

# MINUTES OF MEETING OF PARHAM PARISH COUNCIL

Tuesday 20<sup>th</sup> March 2018 at 7.15 pm

1. **The Chairman welcomed everyone to the meeting.**
2. **Present**  
 Andy Nicholson      Michael Gray      Rhodri Griffiths      Jason Wood  
 Claire Moore      Lydia Kirk (Clerk)      1 member of public  
**Absent**      James Rogers
3. **Declarations of interests & applications for dispensations**  
None
4. **The minutes of the extraordinary meeting on 9<sup>th</sup> January 2018 were approved as a true record of the meeting.**
5. **Matters arising**  
N/A

### Public Forum

One member of public attended to discuss item 12. He raised concerns over the safety of the pavements near Willoughby House and over the condition of the footpath alongside the building development that connects the main road to the church meadow. These concerns are both raised in Cllr Griffiths' footpath review which will be passed on to various agencies for comment when it has been finalised, including Highways and Rights of Ways Departments.

6. **Chair's Report** The Chair confirmed Cllr Cochrane's resignation and thanked her for all of her work during her period in office. The Chair has replied to recent requests from SCC for Parish Councils to help with jobs that SCC normally undertake eg road sign cleaning, litter picking etc. AN responded that the PC is cautious about taking on further tasks as we have our own financial responsibilities.
7. **Clerk's report**  
 The clerk has contacted SCDC following Cllr Cochrane's resignation and the Notice of Vacancy is on the noticeboard. If there are no calls for a by election to fill the vacancy we can fill it by causal vacancy after 9<sup>th</sup> April 2018.  
 The VAT claim to 28.02.2018 has been submitted and she has started preparing the end of year accounts.  
 The clerk was successful in her application to become clerk of Saxtead Parish Council, which will mean mileage costs to training can now be split between the 2 parish councils.  
 At recent SALC planning training, the trainer advised that some councils use their CIL money to improve and repair footpaths. The clerk will look into how much CIL money we hold before the next meeting.
8. **Responsible Financial Officer's report**  
 a) The following payments were approved:

Reference Number	Amount	Payee	Details	Cheque Number
E27 17-18	£102.15	L. Kirk	Mileage, HWA & webmaster fees for Jan & Feb, reimbursements, Salary (Dec- March)	046
	£628.25			
E28 17-18	£157.00	HMRC	PAYE Tax	047

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

- b) Payments made since the last meeting were noted:

Reference Number	Amount	Payee	Details	Cheque Number
E25 17-18	£450.00	M Runnacles	Churchyard Mowing	043
E27 17-18	£35.00	Information Office	Data Control Registration	045
E26 17-18	£80.00	Parham Village Hall	Venue Hire	044

c) A payment received since the last meeting was noted

Date	Amount	Company	Details
05/03/2018	£3.35	Barclays	Interest

c) The bank balances and reserved fund balances were reviewed. As at 27<sup>th</sup> February there was £12,362.145 in the current account and £6,710.95 in the savings account. It is worth noting that over half of this is in reserved funds, mainly for biodiversity projects.

d) Council reviewed the bank reconciliation and MG signed off the bank statements.

e) The quarterly report on spending was reviewed.

9. **Council reviewed its Internal Control Statement and considered itself compliant.** The clerk pointed out the section which states that it is the clerk's duty to remind councils of their obligation to conduct risk assessments for all events they run, which will include the upcoming village sign unveiling.

10. **Planning.**

The Council had no comments on **DC/17/3654/VOC**, a further variation to the approved Mount Pleasant housing development.

11. **Correspondence received since the date of the last meeting was reviewed.**

12. **Councillor Griffiths' footpath review was discussed.** AN thanked RG for all his work in creating such a thorough and well-explained document. The review raises some serious concerns with the state of some of the village's footpaths and potentially fatal hazards were identified. Councillors were each provided a hard copy to read in more detail. The clerk will issue the finalised document to various parties, including Rights of Way Officer, SCDC, Highways Department, local councillors, Hacheston Parish Council and Suffolk Police for a response.

**ACTION POINT All Councillors to provide feedback or suggestions on the report to RG by 3<sup>rd</sup> April, in order that he can produce the final version for submission.**

13. **Council discussed the phone box.** MG will continue renovation works when the weather improves. BT have not removed the phone box or cashed our cheque to purchase the phone box as yet, but we are still within their 18 week waiting period.

15. **Council discussed the new village sign and the unveiling ceremony.** Councillors agreed to ask Peter Kindred to unveil the sign to thank him for his contributions to the village over the years. It is also fitting because his Aunt, the late Ada Frost, unveiled the previous village sign.

The sign unveiling will be at 2pm on Bank Holiday Monday, 7<sup>th</sup> May 218, followed by free refreshments in the village hall afterwards. CM has booked the hall for that afternoon.

Council considered a local caterer's quotation of £300 for a scone and cup of tea for 100 but felt better value for money could be provided by purchasing cakes themselves, with Councillors serving the drinks.

Council discussed the draft risk assessment for the event, and it was agreed that AN would take it home to consider further as he has experience of preparing risk assessments.

**ACTION POINTS**

**LK to make invitations and send to special guests, plus design posters for village noticeboards.**

**LK to order a commemorative plaque with the details of the unveiling for the signpost**

**AN to purchase cakes and napkins**

**CM to purchase drinks**

**MG to organise the erection of the sign and post  
Councillors will help set up the hall and serve drinks on the day.**

**16. To receive Councillors' reports**

CM reported that the Village Hall Committee (VHC) have decided to close the pedestrian entrance at the bottom end of the Hall because of health and safety fears over this access. The VHC would like to install a second post to support the visibility mirror opposite the driveway. AN reminded that the PC have pledged to support the village hall with a £500 in the new financial year and some of the funds could be used for this purpose.

**17. Matters to be raised at the next meeting**

Updates on telephone box and further consider its possible uses  
Review responses to footpath survey

**18. The next meeting was confirmed as Tuesday 8<sup>th</sup> May, after the Annual Parish Meeting.**

There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 8.25pm.

**Signed:** .....

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**A. Nicholson  
Chairman**

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**Date**