent out to receive the exemption form, once received all year end can be published on the website

14. 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.

15. MATTERS RAISED BY PARISH COUNCILLORS – No matters raised

16. CORRESPONDANCE

16.1. A few emails have been received from residents asking about the grass cutting by post office green - I have found out that a regime was trialled last year and was put to meeting to vote if the regime should carry on and no residents attended so was reverted back to its normal cutting regime effective from 23/09/21 – This was cut on 31st March however they found crocuses in the area so cut around, will cut again around 16th May.

16.2. Concerns regarding a dust storm from the field being cut by Hawthorn close, was asked by the resident living on hawthorn close if any discussions has previously been had with the farmer to grow different crops. This was discussed and no previous discussions with the farmer and was agreed the parish do not have no say or authority to ask the farmer to change what is growing on farmers land.

16.3. ACCESS OVER COMMON LAND letter received from Mr. Trevor Lloyd was read out by Cllr Mayhew, it was discussed and it was agreed we cannot grant permission or access as we don't own the land

Parish meeting Closed at 20:20

Reopened to Public at 20:20

3 residents who attended the meeting asked if council can grant permission access over common land, council replied unanimously and said they cannot authorise this as the land is not owned by the Knodishall parish council, it is only maintained. It was mentioned by the residents that a

Precedence has been set some years ago by a driveway being installed to gain access, also access to the property in question set some years ago. It was advised to go directly to the security of state and apply for planning permission for it to be commented by council however as it is not owned by Knodishall Parish Council, the Councillors are in no position to even comment or object.

Closed at 20:28hrs

Parish Meeting resumed again at 20:28hrs

17. FINANCIAL –

- 17.1 The May 2022 financial statement was reviewed and approved. Proposed by Cllr Hayward and seconded by Cllr Staff.
- 17.2 A total of £1062.27 for payments was approved.
- 17.3 VAT Claim of £627.19 was submitted on 27th April following the name change on the bank has been completed.
- 17.4 Received first stage of precept totalling £8710

18. DATE OF NEXT MEETING – Tuesday 21th June 2022

The Parish Council meeting was closed by the Chair at 20:33hrs.