

PARHAM PARISH COUNCIL

Councillors are summoned to attend the Annual Meeting of Parham Parish Council which will be held online after the Annual Parish Meeting on Tuesday 7th July 2020 (approx. 7.30pm)

On 4th April The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force. This means legislation is now in place that allows councils to hold remote meetings.

Parishioners are invited to join this online Meeting.

Please contact the clerk before 2pm on the day of the meeting to get the meeting code.

Agenda

- 1. To appoint Chairman and signing of Chairman's Declaration of Office**
- 2. To appoint Vice Chairman and signing of Declaration of Office**
- 3. To receive apologies for absence**
- 4. Declarations of interests & applications for dispensations**
- 5. Minutes of meeting on 10th March 2020 to be approved as a true record of the meeting**
- 6. Matters arising**
- 7. Appointment of Officers and Council Representatives**

Responsible Financial Officer
Examining Councillor
Finance Sub Group
Planning Committee
Standing Orders/Policy Sub Group
Risk Assessment/Compliance Sub Group
Village Hall Parish Council Representative

SALC Representative
Parish Tree Scheme
Footpath Officer
Village Recorder
Wildlife Group
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.

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

Reference Number	Amount	Payee	Details
P09 20-21	£500.00	Parham Village Hall	Annual Donation

b) To note payments made since the last meeting

Reference Number	Amount	Payee	Details
P01 20-21	35.00	G. Whiting	Grasscutting
P02 20-21	120.00	Trevor Brown	Internal Audit
P03 20-21	£21.60	SALC	6 months payroll
P04 20-21	£140.77	SALC	Annual Subscription
P05 20-21	£35.00	G. Whiting	Grasscutting

P06 20-21	£35.00	G. Whiting	Grasscutting
P06 20-21	£35.00	G. Whiting	Grasscutting
P08 20-21	£826.80	L. Kirk	Pay to 30 th June 2020

c) To note payments received since the last meeting

Date	Amount	Company	Details
02.02.2020	£4.82	Barclays	Interest
29.04.2020	£2925.00	East Suffolk Council	50% precept
08.06.2020	£3.69	Barclays	Interest

d) To note current & deposit account balances

11. Procedural

- a) To consider acceptance of the **Accounts and Statement of Significant Variances** for the year ending 31st March 2020
- b) To complete of **Section One** (Annual Governance Statement) and **Section Two** (Accounting Statements) of the **Local Councils' Annual Return** for year ending 31st March 2020
- c) To agree to **opt out of External Audit** as an exempt council & **complete Certificate of Exemption.**
- d) To note Statement of Significant Variances
- e) To note clerk's rate of pay from 1st April 2020 as per NALC's recommendations

12. To review Internal Auditors' Report on 2019-2020 annual paperwork

13. To review

- a) Standing Orders
- b) Assets Register
- c) Financial Regulations
- d) Statement of Internal Control & its effectiveness
- e) Risk Assessment Physical Assets
- f) Financial Risk Assessment including adopting a new clause regarding non-compliance with the GDPR and actions in place to mitigate the risk.
- g) Data protection policy

14. To re-adopt 2012 Suffolk Model Code of Conduct

15. To appoint an internal auditor for the year ending 31st March 2021

16. Planning

- i) **DC/20/2238/LBC & DC/20/2237/VOC Elm Tree Farm, North Green- Variation of Condition**
Convert an existing four bay timber framed cowshed and corrugated iron covered cattleyard to provide a four bedroom family dwelling that lies within the curtilage of Elm Tree Farm, a grade II listed 16th century timber framed farmhouse.
- ii) **DC/20/2063/FUL Land To Rear Of Woodyard Site Parham Airfield IP13 9AF**
Change of Use of Land. Erection of floodlighting and CCTV equipment.

17. To discuss name suggestions for the new housing development

18. To discuss NALC's new model code of conduct.

19. To consider correspondence received since date of last meeting and determine any actions

20. To receive Councillors' reports – North Green Fibre Broadband update

21. Matters to be raised at the next meeting

22. Date of next meeting

Lydia Kirk

Clerk to Parham Parish Council

Correspondence Received to 30th June 2020

March 2020	Clerks & Councils Direct newsletter
11.03.2020	Letter from Citizens Advice Bureau re sending Annual Report via email (<i>Replied 21.03.2020</i>)
13.03.2020	Letter from Rural Payments Agency re Environmental Stewardship claim (<i>Form returned 11.04.2020</i>)
23.03.2020	Letter of thanks from Parham Airfield Museum re donation
14.04.2020	Letter from Openreach re Wayleave Agreement for North Green (<i>Form returned 21.04.2020</i>)
May 2020	Clerks & Councils Direct newsletter
07.05.2020	Letter from Barclays re decreasing interest rates
14.05.2020	Letter from HM Lord Lieutenant for Suffolk re VE Day
27.05.2020	Letter from Barclays requesting confirmation of tax status (<i>Clerk replied 02.06.2020</i>)