

# PARHAM PARISH COUNCIL

## Annual Meeting of Parham Parish Council Tuesday 9<sup>th</sup> May 2017 Parham Village Hall

### MINUTES

Andy Nicholson      Michael Gray      Emma Cochrane      Claire Moore  
James Rogers      Jason Wood (who was later co-opted onto the Council)  
Lydia Kirk (honorary clerk)

4 members of public were present.

#### 1. To appoint Chairman

EC proposed AN to continue as Chair. This was seconded by MG and unanimously approved.

#### 2. To appoint Vice Chairman

AN proposed MG to continue as Vice-Chair. This was seconded by EC and unanimously approved.

#### 3. To receive apologies for absence

None

#### 4. Declarations of interests & applications for dispensations

None

#### 5. The minutes of meeting of last Annual Meeting of the Council on 10<sup>th</sup> May 2016 were approved as a true record of the meeting.

#### 6. Matters arising

None

#### 7. The minutes of the meeting on 14<sup>th</sup> March 2017 were approved as a true record of the meeting.

#### 8. Matters arising

None

#### 9. Co-Option of Councillors

Mr Jason Wood introduced himself to the Council and gave a short speech on why he was interested in becoming a Councillor. JW then left the room and Council voted unanimously to co-opt him. JW then signed an Acceptance of Office form.

#### 10. Appointment of Officers and Council Representatives

Responsible Financial Officer	Parish Clerk
Examining Councillor	Claire Moore
Internal Auditors	Trevor Brown
Finance Sub Group	Michael Gray, James Rogers, Chairman, RFO
Planning Committee	All Councillors
Risk Assessment/Compliance Sub Group	Michael Gray & Mary Simmons
Village Hall Representative	Andy Nicholson
Emergency Plan	N/A
SALC Representative	Jason Wood
Parish Tree Scheme	Adam Paul
Footpath Officer	James Rogers
Village Recorder	Malcolm MacNichol
Wildlife Group	Michael Gray, James Rogers, Emma Cochrane
Neighbourhood Watch	Emma Cochrane
Webmaster	Parish Clerk (Jason Wood also offered his assistance with this)

### PUBLIC FORUM

Four members of the public wished to express their concerns regarding Planning Application ref DC/17/1407 (embedded power plant at Hacheston). Their views were noted including concerns re noise pollution, the visual impact on a listed building, number of lorry movements, pollution from runoff, diesel generators being dated technology, the fact that no environmental impact assessment was to be carried out and the site's

topography. Parishioners' concerns were considered when Council discussed the planning application at item 20 of the meeting.

*There were no reports from Police or District Councillors.*

### 11. Chairman's report

The Chair welcomed JW and stated he is keen to fill the Council now it is running more efficiently and the affairs are all in order.

AN thanked the previous Clerk for his work over the years. The Council has adopted several new policies and procedures to make it Transparency Code compliant and it is moving forward with the new Clerk in place. The new village website is up and running and the Parish Council managed to reduce the precept this year.

The new village sign has been ordered and the noticeboards are in the process of being serviced and repaired. Frustrations for the Council include the phone box which still hasn't been repainted or repaired and increasing traffic and speeding along the B1116, with limited action we can take in this regard.

### 12. Clerk's report

The Clerk has reported problems with the footpath signs & footbridge to SCC, reference number 4125685.

Some of the changes to the banking mandate have now been approved, with AN, MG and CM now being signatories, and Annette Gray and Rob Eldrett being removed. We are awaiting confirmation that Andrew Houseley and Susan O'Sullivan have been removed as signatories. LK has now completed the VAT claim for the last 3 years and the funds due have been received. The new website, <http://parham.suffolk.cloud>, is up and running & will be advertised in the Parish Magazine.

MG completed the annual HLS forms and LK sent them off and has received confirmation of safe receipt.

### 13. Responsible Financial Officer's report

#### a) The following payments were approved:

Reference Number	Amount	Payee	Details	Cheque Number	Power
E03/17-18	£131.62	SALC	Annual Subscription	101021	LGA 1972 s111(1)
E03/17-18	£19.20	SALC	Clerks Networking Event	101021	LGA 1972 s111(1)
E03/17-18	£30.00	SALC	End of year accounts training	101021	LGA 1972 s111(1)

In addition, an extra invoice, received after the publication of the agenda, was approved:-  
E04/17-18 Gary Whiting £25 for grass cutting (cheque number 101022).

#### b) The following payment made since the last meeting was noted:-

The payment was made between meetings to meet the end of the financial year deadline: L Kirk £464.10 (Expenditure reference E26 16-17, cheque number 101018).

For webmaster fees, homeworking allowance and mileage to 31<sup>st</sup> March 2017.

Also for reimbursing costs of ICO membership (£35), SLCC membership (£38 + £5 joining fee) and ILCA certification (£99 +VAT= £118.80). *Power: LGA 1972 s112(2).*

**The following approved payments were made between meetings so as to not delay the payments:**

Reference Number	Amount	Payee	Details	Cheque Number
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E1(17-18)	£500	Parham Village Hall	Grant in respect of roof repairs 2017-2018	101019
E2(17-18)	£25.00	G Whiting	Grasscutting	101020

Invoices with full details of items above were available to view at the meeting.

**c) To following payments received since the last meeting were noted:-**

Date	Amount	Payee	Details	Notes
23.03.2017	£ 489.00	NALC	Transparency Code grant funding	For laptop, software & web training
28.04.2017	£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) The current & deposit account balances were noted:**

Current a/c	£10,969.41
Deposit Account	£ 6,709.77
<b>Total</b>	<b>£17,679.18</b>

**14. Procedural**

a) The Accounts for the year ending 31<sup>st</sup> March 2017 were approved by Council and duly signed by the Chair.

b) 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 were duly approved by the Council and signed off by the Chair & RFO.

c) The Statement of Significant Variances was noted and approved.

**15. The Internal Auditors' Report on 2017-2017 annual paperwork was noted and will be uploaded onto the website.**

**16. The following policies were all reviewed:-**

Standing Orders, Assets Register (including minor amendments on the internal auditors' advice), and Financial Regulations.

The Statement of Internal Control was also reviewed and it was considered sufficient and effective.

**17. Council reviewed information obtained from their insurance provider regarding warning signs near village ponds.**

It was resolved that the Council did not consider such signs necessary and decided to remove all references to pond warning signs from the risk assessment. AN will remove the two benches from near to the pond at North Green as a) these could be seen to encourage people to sit close to the pond and b) they themselves were partially rotten and could be hazardous. The rest of the risk assessment was considered to be satisfactory.

**18. The 2012 Suffolk Model Code of Conduct was re-adopted and can be found on the website.**

**19. Correspondence received since the date of the last meeting was considered.**

**20. The following planning applications were considered.**

Ref	Location	Application	Response
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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 the village.</i>	<b>After considering the application and parishioners' concerns, Council resolved to object to this application.</b>
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.	<b>Council actively supported this application and considered these changes to be a positive development for the property.</b>

21. **No Councillor reports were received.**
22. **Council approved proceeding with repairs to the two village noticeboards at a cost of approximately £300.**
23. **Council approved proceeding with repairs to the shared community speedgun, although it was noted that the necessity of such repairs was disappointing when the speedgun had only been calibrated very recently.**
24. **There were no matters to be raised at the next meeting**
25. **The next meeting was confirmed as 11<sup>th</sup> July 2017.**  
There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.15pm.

*Lydia Kirk*  
Honorary Clerk  
Parham Parish Council

Signed: .....

**A. Nicholson**  
**Chairman**

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**Date**