

MINUTES OF ANNUAL GENERAL MEETING OF PARHAM PARISH COUNCIL

Tuesday 7th July 2020 after the Annual Parish Meeting
at Parham Village Hall

1. To appoint a Chairman

Councillor Wood proposed Michael Gray to continue as Chair. This was seconded by Councillor Block and carried unanimously.

2. To appoint a Vice Chairman

Councillor Moore proposed James Rogers to continue as Vice Chair. This was seconded by Councillor Wood and carried unanimously.

3. Apologies for absence were received from James Rogers and Peter Kindred.

Present

Michael Gray	Jason Wood	Claire Moore	David Crosbie
Kate Beaver	Michael Block	Lydia Kirk (Clerk)	

4. There were no declarations of interests

5. The minutes of the meeting of 10th March 2020 were approved as a true record of the meeting.

6. Matters Arising

Due to the Covid 19 pandemic, the litterpick did not go ahead.

The clerk has had a response from the business on the Airfield regarding the light pollution. They are unable to turn their lights off overnight.

7. Appointment of Officers and Council Representatives

Responsible Financial Officer	Lydia Kirk
Examining Councillor	Claire Moore
Finance Sub Group	Michael Gray, James Rogers, Lydia Kirk, David Crosbie
Risk Assessment/Compliance	Claire Moore, Lydia Kirk
Village Hall Parish Council Representative	Michael Block
SALC Representatives	Jason Wood, Kate Beaver
Parish Tree Scheme	Adam Paul
Footpath Officer	Jason Wood
Village Recorder	Malcolm MacNichol
Wildlife Group	Michael Gray, James Rogers, Jason Wood
Webmaster	Lydia Kirk

These nominations were proposed by Councillor Wood, seconded by Councillor Block and carried unanimously, save for the roles involving these Councillors which were proposed by Cllr Moore and seconded by Cllr Gray.

There was no Public Forum

8. Chairman's Report

Since the last meeting every house in the village had been delivered a leaflet advising them of help on offer in the village during the coronavirus pandemic. There were 20-30 volunteers and many people carried out their own support schemes for neighbours and friends. He thanked everyone who had helped with leaflet dropping and offering help.

The new footpath bridge between Moat Farm land and Hacheston has now been completed.

The planning application for Sizewell C has now been submitted. The Parish Scan, completed 20 years ago for the Millennium, has now been placed online.

9. Clerk's Report

The clerk has finished the accounts and auditing paperwork for the year ending 31st March 2020 and wished to thank Trevor Brown for managing to carry out a digital internal audit during difficult circumstances.

The Clerk will attend an online SALC training session on Website Accessibility Regulations later this month, in view of them coming into place in September.

10. Responsible Financial Officer's report

a) The following payment was approved:

Reference Number	Amount	Payee	Details
P09 20-21	£500.00	Parham Village Hall	Annual Donation

b) Payments made since the last meeting were noted

Reference Number	Amount	Payee	Details
P01 20-21	35.00	G. Whiting	Grasscutting
P02 20-21	120.00	Trevor Brown	Internal Audit
P03 20-21	£21.60	SALC	6 months payroll
P04 20-21	£140.77	SALC	Annual Subscription
P05 20-21	£35.00	G. Whiting	Grasscutting
P06 20-21	£35.00	G. Whiting	Grasscutting
P06 20-21	£35.00	G. Whiting	Grasscutting
P08 20-21	£826.80	L. Kirk	Pay to 30 th June 2020

c) Payments received since the last meeting were noted

Date	Amount	Company	Details
02.02.2020	£4.82	Barclays	Interest
29.04.2020	£2925.00	East Suffolk Council	50% precept
08.06.2020	£3.69	Barclays	Interest

d) **The bank balances and reserved fund balances were reviewed.** As at 29th June, there was £9,050.67 in the current account and £13,749.66 in the savings account. £12,356 of these funds are reserved. The Council reviewed the end of year bank reconciliation. Councillor Moore CM signed the bank statements at the end of the meeting.

11. Procedural

a) The **Accounts** for the year ending 31st March 2020, as previously circulated, were accepted.

b) **Section One** (Annual Governance Statement) and **Section Two** (Accounting Statements) of the **Local Councils' Annual Return** for year ending 31st March 2020 were approved by council and completed and signed by the Chairman.

c) Council resolved **to opt out of an External Audit** as an exempt council & the **Certificate of Exemption** was completed and signed by the Chairman and the RFO.

d) The clerk went through the Statement of Significant Variances and these were accepted

e) The clerk's rate of pay from 1st April 2020 remains at SCP 12, and there have been no recommended pay increases from NALC this year.

12. **The Internal Auditor's Report on 2019-2020 annual paperwork was reviewed** and the Council's affairs were all considered in order. Councillors were pleased to note that there were no issues or recommendations raised in the audit.

- 13. The following policies were reviewed:**
- a) Standing Orders
 - b) Assets Register
 - c) Financial Regulations
 - d) Statement of Internal Control. This was considered fit for purpose and effective.
 - e) Risk Assessment- Physical Assets
 - f) Financial Risk Assessment. This included adopting a new clause regarding handling electronic data.
 - g) Data Protection Policy. This policy will now be reviewed annually.
- 14. The 2012 Suffolk Model Code of Conduct was re-adopted.**
NALC's new model Code of Conduct was briefly considered.
- 15. Trevor Brown was appointed as the internal auditor for the year ending 31st March 2021.**
- 16. Planning**
- i) DC/20/2238/LBC & DC/20/2237/VOC Elm Tree Farm, North Green- Variation of Condition**
Convert an existing four bay timber framed cowshed and corrugated iron covered cattleyard to provide a four bedroom family dwelling that lies within the curtilage of Elm Tree Farm, a grade II listed 16th century timber framed farmhouse.
The Parish Council had no objections to this application.
 - ii) DC/20/2063/FUL Land To Rear Of Woodyard Site Parham Airfield IP13 9AF**
Change of Use of Land. Erection of floodlighting and CCTV equipment.
The Parish Council had no objections to this application.
- 17. Names for the new housing development were mooted and will be considered again in September's meeting.**
ACTION Clerk to ask for name suggestions from residents in the Parish Magazine.
- 18. Correspondence received since the date of last meeting was discussed.** It would be useful if some Councillors could attend the Hacheston open event regarding the Sizewell C planning application and report back if possible. Appointments must be booked online due to Covid-19 social distancing restrictions.
- 19. Reports from Councillors**
Cllr. Wood reported on the North Green Fibre Broadband project. It is hoped that all works will be completed by early August. The pipes have all been placed underground, and the next step will be running cables to the houses that signed up. Cllr. Wood reported that there is interest in Kettleburgh in running a similar scheme. He is meeting the local MP, Dan Poulter, who is also interested in the project.
- 20. Matters to be raised at the next meeting**
Housing development name suggestions
- 21. The next meeting was confirmed as 8th September at 7.15pm.**
There being no further business, the Chairman thanked Councillors and parishioners for attending and closed the meeting at 8.25pm.

Signed: *M. Gray*

Date 8th September 2020

Chairman