

# MINUTES OF MEETING OF PARHAM PARISH COUNCIL

Tuesday 9<sup>th</sup> January 2018 at 7.15 pm

1. **The Chairman welcomed everyone to the meeting.**
2. **Apologies** were received and accepted from Emma Cochrane and Jason Wood  
**Present**  
Andy Nicholson      Michael Gray      James Rogers      Rhodri Griffiths  
Claire Moore      Lydia Kirk (Clerk)
3. **Declarations of interests & applications for dispensations**  
None
4. **The minutes of the extraordinary meeting on 12<sup>th</sup> December 2017 were approved as a true record of 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 reported on the TAMAR meeting that he attended in December, and on the charges to the brown bin emptying service that will be implemented in Parham this year.  
The closed churchyard has been cut and the Contractor reported that it was harder work than he envisaged and he thinks it will need another intensive cut in Spring to allow successful maintenance cuts during the growing season.
7. **Clerk's report**  
The Clerk is liaising with HMRC to try and change Council's registered address and get their employer reference numbers so that auto-enrolment obligations and declarations can be carried out. The Clerk is liaising with Saxtead Parish Council regarding the possibility of becoming their new Clerk. The Clerk and Chair will work on the Clerk's Contract of Employment using NALC's national model as a basis.
8. **Responsible Financial Officer's report**  
a) The following payment was approved:

Reference Number	Amount	Payee	Details	Cheque Number
E24 17-18	107.30	L. Kirk	Mileage, Home Working Allowance & webmaster fees for November & December, reimbursements	042

- b) The following payment made between meetings was noted:

Reference Number	Amount	Payee	Details	Cheque Number
E23 17-18	£17.37	E. Cochrane	Christmas solar lights & battery pack	041

*Invoices of items above were on display at the meeting.*

- c) The bank balances and reserved fund balances were reviewed. The Council currently holds £19,661, 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.
- e) The quarterly report was reviewed. Council noted expenditure was far lower than the previous year. This is mainly due to the Clerk's salary being budgeted for but then not required.

- f) Council approved SALC's recommendation of employing the clerk on NALC's spinal column point 20 plus one SCP for having already carried out the role for a year.
9. **Council discussed and approved the proposed budget for 2018-2019**, as discussed at Finance Committee meeting on 26<sup>th</sup> October 2017 and full Council meeting on 14<sup>th</sup> November 2017. Council carried out a risk assessment on the level of general reserves and resolved that whilst the budgeted expenditure figure for the year was £6,909 they would only request a precept of £5,300 to help reduce the balance of general reserves. Council included the figure of £280 to help fund a Data Protection Officer, to help ensure compliance to the new General Data Reform Act legislation that will be in force in May 2018.  
**This was proposed by MG, seconded by JR and unanimously carried.**
10. **The precept level for 2018-2019 was set at £5,300 which would equate to an increase of 0.95% on Council tax bills. This was proposed by MG, seconded by JR and unanimously carried.**
11. **Council reviewed its Internal Control Statement and considered itself compliant.**
12. **Planning.** The following applications were discussed and Council resolved to respond with NO OBJECTIONS.  
*DC/17/5186/FUL Church Farm The Street Parham*  
Conversion of curtilage listed outbuildings to form a single residential dwelling  
*DC/17/5187/LBC Church Farm The Street Parham*  
Conversion of curtilage listed outbuildings to form a single residential dwelling
13. **Correspondence received since date of last meeting was reviewed.**
14. **Council discussed possible uses for the phone box.** Ideas discussed included an information box with a village map and footpath routes, a goods exchange, book or toy library, seedlings swap shop and housing for a defibrillator. Council resolved to keep the 'Telephone' wording at the top of the kiosk despite it no longer being a functional telephone. MG has begun clearing the box and will continue when the weather improves and the wooden door has dried out. Councillors have been asking parishioners for ideas and AN will also mention it at this month's film night.
15. **Council received an update on the new village sign** and plan to unveil the new sign in the afternoon of 7<sup>th</sup> May 2018, which is a Bank Holiday. Refreshments to be provided in the village hall afterwards. LK to obtain prices for a caterer for cream teas for approx. 100 people.
16. **To receive Councillors' reports.** MG reported on Data Protection Officer obligations and reported that SALC are recommending *The DPO Centre* in London. Council noted that fees were based on Council's precept, but movement to a lower precept banding for fees was possible if Council believed this level of service met their needs.
17. **Matters to be raised at the next meeting**  
Sign unveiling, refreshments, invitations, advertising, risk assessment.  
Uses for telephone box  
Results of survey of village footpaths (RG, CM)
18. **The next meeting was confirmed as the 13<sup>th</sup> March at 7.15pm.**  
There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 8.30pm.

*Lydia Kirk*

Clerk to Parham Parish Council

Signed: .....

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

.....**2018**  
**Date**