

# MINUTES OF MEETING OF PARHAM PARISH COUNCIL

Tuesday 11<sup>th</sup> September 2018 at 7.15 pm

1. **The Chairman welcomed everyone to the meeting.**
2. **Present**  
 Andy Nicholson (Chairman)      Michael Gray      Rhodri Griffiths  
 Claire Moore      Jason Wood      Lydia Kirk (Clerk)  
 County Cllr Stephen Burroughes  
**Absent**      James Rogers
3. **Declarations of interests & applications for dispensations**  
None
4. **The minutes of the meeting on 10<sup>th</sup> July 2018 were approved as a true record of the meeting.**
5. **There were no matters arising.**

## PUBLIC FORUM

*County Councillor Burroughes discussed item 14 and gave advice on the traffic and footpath issues.*

6. **Chairman's report** The Chairman reported that the benches near to the pond at North Green are in a state of disrepair and he will remove them as they are hazardous. Council can discuss replacing them at a later date if wished, although it is noted that most people tend to use the bench on the other side of the Green.
7. **The Clerk reported that SALC no longer issue its paper copy newsletter.** The first digital edition has just been published, and Parham's new sign unveiling features in it.
8. **Responsible Financial Officer's report**  
 a) The following payments were considered

Reference Number	Amount	Payee	Details	Cheque Number
P16	£482.40	The Log House Company Ltd	Repairs to noticeboards and new locks. <i>Council noted that this cost was considerably higher than they initially thought it would be and had budgeted for. The Chair reminded of the importance of getting quotations for works in future to help avoid this situation.</i>	#065
P17	£423.90	Came & Company	Insurance	#066
P18	£100.00	Suffolk Cloud	12 months website provision	#067

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

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

Date	Amount	Company	Details
23/08/2018	£20.00	Norse	Community Litterpick Payment

- d) Council reviewed the bank balances, which totalled £16,920.07, although it is noted that over £9,000 of these funds are reserved. This leaves £7,847 of general funds, £1,000 of which has been authorised for payment at item 8a. The Council needs to be mindful of future spending as the unreserved funds balance is lower than it normally is. Council noted this and agreed to limit this year's churchyard mowing to two cuts to help limit costs in this financial year.
- e) The bank statements and reconciliation were reviewed and signed off by the Examining Officer.

- f) The quarterly report on spending was reviewed and will be examined further at the upcoming budget planning meeting.
9. **Minor revisions to Council's Standing Orders as suggested by NALC were approved.**
10. **The insurance schedule provided by Came & Company was discussed and it was considered suitable for the Council's needs.**
11. **Planning**  
**The following applications were discussed and Council had no objections:-**  
REF: DC/18/3057/FUL & DC/18/3058/LBC (Full Planning Permission & Listed Building consent)  
Mr M. Block Church Farm, The Street Parham  
Internal alterations and repairs and insertion of new windows including 4 new dormer windows
12. **SCDC's draft Local Plan & accompanying documents were discussed.**  
i) Draft Local Plan (Pages specific to Parham: 262-264)  
ii) Policies Maps (Parham page 80)  
iii) Policy SCLP 10.3: Landscape Character  
**The Council was mainly content with the draft, but regretted the proposed loss of Special Landscape Areas.**
13. **The Clerk has chased BT who have confirmed that the phone can be removed this month if the Council does not require the electricity supply to be disconnected.** BT have confirmed that if the electricity supply is maintained, there will be no costs to the Parish Council in this regard. The Council agreed to use the telephone box as a village information point, with a map of the village, leaflets for local tourist attractions, information on the village's history and details of local footpaths and walks. MG will look into ways of affixing shelves in the box.  
The possibility of installing a defibrillator was discussed but there were some concerns regarding legal liabilities and ongoing responsibilities once it has been installed. It can be discussed again once the phone has been removed and the Info Point has been established.
14. **AN reported back on the meeting with the Highways Department regarding pavements and traffic calming near Willoughby House.** The Highways Officer was sympathetic and could see the issues that were being faced. AN explained the proposed plans (roundels showing the speed limit or a 'SLOW' roadmarking) although Council think these will have very limited effect on the speed of traffic and pedestrian safety. Cllr Burroughes said that if the proposed housing development along Main Road goes ahead, the PC could request CIL money to carry out improvements to the pavements. He also said that as this is a 'B' road, it should be possible to put some physical traffic calming measures in. He will look in to what the housing developer is doing to ensure community safety, and possible CIL money. He will also liaise with Carol Poulter in this regard if the development goes to a Planning Committee. Both Council and Cllr. Burroughes agreed that a physical traffic calming measure would be the most effective in this location. He has a Local Highways Budget, with which he may be able to help fund the scheme. Cllr Burroughes is meeting with the Highways Department next week and will discuss the issues further and report back.  
He reminded Councillors that he has budgets to help support local community projects and Parham was welcome to apply if it needed assistance. CM will pass this information on to the Village Hall Committee.
15. **Correspondence received since date of last meeting was discussed.** All correspondence requiring a response has been actioned by the clerk or raised in other agenda items.
16. **MG reported on a large piece of wood that is partially obstructing the flow of the river near to the bridge.** The clerk is to report it to the Environment Agency.
17. **Matters to be raised at the next meeting**  
Progress on the telephone box becoming a Village Information Point  
Progress with the pavement & footpath issues and improvements, including response from Cllr Burroughes regarding his action points.  
Co-Option of a new Councillor to fill the Council's vacancy
18. **The dates of the next meetings were confirmed as:-**

Tuesday 9<sup>th</sup> October at 7.30pm (*Budget Planning Meeting at Moat Farm*)  
Tuesday 13<sup>th</sup> November at 7.15pm (*Full Council Meeting*)

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**

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**Date**