

DRAFT MINUTES OF EXTRA-ORDINARY MEETING OF PARHAM PARISH COUNCIL

Friday 29th September 2017 at 7.15 pm

1. **The Chairman welcomed everyone to the meeting and thanked them for coming out to an additional meeting on a Friday night. He also welcomed Rhodri as a Councillor.**

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

Present

Andy Nicholson Michael Gray Emma Cochrane Claire Moore

Jason Wood Rhodri Griffiths Lydia Kirk (honorary clerk)

James Rogers was absent.

3. **Interests** MG declared an interest in item number 8 regarding the plot of land at Whitehouse Farm. Whilst there is no obligation for a Clerk to disclose interests, for the sake of transparency the Clerk advised that she was related to the owner of some of the plots in item number 8.

4. **The minutes of the meeting on 14th September 2017 were approved as a true record of the meeting.**

Matters arising

The 'Village of the Year' sign has now been re-sprayed and MG will get it re-erected. The new post for the village sign has been cut.

Chair's Report

The Chair shared a letter he has received from the Rev. Canon Banks regarding the protocol on the death of a senior member of the Royal family. AN has noted it and has made contact with the two Churchwarden's who will contact him if they need any assistance from the Parish Council in this regard.

The Chair confirmed he is now in possession of the materials to repair the telephone box, and the repairs will be carried out as and when MG and he are free to do so. Also, Mike Balls has begun repair work to the North Green noticeboard.

Clerk's report

Data Protection Officers

As of May 2018 all businesses including Parish Councils will need to appoint a Data Protection Officer. The Clerk is going to a training session in November to learn more about this as non-compliance can have large pecuniary implications.

Changes to Discloseable Pecuniary Interests

SALC's solicitors have advised them that the criteria for Disclosable Pecuniary Interests has changed. DPIs are now only declared for your (or your spouse's) own applications rather than declaring for a neighbour's application. In this situation, a Councillor could now disclose a "personal" interest in an item, and then Council decide how to proceed.

Mowing contractor

The grass-cutter has confirmed that he normally cuts the Pound every 3 weeks and that the cost per cut likely to increase next year. Furthermore he would rather not cut the old churchyard as it is too big a job when only cut once a year.

ACTION POINT Clerk to obtain quotations for regular and one-off cuts of the old churchyard prior to budget-setting meeting. Also to seek advice on deemed frequency of cuts.

8. Responsible Financial Officer's report

- a) The following payment was approved:

Reference Number	Amount	Payee	Details	Cheque Number
E11 17-18	£407.60	Came & Company	Insurance NB This is £6 more than the fee agreed at the last meeting due to the inclusion of the new sign as an asset.	101033

8. Planning

- a) Council considered planning application DC/17/3742/FUL for a fast response embedded power plant at Land West of Electricity Sub Station, The Street, Hacheston. The Council felt there needed to be an environmental impact assessment in order for them to make an informed decision.

- b) Council considered Issues and Options in Parham as part of the Suffolk Coastal Local Plan Review document.

Plot 55	Housing opposite Blyth Row
Plot 250	Housing on land north of White House Farm
Plot 359	Dwelling to north of Park Farm Cottages
Plot 360	Affordable housing opposite North Green Farm
Plot 361	Light industrial employment at Parham Airfield

Regarding the proposed possible housing plots, the Council felt that any future development within Parham needs to be proportionate to the scale of the village. Also any development should comprise a mix of open market value houses and affordable houses, rather than allowing developments that are wholly one housing type or the other. Council also stressed the importance of the design and character of future houses fitting in with the village. Council supported the development of Plot 361 for light industrial purposes in principle.

9. Employment Issues *The Clerk left the room for the duration of item number 9 and EC took the minutes.*

- a) Council discussed the clerking situation for January 2018 and resolved to continue with the present clerk moving from a voluntary to a paid position.
b) Council resolved to use SALC to conduct a salary review for the Clerk's role at a likely cost of £25. **ACTION POINT** The Chair will try to liaise with SALC in this regard before the draft-budget setting session.
c) Council resolved to use SALC to carry out monthly payroll, considering auto-enrolment, pension and holiday obligations, at a cost of £8/month.
d) Council resolved to adopt the national model contract of employment provided by SALC.
The Clerk was then asked back into the meeting.

10. Council noted the External Auditor's Notice of Completion of Audit and the External Audit Report, including the comments regarding numbering individual minute sheets and using the appropriate method to calculate the value of fixed assets. This will be re-considered when completing next year's return. Council also noted BDO's cancellation of the £30 fee for additional information.

11. Council agreed changes to the Fixed Asset Register to include the new village sign

12. The date for the draft budget planning meeting was set as 7th November

[NB this has since been changed to 26th October]

13. Precept Consultation SALC's consultation regarding referendums for increases to precepts was discussed but was not considered relevant to this Council.

14. Matters to be raised at the next meeting

An update from the Biodiversity group.

15. The next meeting was confirmed as being on Tuesday 14th November at 7.15pm.

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 8.30pm.

Lydia Kirk

Honorary Clerk Parham Parish Council

Signed:

**A. Nicholson
Chairman**

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Date