

# PARHAM PARISH COUNCIL

## Councillors are summoned to attend the Annual Meeting of Parham Parish Council which will be held after the Annual Parish Meeting on Tuesday 9<sup>th</sup> May 2017 at Parham Village Hall

*Parishioners are invited to attend the Meeting.*

*Please note that audio and visual recordings are allowed at this meeting.*

*If any member of the public does not wish to be filmed please advise the clerk or Chairman before the meeting commences.*

### AGENDA

1. To appoint Chairman
2. To appoint Vice Chairman
3. To receive apologies for absence
4. Declarations of interests & applications for dispensations
5. Minutes of meeting of last AGM on 10<sup>th</sup> May 2016 to be approved as a true record of the meeting
6. Matters arising
7. Minutes of meeting on 14<sup>th</sup> March 2017 to be approved as a true record of the meeting
8. Matters arising
9. Co-Option of Councillors
10. Appointment of Officers and Council Representatives

*The necessity of some of these positions will be considered at the meeting prior to filling them.*

Responsible Financial Officer

Examining Councillor

Internal Auditors

Finance Sub Group

Planning Committee

Standing Orders/Policy Sub Group

Risk Assessment/Compliance Sub Group

Village Hall Representative

SALC Representative

Parish Tree Scheme

Footpath Officer

Framlingham Volunteer Centre

Framlingham & District Development Trust

Village Recorder

Green Print Forum

Wildlife Group

Neighbourhood Watch

Webmaster

### PUBLIC FORUM

Members of the public are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman.

*Including report by Police & District and County Councillors' Reports, if applicable.*

#### 11. Chairman's report

#### 12. Clerk's report

#### 13. Responsible Financial Officer's report

##### a) To consider making the following payments

Reference Number	Amount	Payee	Details	Cheque Number	Power
E03/17-18	£131.62	SALC	Annual Subscription	101021	LGA 1972 s111(1)

E04/17-18	£19.20	SALC	Clerks Networking Event	101021	LGA 1972 s111(1)
E05/17-18	£30.00	SALC	End of year accounts training	101021	LGA 1972 s111(1)

**b) To note payments made since the last meeting**

**c) To note payments received since the last meeting**

Date	Amount	Payee	Details	Notes
23.03.2017	£ 489.00	NALC	Transparency Code grant funding	For laptop, software & web training
April 2017	£198.96	NALC	Transparency Code grant funding	For webhosting fees and webmaster staffing costs
10.04.2017	£2,650.00	SCDC	First installment of precept	
24.03.2017	£35.00	C.A.S	Web hosting refund	
26.04.2017	£664.82	HM Revenue & Customs	VAT Repayment	Claims for 2014-15, 2015-16 and 2016-17

**d) To note current & deposit account balances**

**14. Procedural**

a) To consider acceptance of the **Accounts** for the year ending 31<sup>st</sup> March 2017

b) To consider completion of **Section One** (Annual Governance Statement) and **Section Two** (Accounting Statement) and of the **Local Councils' Annual Return** for year ending 31<sup>st</sup> March 2107

c) To note **Statement of Significant Variances**

**15. To review Internal Auditors' Report on 2017-2017 annual paperwork**

**16. To review Standing Orders, Assets Register, Financial Regulations, Statement of Internal Control & its effectiveness**

**17. To review information obtained regarding pond signage on risk assessment and review risk assessment overall**

**18. To re-adopt 2012 Suffolk Model Code of Conduct**

**19. To consider correspondence received since date of last meeting and determine any actions** *See attached sheet.*

**20. To consider the following planning applications**

Ref	Location	Application
DC/17/1407	Land West Of Electricity Sub Station, The Street, Hacheston	Application for fast response embedded power plant <i>Whilst this is not in Parham, the proposed site is in close proximity to some properties in Parham.</i>
DC/17/1721/FUL	The Old Bridge House, North Green Road, Parham, IP13 9NE	Two rear additions that both require new raised or adjusted roof structures to give habitable ceiling heights. New windows et cetera.

**21. To receive Councillors' reports**

**22. To confirm approval to proceed with repairs to two village noticeboards**

**23. To confirm approval to proceed with repairs to Community Speedgun**

**24. Matters to be raised at the next meeting**

**25. Date of next meeting**

*Lydia Kirk*

*Honorary Clerk*

Parham Parish Council

**PARHAM PARISH COUNCIL**  
**Hard Copy Correspondence Received**  
**Between 7<sup>th</sup> March – 2<sup>nd</sup> May 2017**

1. Letter from Barclays dated 23<sup>rd</sup> March requesting additional information re changes to signing arrangement.
2. Two copies of *The Local Councillor* SALC Spring 2017 newsletter, plus annual training programme.
3. Letter from Barclays dated 5<sup>th</sup> April confirming changes to signing arrangement.
4. Brochure from Glasdon re street furniture.
5. Letter from SCDC dated 21<sup>st</sup> March re adoption and publication of Local Plan Documents and 2 copies of January 2017 Development Plan Document
6. SLCC membership paperwork and Clerk magazine.
7. Letter from SLCC dated 30<sup>th</sup> March confirming purchase of ILCA course.
8. Invoice from SLCC dated 19<sup>th</sup> April for ILCA training course.
9. Credit note from SLCC dated 28<sup>th</sup> March for ILCA training course.
10. Planning Application dated 28<sup>th</sup> April ref DC/17/1721/FUL re The Old Bridge House, North Green Road, Parham, IP13 9NE. To make the property fit for 21<sup>st</sup> century living a range of repairs and improvements are needed. There are two rear additions that both require new raised or adjusted roof structures to give habitable ceiling heights.
11. Paperwork from Natural England re HLS application 2017-2018.
12. 3 x Invoices from SALC- see Agenda for details.