

MINUTES OF MEETING OF PARHAM PARISH COUNCIL

Tuesday 14th November 2017 at 7.15 pm

1. **The Chairman welcomed everyone to the meeting.**

2. **Apologies** were received and accepted from Claire Moore.

Present

Andy Nicholson	Michael Gray	Emma Cochrane	James Rogers
Jason Wood	Rhodri Griffiths	Lydia Kirk (honorary clerk)	

3. **Interests**

Whilst there is no obligation for a Clerk to disclose interests, for the sake of transparency the Clerk advised that she was related to one of the planning applicants at item 14.

4. **The minutes of the meeting on 29th September 2017 were approved as a true record of the meeting**, save for the erroneous recording of Claire Moore as being present at the meeting.

5. **Matters arising**

N/A

There were no members of public present so no public forum was held.

6. **Chair's Report**

The Chair thanked MG for re-fixing the Village of the Year sign. He also reported that repairs to the North Green noticeboard have now been carried out.

7. **Clerk's report**

The Company that SALC are recommending to act as Parish Councils' Data Protection Officer have sent through details of their charges. Year 1 costs for a Council with a precept up to £5,000 is £280 and for a Council with a precept between £5,000- £25,000 the cost is £800. The Clerk is attending an information session in this regard next week and will be able to update and advise Council further then.

The Clerk has completed her Introduction to Local Council Administration (ILCA) training and found it to be very useful to her role.

The Clerk is still waiting for some Councillors to provide information for the website profiles and would be grateful if they could now send these swiftly.

Following a request from RG, the Clerk has contacted the Highways Department to see if they can also carry out repairs to the pavement outside Willoughby House when the road is scheduled to be closed later this month.

8. **Responsible Financial Officer's report**

a) The following payment was approved:

Reference Number	Amount	Payee	Details	Cheque Number
E18 17-18	£81.65	L. Kirk	Mileage, Home Working Allowance & webmaster fees for September & October, reimbursements	031

b) The following payments made between meetings were noted:

Reference Number	Amount	Payee	Details	Cheque Number
E17 17-18	£150.00	S.G.C Blasting	Grit-blasting & painting of Village of the Year sign	035
E16 17-18	£19.20	SALC	Clerk information sharing session	034
E14 17-18	£50.00	G. Whiting	Mowing at the bus shelter July & October 2017	030

The following payments received since the last meeting were noted

	Company	Details
£20.00	Norse	Community litter pick
£1,481.95	Rural Payments Agency	HLS biodiversity payment
£2,65.00	SCDC	2 nd half of precept

- c) The bank balances and reserved fund balances were reviewed. The Council currently holds £19,000, of which over £10,000 is in reserved funds (mainly for Biodiversity projects) and £9,000 in general funds.
 - d) The bank statements and reconciliation were reviewed and signed off.
10. **AN has sought quotations for cutting the closed Churchyard from 5 local contractors.** Of those who were interested in the work, Council resolved to use Mark Runnacles, at a cost of £425 for the initial clearance, with a view to then use him to cut the churchyard as necessary next year. If Mr Runnacles cannot carry out the cuts, Council resolved to ask *Kindlewood* instead.
Council resolved to defer reviewing the draft budget until the next meeting as information regarding the Clerk's salary & holiday allowance and Data Protection Officer obligations is still awaited.
 11. **Council resolved to defer determining the precept for 2018-2019 until the next meeting when the budget has been agreed.**
 12. **Council approved dates for meetings in 2018, following the same monthly format as this year.** Councillors were provided with a copy of the dates and the Clerk will put them on the noticeboard.
 13. **Council considered that it was compliant with its Internal Control Statement.**
 14. **Planning.** Council discussed the following applications
 - i) DC/17/2154/FUL Highfields, Main Road, Parham
Demolition of existing dwelling and outbuildings and construction of new dwelling.
Council was pleased that its concerns with the previous application had been addressed.
No objections.
 - ii) DC/17/4534/FUL Park Farm, Mill Green, Parham
Portal framed grain store for the safe storage of grain. **No objections.**
 15. **Council considered correspondence received since date of last meeting.** Council resolved to publish the letter from St Elizabeth Hospice regarding Garden Trails in 2018 on its website in case any parishioners wished to oversee the project.
 16. **To receive an update on repairs to the telephone box & discuss possible future uses**
The Clerk has chased BT who have now provided a contract for completion to enable the Parish Council to take ownership of the phone box outside Dial House at a cost of £1. Council is to ask for the electricity supply to be disconnected when the phone is removed due to concerns over standing charges. **ACTION POINT** Clerk to ask parishioners for ideas for future uses for the telephone box via the Parish Magazine and website.
 17. **To receive an update on the new village sign and likely timescale for unveiling.** Council resolved to wait until the New Year to erect and unveil the new sign, and hoped the refurbished telephone box would also be completed by then. MG and JR will drill the post and begin ground works in preparation.
 18. **Council received an update on the biodiversity group.** MG reported that the biodiversity group have met and wish to remove scrub and dig out roots on the edge of North Green nearest to Home Farm & Green Farm, and at the top of Hall Hill as there is encroachment on the village Greens. Council supported these plans.
 19. **No other reports from Councillors were received.**
 20. **Matters to be raised at the next meeting:**
Agreeing the budget and precept.
Making plans for an unveiling ceremony for the phone box and village sign.
Discussing Data Protections Officer & obligations.
 21. **The next meeting was confirmed as being on Tuesday 9th January 2018 at 7.15pm.**
There being no further business, the Chairman thanked everyone for attending and closed the meeting.

Signed:

A. Nicholson
Chairman

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Date