

# MINUTES OF MEETING OF PARHAM PARISH COUNCIL

**Tuesday 13<sup>th</sup> November 2018 at 7.15 pm**

1. **The Chairman welcomed everyone to the meeting and informed Council that there was an applicant for the Parish Councillor vacancy.** David Crosbie introduced himself to the Council and explained why he was interested in becoming a Parish Councillor. DC then left the room whilst Council discussed the application and voted to co-opt DC onto the Council. DC re-entered and was welcomed to the Council. Upon completion of his Declaration of Acceptance of Office he was issued an introductory letter. The clerk will forward him instructions on how to complete his Declaration of Interests form upon receipt of his contact information.
2. **Present**  

Andy Nicholson (Chairman)	Michael Gray	Claire Moore	James Rogers
Jason Wood	David Crosbie	Lydia Kirk (clerk)	

**Apologies** Rhodri Griffiths      County Cllr Stephen Burroughes
3. **Declarations of interests & applications for dispensations**  
None
4. **The minutes of the meeting on 11<sup>th</sup> September 2018 were approved as a true record of the meeting.**
5. **It was noted that Councillor Rogers had not received his notification of the September meeting due to an IT problem, hence his absence.**

## PUBLIC FORUM

*County Councillor Burroughes had provided a written report which will be put on the village website. AN went through the report and thanked Cllr. Burroughes for sending it.*

6. **Chairman's report** The Chairman was pleased to report that, with the co-option of a Councillor during this meeting, the Council was now full.
7. **The Clerk reported that the housing development along Main Road will be going to Planning Committee on 15<sup>th</sup> November 2018.**
8. **Responsible Financial Officer's report**  
 a) The following payments were approved:-

Reference Number	Amount	Payee	Details	Cheque Number
P22	£21.60	SALC	6 months payroll provision	071
P23	£30.00	Gary Whiting	Grasscutting at the bus shelter	072

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

- b) Payments authorised at the budget meeting were noted:-

Reference Number	Amount	Payee	Details	Cheque Number
P19	£30	Gary Whiting	Grass cutting at the bus shelter	068
P20	£2.40	HMRC	Income Tax	069
P21	£789.04	L. Kirk	Pay & office allowance for period ending 30.09.2018	070

- d) Council reviewed the current and deposit account balances, £11,041.33 and £6,721 respectively. It was noted that around £9,000 of the funds were reserved, mainly for biodiversity projects.

- e) The bank statements and reconciliation were reviewed and signed off by the Examining Officer.
- f) The quarterly report on spending was reviewed and was in-line with the budget.
9. **The draft budget for 2019-2020, as discussed at Finance Committee meeting on 9<sup>th</sup> October 2018 was discussed. AN proposed it, MG seconded it and it was carried.**
10. **The precept for 2019-2020 was set as £5,700.** The clerk will complete the precept request form upon receipt from Suffolk Coastal District Council.
11. **Provisional meeting dates for 2019 were discussed.** Councillors to check these dates for their availability and inform the clerk of problems by 16<sup>th</sup> November 2018. Subject to sufficient Councillors' availability, these dates will then be approved and published.
12. **Councillors considered a request for funding from Wickham Market First Responders.** In essence they supported the scheme.  
**ACTION POINT** Clerk to contact the scheme organiser to answer some additional questions the Council has.
13. **The clerk is continuing to chase progress on removal of the telephone from the kiosk.**  
**ACTION POINT** Clerk to contact BT regarding the relatively recent, but undated, notice in the kiosk stating their intentions to remove the kiosk within 30 days. When the shelves have been installed, the clerk is to collect leaflets of local attractions to display in the box.
14. **Cllr Burroughes will be attending the Planning Committee on 15<sup>th</sup> November 2018 and will be raising our concerns regarding the pavement and speeding traffic near to the development.** He will report back further after the meeting. No members of the Parish Council were available to attend the Committee.
15. **Correspondence received since the date of last meeting was considered.**  
**ACTION POINT** Clerk to publish the Royal Mail poster about scam mail on the website and noticeboards.
16. **Cllr. Gray reported that he has now met with Natural England regarding the Biodiversity Group's proposals.** They supported the works, but consent from the Rural Payments Agency was also required. MG has completed the necessary forms, and is awaiting a response. He noted that the works would need to be completed before the end of February, or would have to wait until later in the season when hedge-cutting was then permissible again.  
 MG has also spoken to a member of Parham Parochial Council regarding the mounting costs and complications with cutting the closed churchyard.  
**ACTION POINT** MG will attend the next PPC meeting and raise this again in person.  
 A parishioner has raised concerns about the ivy growth on the bus shelter.  
**ACTION POINT** AN has offered to remove this.  
 CM was concerned that the flooding on the road outside Highfields has got worse since the building work on the site has commenced, with cars having to cross the central line to avoid it at times.  
**ACTION POINT** Clerk to raise this with the Highways Department.
17. **Matters to be raised at the next meeting**  
 Update on biodiversity project  
 Update on the telephone box  
 Discuss Planning Committee decision on housing development on Main Road, Parham.
18. **The next meeting was confirmed as 7.15pm on Tuesday 8<sup>th</sup> January 2018.**  
 There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 8.05pm.