

# MINUTES OF MEETING OF PARHAM PARISH COUNCIL

Tuesday 10<sup>th</sup> July 2018 at 7.15 pm

1. The Chairman welcomed everyone to the meeting.

2. **Present**

Andy Nicholson	Michael Gray (present for first part of the meeting)
Rhodri Griffiths	Claire Moore
Lydia Kirk (Clerk)	3 members of public
<b>Apologies</b>	Jason Wood Jos Slade Cllr Stephen Burroughes
<b>Absent</b>	James Rogers

3. **Declarations of interests & applications for dispensations**

None

4. **The minutes of the Annual Meeting of the Council on 8<sup>th</sup> May 2018 were approved as a true record of the meeting.**

5. **Matters arising**

Annette Gray no longer wishes to be the Emergency Plan Officer.

## Public Forum

Three members of public attended to discuss item 10. The first parishioner raised concerns over the increased risk of flooding to his property and the wider community, loss of privacy to his property, inconvenience to the whole village during construction and concerns that the development is not in keeping with the rest of the village.

The second parishioner was mainly concerned over flooding, with extra pressure being put on the brook, which is even more of an issue with the new housing developments further upstream at Framlingham. The third parishioner echoed the concerns of the previous two, but also wished to state how concerned she was about the locations of the entrance ways to the site.

During the public forum, the Chair also went through Stephen Burroughes' County Councillor Report. This can be found in full on the village website.

*The Public Forum was closed at 19.50pm.*

6. **Chair's Report** The Chair reported that parishioners have been given two opportunities to view the planning application and supporting paperwork regarding the proposed housing along Main Road, Parham. Both open sessions were well attended and the Parish Council have been able to listen to concerns and comments from residents which will be considered when the Parish Council comes to discuss the planning application. He reminded those present that individuals are encouraged to submit their own comments on the application directly to Suffolk Coastal District Council.

7. **Clerk's Report**

All data previously collected for the Emergency Plan has now been destroyed in line with GDPR rules as it is no longer relevant. The clerk and Chair have conducted a data audit and have destroyed all data that is no longer relevant or required.

The period for Public Inspection of the end-of-year paperwork has now finished and no enquiries were raised. The Exemption Certificate is with the External Auditors and we await their response.

With the recently approved East Suffolk Council there are going to be some changes to ward boundaries. Draft recommendations for an electoral review of East Suffolk have been posted on the village website. The proposals would see Parham placed within the Framlingham Ward which would be represented by 2 Councillors. Hacheston and Marlesford would be in the Rendlesham & Wickham Market ward. Members of public can respond to the proposals until 27<sup>th</sup> August 2018.

NALC have reviewed the National Scale Points, which has resulted in a 20p/hour pay increase for scale point 21, as of 1<sup>st</sup> April 2018.

The clerk reminded those present that the village website- [www.parham.sufolk.cloud](http://www.parham.sufolk.cloud) is updated regularly with local news and events.

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

- a) The following payments were approved:

Reference Number	Amount	Payee	Details	Cheque Number
P11	£758.94	L. Kirk	Mileage, HWA & webmaster fees for May, June, salary (Apr-June)	061
P12	£11.81	L. Kirk	Stationery- envelopes, card wallets, top copy paper, recorded delivery postage for Certificate of Exemption	061
P13	£60.00	G Whiting	Cut & strim grass at the Pound	062

In addition the following invoices raised since publication of the Agenda were considered:

Reference Number	Amount	Payee	Details	Notes
P14	£450.00	Mark Runnacles	Cutting and strimming of the Closed Churchyard	Agreed. See below.
P15	£30.00	G. Whiting	Cut & strim grass at the Pound- June	Agreed

Councillors were concerned that cutting the closed churchyard was costing more than they had budgeted for- the two cuts to date have cost more than the annual budget, and the churchyard is likely to require at least one more cut over the season. It is a difficult job as large mowers cannot be used due to the protruding headstones and obstacles and a substantial amount of strimming is required to do a thorough job. Various options were discussed and Council resolved to continue cutting the grass as necessary for this cutting season and then re-evaluate at the end of the cutting season before considering the budget for 2019-2020.

*Invoice with full details of items above were on display at the meeting.*

- b) A payment made since the last meeting was noted

Reference Number	Amount	Payee	Details	Cheque Number
P10 17-18	£173.70	M. Gray	Supplies to renovate the telephone box	060

- c) A payment received since the last meeting was noted

Date	Amount	Company	Details
08/05/2018	£20.00	Cash deposit	Proceeds from sale of leftover cakes

- c) The bank balances and reserved fund balances were reviewed. As at 30<sup>th</sup> June there was £11,509.82 in the current account and £6,717.65 in the savings account. It is worth noting that the majority of this is in reserved funds, mainly for biodiversity projects.
- d) Council reviewed the bank reconciliation and CM signed this and the bank statements to show all was in order.
- e) The quarterly report on spending was reviewed and all was in order.

9. The draft Risk Assessment with additions regarding the Village Sign was approved. AN thanked CM for her work on this.
10. **Planning.**  
The following application was discussed:  
**Erection of 15 new dwellings including 10 affordable homes and construction of new vehicular access: Main Road, Parham** REF: DC/18/2212/FUL
- Verbal comments from parishioners from the two open evenings were considered along with letters from two parishioners. Having conducted housing needs surveys and conversations with residents the Council is aware of the need for affordable housing in the village. As such, it supports the application with some reservations.
- The Parish Council is concerned about the location of the southern site entrance, flooding risks to the properties and surrounding areas, inadequate existing pavements for residents at the proposed site to walk to the village centre safely and general disruption to the village during construction. The Parish Council's full response can be found on its website.
11. **Council considered the request raised at the AGM to plant new oak trees at North Green using biodiversity funds.** It was agreed to replace trees planted for the Diamond Jubilee that have since died.
12. **The Chairman was pleased to report that issues raised by parishioners about traffic and damage at Hall Hill, Parham seem to have been resolved.** The Tippers R Us lorries now seem to be complying with the Construction Management Plan and are no longer using this road as a cut-through from the new developments in Framlingham.
13. **A request from Parham Parochial Church Council to fund annual collection of the church's garden refuse at a cost of £43 per bin was considered.** The Parish Council cannot give money to the church and did not agree to the request. Councillors are conscious that maintenance of the closed churchyard is costing the Council over £900 a year. Councillors thought it more appropriate to part-fund a compost bin for the Church to use at the site.
14. **A report from Hacheston & Parham Community Speedwatch Scheme dated 12<sup>th</sup> May 2018 was received.** The Chairman read through the report which provided clear statistics on speeding in the village and thanked all volunteers involved in the scheme. The report will be published on the village website, alongside a request for more volunteers to join the scheme.
15. **Negotiations with the Highways Department and the Parish Council regarding the pavement & footpath review are continuing.** AN and RG hope to have a site meeting with a representative from the Highways Department soon, and there should be more progress to report by our next meeting.
16. **Correspondence received since the date of last meeting was considered.** In addition to those items noted on the Agenda, Council noted that SCDC's draft recommendations of the East Suffolk ward boundary review but had no comments in this regard.
17. **There were no Councillors' Reports.**
18. **Matters to be raised at the next meeting**
  - Use of the telephone box
  - Progress with the pavement & footpath issues and improvements
  - Co-Option of a new Councillor to fill the Council's vacancy
19. **The next meeting was confirmed as Tuesday 11<sup>th</sup> September.**  
There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 8.45pm.

**Signed:** .....

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**A. Nicholson  
Chairman**

..... **2018**

**Date**