

KNODISHALL PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON 16TH MAY 2023

PRESENT: Councillors J Mayhew (Chair), L Hayward, N Black, J Staff, J Clements, Clerk D Sanders, ESC T Daly, K Graham, SCC TJ Haworth-Culf and 2 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 Clements.
- 2. APOLOGIES** – ESC S Whitelock due to being on holiday and KPC N Black due to illness.
- 3. DECLARATIONS OF INTEREST** – Item 12 School road repairs Cllr Mayhew and Cllr Clements

Chair closed the meeting at 19:31 to open to the district and county councillors

SCC TJ Haworth-Culf began by congratulating the chair and vice for standing for another term. The SCC report were sent out and few more to follow.

TJ thanked everybody who contributed towards the coronation.

TJ expressed the importance of contacting the police in case of an emergency as it appears they are first reported on social media.

Chair explained to TJ regarding the grant from SCC as we may wish to use it on the play area instead of the school road repairs.

Chair congratulated the ESC is attendance T Daly and K Graham on being elected and re-elected. T Daly gave thanks and explained it was a very good result as now there is enough councillors to form an administration.

T Daly explained there are many workshop initiatives beginning especially regarding starting up new businesses which provides funding.

T Daly also said he will send more information over to the clerk regarding a digital springboard

Cllr J Staff asked the ESC why the green waste bin has increased in price which they were unable to find an answer so will investigate to the newly elected waste management team.

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

- 5. APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

| | |
|--------------------------------|------------------------|
| Allotments | Cllr Clements |
| Common Management | Cllr Black |
| Common Fire Watch | Cllr Hayward |
| Community Partnership | Cllr Staff |
| Flood and Emergencies | Cllr Staff |
| Footpath Warden | Cllr Staff |
| Play Area and Pond | Cllrs Hayward & Mayhew |
| SALC | Cllr Staff and Mayhew |
| Tree Warden | Cllr Black |
| Village Hall Trustees | Cllr Clements |
| War Memorial | Cllr Mayhew |
| Offshore Windfarm & Sizewell C | Cllr Staff |

- 6. APPOINTMENT OF RESPONSIBLE FINANCE OFFICER FOR 2023/2024** – The Clerk Dale Sanders unanimously appointed and duly proposed by Cllr Hayward and seconded by Cllr Staff.

7. MINUTES – Approval of minutes of the Parish Council Meeting held on 18th April 2023. Proposed by Cllr Hayward and seconded by Cllr Clements and thus agreed by the Parish Council to accept the Minutes of the last meeting.

8. CLERK'S REPORT AND MATTERS ARISING

8.1 Quorum is three councillors. The Chair is a councillor, so it is the Chair plus two others.

8.2 Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.

8.3 Letters kept going to Cllr Staff from RPA when they shouldn't and apparently there has been a breach in the GDPR system and sent a letter apologising.

8.4 the bridge damage was reported.

8.5 chased for an update on common management documents and nothing as yet

9. PLANS – no plans

10. PLAY AREA

10.1 Cllr Staff said he will do some wood repairs

10.2 Cllr Mayhew mentioned that the posts were rotten along the back hedge line and we should look at getting them replaced, clerk mentioned we had a quote of approximately 7k for a new fence. Clerk to explore options to only replace posts as the chain link is in good condition

10.3 Cllr Mayhew mentioned Helen (Parish Cleaner) would be willing to paint the train and make it in a thomas the tank engine theme, all councillors liked the idea and agreed.

10.4 Clerk mentioned he has explored options to get funding for new swing and now hope the new district councillors will help us.

10.5 Clerk to ask for grass to be cut

10.6 Clerk to get updated quote from Wicksteed for play swing

11. ALLOTMENTS -

11.1 Cllr Mayhew purchased water pump and should be delivered this Friday

11.2 need to determine how often the water pump will be used to fill the water containers

11.3 Cllr Staff to look for fixings to install a hose on the pump from the river, Cllr Mayhew said we may need to purchase more hose.

11.4 Clerk to contact Suffolk and Essex water in view to install a tap, also look at grants to help with running costs.

12. SCHOOL ROAD REPAIRS – agree a date to carry out

12.1 Councillors agreed to carry out repairs on the Saturday 24th June 2023 at 9am

12.2 Cllr Staff to use his trailer to move chippings

12.3 Clerk to write a letter to residents of school road that they will be repairing road and to try keep the road clear.

13. EMERGENCY PLAN – No updates, will be removed from agenda until complete.

14. REVIEW INTERNAL AUDIT REPORT & APPROVE AGAR

14.1 AGAR was signed and approved by Cllr Mayhew and RFO D Sanders

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

14.3 SALC internal audit was reviewed and clerk read out the points needed improvements which is detailed on the internal audit report. Council agreed the clerk will take appropriate action to rectify – this was proposed by Cllr Staff and seconded by Cllr Hayward

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

16. MATTERS RAISED BY PARISH COUNCILLORS

16.1 Cllr Staff asked if we can get a card and a collection for Cllr Read for his many years service

16.2 Cllr Staff said UK power networks came to cut the tree opposite his house

16.3 Cllr Clements asked if a donation was going to be given to the village hall for cutting down the gorse, Cllr Mayhew said this was not agreed and will not be proceeding with a donation.

16.4 Cllr Clements asked if we make a donation to the parish magazine, which we don't.

17. CORRESPONDANCE

17.1 email from resident regarding a hole on the pavement located by no.4 the fitches need repairing and mud on the road/pavement from flooding by the entrance of Judith Avenue – Clerk reported this east Suffolk and highways

17.2 email from a resident regarding the sale of forge cottage and access to the property across the common – council stated as they are not legal owners then it's difficult to comment on the matter.

18. FINANCIAL –

18.1. The May 2023 financial statement was reviewed and approved. Proposed by Cllr Hayward and seconded by Cllr Staff.

18.2 A total of £3246.54 for payments was approved.

18.3 VAT Claim of £969.34 was submitted and received.

18.4 Received first stage of precept totalling £9680

18.5 it was agreed and proposed by Cllr Staff and seconded by Cllr Hayward that an additional £13680 would be added to the reserves, this will be reviewed in 6 months.

18. DATE OF NEXT MEETING – Tuesday 20th June 2023

The Parish Council meeting was closed by the Chair at 20:58hrs.

Opened to the public to speak at 20:58

- A resident commented on the flooding and how it impacted the village
- Another resident expressed his concerns about the rotten posts and would volunteer to replace one evening, also found a steel stand in the long grass at the park which is a high risk. The same resident expressed his desire to see if the council would purchase a bench or plaque for Cllr Read for his service to the village, this will be an agenda item next month to discuss.

