

MINUTES OF MEETING OF PARHAM PARISH COUNCIL

Tuesday 11th July 2017 at 7.15 pm

1. **The chair welcomed councilors.** No members of the public were present.
2. Apologies were received from James Rogers.

Present

Andy Nicholson (Chair) Michael Gray Emma Cochrane Claire Moore
Lydia Kirk (honorary clerk) Jason Wood was absent.

3. **There were no declarations of interests nor applications for dispensations.**
5. **The minutes of the meeting on 9th May 2017 were approved as a true record of the meeting.**
6. **The minutes of the planning meeting on 28th June 2017 were approved as a true record of the meeting.**

7. **Matters arising**

In regard to the minutes of the meeting of 9th May, Annette Gray is happy to continue updating the Emergency Plan, and as such the role was resurrected. The two benches near North Green pond are in a better condition than AN originally thought and so has decided to leave them in situ for the time being.

8. **Chair's Report**

The Chair is continuing to chase repair works to the village noticeboards.

9. **Clerk's report**

The clerk has issued JW with a new councillor information sheet and emailed copies of our policies and procedures.

She is in liaison with the external auditors with further explanations regarding the Statement of Variances and the discrepancy in figures between this year's Fixed Asset Register which is based on items' true cost and last year's which showed the assets to increase in value in line with inflation.

She has contacted the contractor who mows the Pound grass to try and establish the frequency of his cuts and likely costs for the season.

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

a) The following payments were considered and approved:

Reference Number	Amount	Payee	Details	Cheque Number
E5 17-18	£238.48	L. Kirk	Mileage, Home Working Allowance & webmaster fees for March-June, reimbursements	101023
E6 17-18	£30.00	SALC	Suffolk Cloud Training	101024
E7 17-18	£187.20	Unipar Services Ltd	Speedgun repair and courier costs	101025
E8 17-18	£25.00	G. Whiting	Pound grass-cutting May 2017	101026
E9 17-18	£25.00	G. Whiting	Pound grass-cutting June 2017	101026
E10 17-18	£19.20	SALC	Clerks Networking & Info Session June 2017	101027

Invoices with full details of items above were displayed at the meeting.

b) The following payments received since the last meeting were noted:

Amount	Company	Details
£106.50	Hacheston Parish Council	Contribution of half net costs of Speedgun calibration

£97	Hacheston Parish Council	Contribution of half net costs of Speedgun repairs & courier costs
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- c) The bank balances were noted.
- d) The bank statements and reconciliation were signed off by MG.
11. **Council reviewed its Internal Control Statement** and considered their conduct to be compliant with this.
12. **Correspondence received since the last meeting was reviewed** and no further action was considered necessary.
13. **Reports were received from MG and CM.** MG has had several parishioners complain about the recent cutting of the verges, with grass still long in many places. As the verges are only cut once a year now, Councillors were especially disappointed with the sub-standard cut. **ACTION POINT** Clerk to write to the Highways Department in this regard. MG informed of recent correspondence from a landowner in regard to a parishioner planting trees along the edge of his land. MG has responded to the complainant and has previously asked the same individual to stop planting trees there. The concerns were noted but the land is not parish council land and there is limited action they can take. CM reported a concern regarding the trees on the Pound overgrowing the electricity and telephone wires. AN informed Council that this is not their responsibility and that BTS conduct regular line checks and should trim it back in time.
14. **Village Sign Update.** The sign has been cut, welded and sprayed black. The paint company cannot paint the white 'Parham' lettering but can recommend a paint to use. **ACTION POINT** AN volunteered to paint the lettering. **ACTION POINT** MG and AN will go to look at the sign to consider the logistics of fixing such a large and heavy sign safely, and to consider the height of the signpost. Once this has been completed Council can look to replacing the plinth, erecting the sign and planning a date for the unveiling ceremony.
15. **Information obtained regarding vehicle activated speed signs was considered** but it was decided not to proceed at the moment due to the high initial and ongoing costs, and some of the constraints regarding siting the signs. It was felt that speeding should be a police matter rather than the Parish Council taking on the responsibility for it.
16. **Parham's Neighbourhood Watch scheme does not seem to be active currently.** **ACTION POINT** To help keep parishioners informed of local crimes, events and policing matters, the Clerk will advertise the 'Police Connect' service in the parish magazine and put a link on the village website.
17. **A parishioner's request for the Parish Council to fund and provide an annual village Christmas tree near the Pound was considered.** There were fears re vandalism and it was suggested that solar lights could be placed around the new village sign instead to make the village centre look more festive. A tree could be re-considered in future years if this goes well. **ACTION POINT** EC to source solar lights and fit them at Christmas.
18. **Matters for the next meeting.** The ongoing repairs to the telephone box were again discussed. **ACTION POINT** Clerk to write to the parishioner who should be doing the repairs with a deadline for completion or for the return of the materials.
19. **The next meeting was confirmed as Tuesday 12th September.** There being no further business, the Chairman thanked everyone for attending and closed the meeting at 8.20pm.

Lydia Kirk

Honorary Clerk Parham Parish Council