

## PARHAM PARISH COUNCIL

**Councillors are summoned to attend a meeting of Parham Parish Council which will be held at Parham Village Hall on Tuesday 12<sup>th</sup> September 2017 at 7.15 pm**

*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. Vice-Chair's welcome
2. To receive apologies for absence
3. Declarations of interests & applications for dispensations
5. Minutes of meeting on 11<sup>th</sup> July 2017 to be approved as a true record of the meeting
6. Matters arising

### 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*

7. Chairman's report
8. Clerk's report
9. Responsible Financial Officer's report
  - a) To consider making the following payments

Reference Number	Amount	Payee	Details	Cheque Number
E13 17-18	£72.00	L. Kirk	Mileage, Home Working Allowance & webmaster fees for July & August, reimbursements	101031
E14 17-18	£25.00	G. Whiting	Bus shelter grass-cutting July 2017	101030

*Invoices with full details of items above will be on display at the meeting.*

- b) To note approved payments made since the last meeting

Reference Number	Amount	Payee	Details	Cheque Number
E11 17-18	£30.00	BDO	Fee for extra information re External Audit	101028
E12 17-18	£1557.50	Laser Patterns Ltd	Payment for new village sign, including design costs and VAT	101029

To note payments received since the last meeting

Amount	Company	Details
£97.00	Hacheston Parish Council	Half-share speed-gun repair & courier costs

- c) To review bank balances
  - d) To review quarterly report and bank statements.
10. **To review compliance to Internal Control Statement**
  11. **To consider correspondence received since date of last meeting and determine any actions.** See attached sheet.
  12. **To receive Councillors' reports**
  13. **Planning To consider a proposed variation to Condition no 2 re DC/15/2759/FUL Development of 95 new dwelling units on land south of Mount Pleasant Farm, Framlingham**
  14. **Matters to be raised at the next meeting**
  15. **Date of next meeting**

*Lydia Kirk*  
Honorary Clerk  
Parham Parish Council

## **PARHAM PARISH COUNCIL**

### **Hard Copy Correspondence Received Between 6<sup>th</sup> June 2017- 5th September 2017**

1. Clerks & Councils Direct Newsletter
2. The Clerk Magazine
3. Letter from SCDC dated 18<sup>th</sup> August 2017 regarding the Local Plan Review & enclosed brochure entitled 'Help plan the future of the District'.
4. Two copies of *The Local Councillor*
5. Letter from SCDC re proposed changes to Condition number 2 of DC/15/2759/FUL. *Response required by 21<sup>st</sup> September.*
6. Letter from BDO dated 8<sup>th</sup> August 2017 re external audit requiring amendment of figure re last year's Fixed Asset Register due to it being completed using the wrong calculation method and an error with the calculating spreadsheet. Also a demand for £30 because of this error.