

# MINUTES OF MEETING OF PARHAM PARISH COUNCIL

Tuesday 12<sup>th</sup> September 2017 at 7.15 pm

1. **The vice-chair welcomed everyone to the meeting in the absence of the chair.**
2. **Apologies** were received and accepted from Andy Nicholson and Jason Wood.

## **Present**

Michael Gray (acting as chair)      Emma Cochrane      Claire Moore      James Rogers  
Lydia Kirk (honorary clerk)      Rhodri Griffiths (who was later co-opted on to the Council)

3. **There were no declarations of interests nor applications for dispensations.**
4. **The minutes of the meeting on 11<sup>th</sup> July 2017 were approved as a true record of the meeting.**

5. **Matters arising**

MG, AN and LK met to look at the finished sign and discuss the logistics of fixing it safely. It was decided to locate this sign in the same place as the previous sign due to concerns with the number of underground electric cables and pipes in the surrounding area. Peter Kindred has ordered a new post, with an 8inch diameter for the bulk of the post due to concerns regarding the weight of such a large sign.

The clerk reported the poor standard of the verge cutting to the Highway Agency but has not received a response.

6. **Chair's Report**

Due to a change in his future plans, Rhodri Griffiths is now willing to stand as a Parish Councillor for the village. His co-option was proposed by CM and seconded by EC. All Councillors present voted in favour and RG was welcomed to the Council.

MG and AN have offered to carry out the repairs to the phone box when the purchased materials are returned to the Council. Possible uses for the empty phone box were briefly discussed and EC suggested consulting parishioners on the various ideas. This will be raised again at the next meeting.

7. **Clerk's report**

The clerk advised Council that their new insurance policy will commence on 1<sup>st</sup> October. Last year the Council signed up to a 3 year renewal with the same company to benefit from a premium discount, and the previously agreed cost for insurance the coming year is £400.10. The accounts are still with the external auditors who have raised a £30 fee because of errors with the way the previous clerk calculated the value of assets on the Asset's Register and also a mistake with an asterisk in the total column of the spreadsheet. Last year's figures have been re-submitted with the correct 'true cost' valuation.

LK is still trying to contact the grass-cutting contractor to establish the frequency of mowing to the pound and likely costs for the season.

LK has been updating the village website and obtained Council's permission to enter the website in SALC's 'Small Village of the Year Website' competition.

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

a) The following payments were considered:

Reference Number	Amount	Payee	Details	Cheque Number
E13 17-18	£72.00	L. Kirk	Mileage, Home Working Allowance & web fees for July & August, reimbursements	101031 APPROVED
E14 17-18	£25.00	G. Whiting	Bus shelter grass-cutting July 2017 PENDING RESPONSE FROM PAYEE TO OUR QUERIES BEFORE PAYMENT.	101030 PENDING

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

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

Reference Number	Amount	Payee	Details	Cheque Number
E12 17-18	£1557.50	Laser Patterns Ltd	Payment for new village sign, including design costs and VAT	101029

The following payment received since the last meeting was noted

Amount	Company	Details
£97.00	Hacheston Parish Council	Half-share speed-gun repair & courier costs

- c) The bank balances were noted. The reserved funds have decreased now that the village sign has been paid for.
- d) The bank statements and reconciliation were signed off by CM.
9. **Council reviewed its Internal Control Statement** and considered its activity to be compliant with this.
10. **Correspondence received since the last meeting was reviewed** and no further action was considered necessary, save for responding to the planning variation, below.
11. **Reports were received from MG and RG**  
 MG has received a quotation for the 'Village of the Year' sign to be grit-blasted and re-sprayed at a cost of £150. All present were in agreement to proceed with this.  
 MG informed Council that Noriker have submitted a new planning application to SCDC regarding the land at Hacheston's sub-station. Parham PC have not received a copy of the new application. **ACTION POINT** LK to contact the planning department and seek to be added to the consultation list.  
 RG thinks Hacheston PC were discussing some traffic calming methods at their last meeting. **ACTION POINT** LK to contact Hacheston's clerk asking for updates and to be made aware of any traffic initiatives in case any Parham residents would like to work with Hacheston in this.
12. **Planning** A proposed variation to Condition no 2 re DC/15/2759/FUL (Development of 95 new dwelling units on land south of Mount Pleasant Farm, Framlingham) was considered and Council had no objections, but would like it noted that they thought it was odd to be consulted on such a minor amendment when they were not consulted on the initial application.
13. **Matters for the next meeting**  
 - Repairs to the telephone box and possible future uses  
 - Set a date for budget meeting  
 - Update on new village sign- post, plinth and likely timescale for unveiling.
14. **The next meeting was confirmed as Tuesday 14<sup>th</sup> November.**  
 There being no further business, the vice-chairman thanked everyone for attending and closed the meeting at 8.20pm.

*Lydia Kirk*  
 Honorary Clerk Parham Parish Council

Signed: .....  
**A. Nicholson**  
**Chairman**

.....  
**Date**