

# MINUTES OF MEETING OF PARHAM PARISH COUNCIL

Tuesday 10<sup>th</sup> March 2020 at 7.15 pm

- 1. The Chairman welcomed Councillors and Michael Block to the meeting.**
- Michael introduced himself to Councillors and confirmed that he was interested in becoming a Parish Councillor. Michael left the meeting whilst Councillors discussed his application.  
Michael's appointment was proposed by JW, seconded by JR and carried unanimously. Michael was welcomed back in to the meeting as a Councillor, and he signed his Declaration of Acceptance of Office.  
**ACTION** Clerk to notify East Suffolk Council (ESC) of the new Councillor
- Present**  
Michael Gray (Chairman)                      James Rogers                      Jason Wood  
Kate Beaver Michael Block                      Lydia Kirk (clerk)  
Apologies Ward Cllr. Maurice Cook  
Absent David Crosbie                      Claire Moore
- 2. JW & KB declared a LNPI in item 10.**
- 3. The Minutes from the meeting on 14<sup>th</sup> January 2020 were approved as a true record of the meeting**
- 4. The only matter arising was noting that the receipt of £7.60 was a PAYE overpayment.**

## PUBLIC FORUM

There were no members of public present.

*The February & March reports from the Ward Councillor and the March report from the County Councillor have been shared with Councillors and on the website.*

**ACTION** Clerk to send reports to MB

- 5. Chairman's Report**  
The Chairman was pleased to note that, with the final seat being filled this evening, the Parish Council was once again full.  
He has reported erosion on the bank near an electricity pole near White House Farm to UKPN & they should be actioning this soon.  
There has not been a biodiversity meeting for a while, but he notes that there are several barn owls around the village presently.
- 6. Clerk's Report**  
The clerk reported that she has requested the precept for 2020-2021 and has received acknowledgement of safe receipt from ESC.  
She has renewed the Council's annual ICO fee for being a data processor.  
The clerk has published a village profile from ESC on the village website and it may be a useful tool for the Parish Council. **ACTION** Clerk to send profile to Councillors  
Monday 8<sup>th</sup> June is the scheduled date for the Highways' contractors to cut verges on minor roads in the village.
- 7. Responsible Financial Officer's report**
  - a) The following payments were approved

Reference Number	Amount	Payee	Details	Cheque Number
P27 19-20	£5.60	SALC	1/3 share GDPR Training	#132
P28 19-20	£40.00	L. Kirk	ICO Data Fee Reimbursement	#133

Pay figures for the clerk to 31.03.2020 have not yet been given by the payroll provider, so this payment will have to carry over to the next financial year.

*Invoices with full details of items above were available to view at the meeting.*

b) The following payment received since the last meeting was noted:-

Date	Amount	Company	Details
27/02/2020	£86.46	HMRC	VAT Reclaim

- c) Council noted the current and deposit account balances as being £7,450.44 and £13,741.15 respectively on 29<sup>th</sup> February 2020. MG explained the reserved funds that the Council holds. The biodiversity payments have built up over the years, but as it is only a 10 year scheme the payments will soon finish.
- d) The bank reconciliation and statements as at 29<sup>th</sup> February 2020 were reviewed and signed by JW in the absence of the Examining Officer.
- e) The year-to-date receipts and payments account was reviewed.

**8. The clerk has requested litter pick equipment from Norse for 5<sup>th</sup> April.** She has received confirmation that the request has been received, but not confirmation that the equipment will be available as yet. It was noted that Norse will no longer supply gloves for litter picks.

Councillors considered a risk assessment for the event. **ACTION** Clerk to publise litter pick & publish risk assessment.

**9. 75<sup>th</sup> VE Day Commemorative Events were discussed.** The clerk has contacted Parham Airfield Museum who are opening over this weekend and have special events planned. The Council agreed to donate some funds to the Museum to help them run its events, rather than try to run a separate event or purchase commemorative items. KB proposed donating £100. This was seconded by JR and carried unanimously.

**10. The request to position more telegraph poles on North Green was discussed.** There were strong concerns about adding more poles to this area, which is a protected Common and forms part of the Higher Level Stewardship scheme. Originally homeowners had been told that the fibre broadband connection could use existing infrastructure. The Parish Council would like this to be the case, or alternatively, for the cables to be sited underground so as to mimimise the impact on North Green. There were also concerns that extra wires over Home Farm would be hazardous for farmers when unloading and tipping.

#### **ACTIONS**

- Clerk to write to the BT Openreach Poles Complaint team as a matter of urgency.
- JW to write to his contact with the fibre scheme telling him to expect our letter of objection.

**11. Planning application DC/20/0638/FUL** (The Teachers House, Main Road, Parham, IP13 9LZ Demolish Single Storey Extension - erect two storey extension).

This was discussed and Councillors had no objections.

**12. Correspondence received since the date of last meeting was considered.**

The Council has received a letter of complaint regarding light pollution from a resident.

**ACTION** Clerk to write to ESC Environmental Health & Hacheston Parish Council regarding the light pollution at Hacheston. Clerk to respond to the complainant and write a letter to the business at Parham Airfield that is causing concerns, asking if the lights could be turned off overnight.

**13. Councillors' Reports**

Cllr. Rogers has received reports of trees down across the footpath near Brick Lane and down Hollow's Lane. He will look into this.

He also noted how narrow Hollow Lane has become and that it is not possible to take a pushchair down the path now. The Chairman suggested that people who use this route should report the issue to Highways in the hope that it is remedied.

Regarding the current Covid-19 Coronavirus outbreak, JR offered to replace Andy Nicholson as a second point of contact for residents in the case of a village emergency.

The clerk will also write a piece for the website and Parish Magazine informing residents that we are pleased to help with shopping or errands for people who are self-isolating or struggling during this difficult period.

**14. Matters to be raised at the next meeting**

Discuss response to objection to telegraph poles on North Green

**15. The next meeting was confirmed as 7.15pm on Tuesday 12<sup>th</sup> May 2020 when the Annual General Meeting and Annual Parish Meeting will be held.**

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 8.45pm.

Signed: *M. Gray*  
**M. Gray**  
**Chairman**

**Date 7<sup>th</sup> July 2020**