

# MINUTES OF MEETING OF PARHAM PARISH COUNCIL

Tuesday 12<sup>th</sup> March 2019 at 7.15 pm

1. **The Chairman welcomed everyone to the meeting.**

2. **Present**

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

Apologies for absence were received from Jason Wood.

3. **There were no declarations of interests or applications for dispensations**

4. **Council went through the minutes of the meeting on 8<sup>th</sup> January 2019 and they were approved as a true record of the meeting.**

5. **There were no matters arising.**

*There were no members of public present so no public forum was held.*

6. **The Chairman and Councillors have completed their nomination forms for the upcoming Parish Elections and wish it to be noted that they thought the forms were unnecessarily complicated and could be off-putting for potential candidates.**

The Chair reported that he will continue his maintenance of the bus shelter when the weather improves.

The Chair also reported that he has been in communication with the vicar regarding Operations London Bridge and Forth Bridge. Council discussed its, and the church's, role in the operations.

**ACTION POINT** Clerk to purchase folders for condolence messages and stationery to store until necessary, when they will be located in the church.

7. **The Clerk reported that she has submitted a VAT claim to February 2019, and has begun work on the year-end accounts.** She attended an election briefing provided by SALC about the Parish Elections on 2<sup>nd</sup> May 2019 and has hand-delivered nomination forms to current Councillors.

The clerk attended a briefing at SCDC on the final Local Plan draft and period for public responses. It is noted that this is no longer a public consultation as the plan has entered a more formal stage, and responses are now only sought on the legality of the plan.

The clerk reported the damaged fence over the bridge at the Pound and the Highways Department attended to it two days later, with a temporary fix to make it safe.

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

a) The following payments were approved:-

Reference Number	Amount	Payee	Details	Cheque Number
P27 18-19	£789.04* £40.00 £9.90	L. Kirk	Salary & HWA Jan-March ICO Data Registration Fee Mileage	#076
P28 18-19	£15.00	SALC	Clerks election training (Cost split with Saxtead Parish Council)	#077

\* Payment of this before 31<sup>st</sup> March was approved to aid the year-end account preparation.

In addition, two small invoices raised since the agenda was published were also considered and approved:-

Reference Number	Amount	Payee	Details	Cheque Number
P29 18-19	£2.40	HMRC	Income Tax	#078
P30 18-19	£15.00	SALC	Six months payroll provision	#079

*Invoices with full details of items above were on display at the meeting & were signed by AN and MG as cheque signatories.*

- b) Council reviewed the current and deposit account balances, £10,179.75 and £6,724.35 respectively. It was noted that around £9,000 of the funds were reserved, mainly for biodiversity projects.
- c) The bank statements and reconciliation were reviewed and signed off by the Examining Officer.
- d) The quarterly report on spending was reviewed and it is anticipated that expenditure this year will be lower than last year.

**9. The Sizewell C Public Consultation period closes on 29<sup>th</sup> March.** Most Councillors have attended one of the public exhibitions on Sizewell C and some of their fears have been allayed. Council agreed that it is hard to respond on behalf of the whole village when opinions are so diverse, and again reiterated that individuals are encouraged to reply to the proposals.

AN reported concerns of other local parish councils raised at a joint liaison meeting held on 2<sup>nd</sup> March. These issues were discussed and it was agreed that the impacts on the village of Parham are likely to be similar to those highlighted by Hacheston Parish Council. AN will provide a draft response from Parham Parish Council, which he will circulate to Councillors for their comments and approval.

**10. MG has started looking into shelving for the telephone box and will start work on it when the weather improves.**

**11. Site clearance for the new housing development has recently commenced, including digging test holes and removing tree stumps.** DC agreed to update Council as and when further works start.

**12. At a recent SALC networking event, the clerk learnt that Councillors' permission should be sought to display any contact information on the village website.** It had previously been thought that contact information must be included to comply with Transparency Code obligations. Councillors were individually asked if they were happy for contact information to be included, and everyone was in agreement to either a phone number or email address being used online, to enable parishioners to contact their Councillors personally.

**13. BT has now suggested an alternative location on Silverlace Green for the cabinet, having said that the possibilities provided by the Council at the last meeting were unsuitable.** Council considered the new location at the top of Hall Hill and thought this was far more agreeable than the previous suggestion.

**ACTION POINT** Clerk to respond to this effect, including a map of latest proposed location to avoid confusion or possible error.

**14. Correspondence received since the last meeting was considered.**

**15. Councillors' Reports**

MG has chased the RPA regarding payments for the 2018-2019 year, and has received a response that they are behind schedule and working through the claims.

MG is in liaison with Adam Paul and the Vicar regarding levelling the closed churchyard and will report back. AN discussed the churchyard with the current mowing contractor and, with favourable weather conditions, one cut per season, around June, should be sufficient. If not, the Parish Council has budgeted for an additional cut and this can be reviewed as necessary.

MG plans to replant the Oak Trees at North Green in spring.

CM reported that Parham's polling station for parish and East Suffok Council elections on 2<sup>nd</sup> May will be the Meeting Room as the main village hall is occupied.

**16. The following matters are to be raised at the next meeting:**

New housing development            Sizewell C            Telephone kiosk

*It was noted that the clerk will not be asking for items before the next meeting, which will be conducted by a new Council as it falls after the election on 2<sup>nd</sup> May.*

**17. The next meeting was confirmed as the Annual Meeting of the Parish at 7.15pm on Tuesday 14<sup>th</sup> May 2019, followed by the Annual Parish Council meeting.**

There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 8.30pm.

**Signed:** .....

**Date** .....

**Dr. A. Nicholson**

**Chairman**