

PARHAM PARISH COUNCIL

**Councillors are summoned to attend a meeting of
Parham Parish Council which will be held at Parham Village Hall
on Tuesday 14th March 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. **Chair's welcome**
2. **To receive apologies for absence**
3. **Declarations of interests & applications for dispensations**
4. **Revised minutes of meeting on 11th October 2016 to be approved as a true record of the meeting.**
5. **Minutes of meeting on 13th January 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

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

Reference Number	Amount	Payee	Details	Cheque Number	Power
20 16-17	£108.00	L. Kirk	Clerk's mileage to end of March 2017	101012	LGA 1972 s111(1)
21 16-17	£312.00	SALC	Clerk & councillor training sessions	101013	LGA 1972 s111(1)
20 16-17	£606.20	L. Kirk	Reimbursement for HP laptop, Microsoft Office, archiving boxes and stationery supplies, set of printer inks and postage stamps.	101012	LGA 1972 s111(1)
21 16-17	£42.00	BDO	Fee for requiring additional information for External Audit 2015-2016	101014	LGA 1972 s111(1)
22 16-17	£500.00	Parham Village Hall	Grant in respect of roof repairs	101015	LGA S 137
23 16-17	£32.40	C. Moore	Mileage to councillor courses	101016	LGA 1972 s111(1)

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

- b) To note payments received since the last meeting

Amount	Company	Details	Notes
£ 988	Rural Payments Agency	ELS Funding Higher Entry Level Stewardship payment	

- c) Update re new bank account signatories
d) Bank Balances

11. **To review External Auditors report and recommendations for year ending 31st March 2016.**
12. **To consider ‘Suffolk Cloud’ as an alternative website provider for Parish website.**
13. **To agree to pay half of the calibration costs for the community speed gun with Hacheston Parish Council (*spending power- Highways Act 1980 S.301*).**
The total quotation is £175 plus £20 to collect it and £18 to return it. VAT will be added to all these costs.
12. **To approve revisions to the following policies:-**
- Standing Orders (Based on Model ones)
 - Assets Register
 - Financial Regulations
13. **To approve and adopt the following policies:**
- Internal Control Statement
 - Data Protection Policy
 - Lone Worker Policy
 - Equal Opportunities Policy
 - Grievance Procedure
 - Disciplinary Procedure
 - Freedom of Information Policy
 - Freedom of Information Publication Scheme and charges
14. **To review the following policies**
- Risk Assessment
15. **To agree and complete Electronic Summons for meeting forms**
16. **To consider paying Clerks Home Working Allowance, under S.5 of Local Government (Financial Provisions) Act, 1963 at current HMRC approved rate of £18/month.**
17. **To consider registering under Information Commissioner’s Office regarding the information we hold as a council**
The Data Protection Act 1998 requires every data controller who is processing personal information to register with the ICO at a cost of £35/year for the Parish Council.
18. **To consider annual litter pick including risk assessment & publicity**
19. **To consider paying L. Kirk as webmaster for revisions to Parish Website to make it Transparency Code compliant and more fit for purpose**
20. **Conduct review of internal auditor and appoint internal auditor for year ending 31st March 2017. Also to accept their Terms of Reference**
Quotes received from:-
SALC £135
Heelis & Lodge £ 66
21. **To consider correspondence received since date of last meeting and determine any actions.**
See attached sheet.
22. **To consider the following planning application**

Ref	Location	Application
DC/17/0573/FUL	Botany Farmhouse, Silverlace Green, Parham, IP13 9AD	Conversion of outbuilding to residential annex and/or holiday let accommodation.

23. **To receive Councillors' reports**
To consider Councillor Moore's emailed report on her New Councillors course and information gathered therefrom.
24. **Village sign update and report from MG and JR re plinth**
25. **To discuss Parham.net website & content**
26. **To consider backdated VAT applications**
27. **To consider membership of Society of Local Council Clerks**
28. **To consider funding 'Introduction to Local Council Administration (ILCA)' course for clerk.** At a cost of £99+ VAT for SLCC members, and £149+ VAT for non-SLCC members.
29. **To consider the future of Parham's Emergency Plan**
Also to consider data protection obligations.
30. **Matters to be raised at the next meeting**
31. **Date of next meeting**

Lydia Kirk
Honorary Clerk
Parham Parish Council