

# MINUTES OF MEETING OF PARHAM PARISH COUNCIL

Tuesday 8<sup>th</sup> January 2019 at 7.15 pm

1. **The Chairman welcomed everyone to the meeting and gave his best wishes to all for the New Year.**
2. **Present**  
Andy Nicholson (Chairman)      Michael Gray      Claire Moore      Jason Wood  
Rhodri Griffiths      David Crosbie      Lydia Kirk (clerk)      2 members of public  
**Apologies** James Rogers      County Cllr Stephen Burroughes
3. **Declarations of interests & applications for dispensations**  
AN declared an interest in item 10, and recused himself from this item.
4. **The minutes of the meeting on 13<sup>th</sup> November 2018 were approved as a true record of the meeting.**
5. **There were no matters arising.**

## PUBLIC FORUM

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

*Two member of public were in attendance to discuss their application at item 10. The applicants gave some background information to their application and answered Councillors' questions.*

Council agreed to bring item 10 forward to be discussed after the public forum as this was the item the members of public were attending for.

6. **The Chairman reported that he had been to one of the Sizewell C Stage 3 Public Consultation information events.** It provided a lot of information about the two proposed Park & Rides for construction workers. He encouraged other members of the Council to go to one of the events, and submit their individual responses to EDF's consultation questionnaire before the consultation period ends of 29<sup>th</sup> March 2019. He also asked that if after they attended a meeting, Councillors felt we need to submit a Council response, they should make it known ASAP so that a special meeting can be organised.
7. **The Clerk reported that she had submitted the precept request for 2019-2020.** She has booked on to Election Training with SALC later this month, in preparation for the elections on 2<sup>nd</sup> May. She is also going to an information day for Parish Councils on Sizewell C on 22<sup>nd</sup> January.  
At SALC's briefing session in November the clerk learnt that, with new GDPR obligations, Councillors need to give their consent for contact information to be on the village website. **ACTION POINT** Councillors to contact the clerk with whether or not they consent to their telephone number and/or email address to be on the website. *This will also be raised at the next meeting.*  
SALC will soon be offering a locum clerking service with recruitment firm Opus. It is likely to cost in the region of £24 per hour.  
SALC are working on a *Model Council* interactive tool, with click-through categories on nine topics including planning, finance, meetings, calendar etc. It should offer assistance during meetings when legal and procedural questions arise. It is hoped this might then be adopted by NALC and used nationwide.  
The website [www.Roadworks.org](http://www.Roadworks.org) is a useful resource for being alerted to details of local road closures and diversions. The clerk has signed up for alerts within Parham and will put details on the village website.
8. **Responsible Financial Officer's report**

a) The following payments were approved:-

| Reference Number | Amount            | Payee   | Details  | Cheque Number |
|------------------|-------------------|---------|--|---------------|
| P24 18-19        | £789.04<br>£ 8.33 | L. Kirk | Salary from 30.9.18-31.12.18 & HWA for November & December 2018.<br>Mileage to SALC training (cost shared with Saxtead Parish Council) | #073          |
| P25 18-19        | £2.40             | HMRC    | Net Income Tax   | #074          |
| P26 18-1         | £10.20            | SALC    | Clerks networking and info event   | #075          |

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

b) The following receipt was noted:-

| Date     | Amount | Company  | Details  |
|----------|--------|----------|----------|
| 03.12.18 | £3.35  | Barclays | Interest |

- c) Council reviewed the current and deposit account balances, £10,989.73 and £6,724.35 respectively. It was noted that around £9,000 of the funds were reserved, mainly for biodiversity projects.
- d) The bank statements and reconciliation were reviewed and signed off by the Examining Officer.
- e) The quarterly report on spending was reviewed and was in-line with the budget.

9. **As per the contract of employment, the clerk's rate of pay from April 2019 was confirmed as per NALC recommendations dated December 2018, which equates to an increase of 27p/hour.** This was proposed by AN, seconded by MG and carried unanimously.
10. **Planning** The following applications were discussed:-  
**DC/18/4921/LBC & DC/18/4921/FUL**  
Convert an existing four bay timber framed cowshed and corrugated iron covered cattle yard to provide a four bedroom family dwelling that currently lies within the curtilage of Elm Tree Farm, a grade II listed late 16<sup>th</sup> century timber framed farmhouse.  
*AN left the meeting for this item.* Councillors discussed the application. The new dwelling would be separated from Elm Tree Farm under a new title number. Council resolved to support the application.
11. **AN reported that he had removed ivy from the bus shelter and given it a clean.** The building seems in good condition structurally, but needs re-painting. AN offered to do this in spring, and Council agreed to reimburse the cost of the paint.
12. **Communications with BT regarding works on Silverlace Green were discussed.** The Council was not in favour of the proposed position of the BT Openreach box, which is very prominent and would blight the appearance of the Green. Two alternative suggestions were put forward, and the clerk will liaise with the contractor in this regard.
13. **The clerk responded to the funding request from the Wickham Market First Responders' Scheme but has had no reply to the Council's various questions.**
14. **Councillors were pleased to note that the telephone has been removed from the kiosk.** It was noted that the interior light has also been fixed. The clerk has it in writing from BT that the Council will not be charged for the electrical supply that is still live. MG will put shelves up in the kiosk when he is less busy.
15. **It was noted that the application for 15 houses at Main Road, Parham was approved by the Planning Committee in November.** The clerk is waiting to hear further from Cllr

Burroughes regarding proposals to help resolve the traffic issues and possible improvements to the footpath along Main Road.

16. **The four villages A12 by-pass was discussed.** If Sizewell C goes ahead, the developer has agreed to fund a two village by-pass in Stratford St Andrew and Farnham. There were no volunteers from the Council to join a sub-committee with other local Parish Councils regarding the four village by-pass. This issue can be discussed again when Sizewell C proposals are next discussed by the Council.

17. **Correspondence received since the date of last meeting was considered and the possibility of sending a Parish Council newsletter was discussed.** It would be easier to send electronic communications.

**ACTION POINT** Clerk to look into sending each household a letter asking them to join the village e-mailing list that is organised by Annette Gray.

18. **Councillors' Reports**

**ACTION POINT** Cllr Gray will chase the RPA regarding payments for the 2018-2019 year.

MG is meeting with Parham Parochial Council regarding maintenance costs of the closed churchyard on 9<sup>th</sup> January 2019 and will report back after this.

Cllr Griffiths notified Council that he is moving to Scotland and therefore is resigning from the Parish Council. AN thanked him on behalf of the Council for his hard work and enthusiasm during his time on the Council.

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

Sizewell C Public Consultation

Update on the telephone box

Update on the new housing development.

Consent regarding Councillor contact information to be included on the village website.

*The next version of the Draft Local Plan will be released on 14<sup>th</sup> January 2019. The Consultation period ends 25<sup>th</sup> February. If the plan varies significantly from the previous edition discussed by Council, there may be the need to hold an additional Council meeting to discuss this item in order to meet the deadline date.*

**ACTION POINT** Clerk to send link to Local Plan to Councillors for their consideration when it is published.

18. **The next meeting was confirmed as 7.15pm on Tuesday 12<sup>th</sup> March 2018.**

There being no further business, the Chairman thanked Councillors for attending and closed the meeting at 20.35.

**Signed**

.....  
**A. Nicholson**  
**Chairman**

.....**2019**  
**Date**