

MINUTES OF MEETING OF PARHAM PARISH COUNCIL

Tuesday 8th September 2020 at 7.15 pm

1. **Michael Gray thanked Councillors for attending in these ongoing troubling times.** Apologies for absence were received and accepted from Cllrs Beaver & Rogers, County Councillor Burroughes and Ward Councillor Cook
It was noted that as six months have now passed without Cllr. Rogers being present at a meeting he legally ceases to be a Councillor despite his apologies for absence.
ACTION LK to notify East Suffolk Council as such.

Present

Michael Gray (Chairman) Jason Wood David Crosbie
Claire Moore Michael Block Lydia Kirk (clerk)

2. **There were no declarations of interest**
3. **The minutes of the meeting on 7th July 2020 were approved as a true record of the meeting**
4. **There were no matters arising.**

PUBLIC FORUM

There were no members of public present

Reports by the Ward and County Councillors' were shared prior to the meeting and have been placed on the village website.

5. **The Chairman had nothing to report.**

6. **Clerk's Report**

The clerk was pleased to report that the period for public exercise of rights has now ended with no requests to see our accounts or queries and that the external auditors had acknowledged safe receipt of our certificate of exemption, thereby concluding the 2019-2020 end-of-year audit.

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

a) The following payments were approved

Reference Number	Amount	Payee	Details	Cheque Number
P10 20-21	£481.38	Came & Co	Insurance Renewal	087
P11 20-21	£35.00	Gary Whiting	Grasscutting around the bus shelter July 2020 & August 2020	088
P16 20-21	£35.00			
P12 20-21	£13.00	L. Kirk	20 second class stamps Purchased 30/06/2020	089
P13 20-21	£30.00	SALC	Website Accessibility Regulations Training	090

In addition, two invoices raised since the agenda was issued were approved:-

Reference Number	Amount	Payee	Details	Cheque Number
P14 20-21	£70.00	Suffolk Cloud	Website Accessibility Regulations compatibility check & report	091
P15 20-21	£100.00	Suffolk Cloud	Web hosting for the year	092

- b) The current and deposit account bank balances were £8,153.87 and £13,749.66 respectively on 31st August 2020, with over £13,500 of these funds being reserved for specific projects.

- c) The bank statements and bank reconciliation as at 31.08.2020 were examined.
- d) The year-to-date account of payments and receipts was considered all in order.

8. Procedural

- i) Minor amendments to section 18 of Standing Orders, re public contract figures, as recommended by NALC, were adopted.
- ii) A minor amendment to footnotes in section 11 of the Financial Regulations, as per NALC's changes to the Standing Orders, was adopted.
- iii) Came & Co insurance renewal was considered suitable for the Council's needs
- iv) NALC's pay increases for 2020-2021 were noted. As per the terms of the Contract of employment, the Council agreed to the clerk receiving a backdated pay increase of 31 pence per hour from 1st April 2020.

9. Planning

i. Sizewell C MG has consented to neighbouring Parish Councils adding Parham Parish Council's name to its letter of concerns regarding this application.

ACTIONS MG to send a copy of the letter to the Clerk for the Council's records.

Clerk to register Parham PC as an interested party before 30th September to give the Council the opportunity to take part in the examination of the project.

ii. Sizewell B's application to vary its radioactive substances permit was considered. The consultation period runs from the 19th August to 1st October 2020 and individuals are welcome to send responses.

10. Website Accessibility Regulations that will become effective from 23rd September 2020 were considered. The clerk has attended a training session from SALC and has sought professional advice from Suffolk Cloud. An Accessibility Statement is on the website which ensures compliance before the regulation date. The Statement can be added to as the Clerk works through the website checking overall compliance and can be amended upon the advice of our auditors.

11. The housing development along Main Road was discussed. The affordable houses are due to be completed in August 2021. The pavement outside the development will be reconstructed over the entire length of the site once the traffic management system has been removed. At this point the bus stop will also go live. DC offered to be the Council contact to update any residents who wished to know the latest news regarding the development.

Possible name suggestions for the estate were mooted and Councillors liked Writing Pit Meadows (a misspelling on the 1838 tithe documents of Retting Pit Meadows), Corrance Close, Flaxen Fields and Ore Close. The first three names are all based on historical uses or owners of the land.

ACTION Clerk to inform developers of the suggestions urgently

Clerk to add updates on the progress of the development to the website.

12. Correspondence received since date of last meeting was considered. The Council has been provided a USB containing all of the Sizewell C planning documents.

13. Councillors' Reports

Cllr Wood reported that the fibre broadband project is nearing completion with fibre in the poles. Residents can now order the service.

Cllr Gray reported that no biodiversity meetings have been held due to Covid 19, but works have been carried out to Silverlace pond. Willows in the pond still need to be removed.

14. Matters to be raised at the next meeting

Update on housing scheme and name chosen by the developers

15. The date of the next meeting was confirmed as Tuesday 10th November at 7.15pm, with a budget meeting to be held immediately after the full Council meeting.

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 8pm.

Signed: *M. Gray*

M. Gray Chairman

Date 8th December 2020