

**MINUTES OF MEETING OF  
PARHAM PARISH COUNCIL  
PARHAM VILLAGE HALL**

**Tuesday 9<sup>th</sup> November 2021 at 7.15pm**

1. **The Chairman welcomed everyone to the meeting.**  
Apologies for absence were received from County Cllr Stephen Burroughes, Ward Councillor Maurice Cook and Councillor David Crosbie (work).

**Present**

Michael Gray (Chairman)                      Michael Block                      James Rogers                      Jason Wood  
Claire Adams                      Jonathan Cottrell                      Lydia Kirk (clerk)

2. **There were no declarations of interest.**  
3. **The Minutes of the Extraordinary meeting on 7<sup>th</sup> October 2021 were approved as a true record of the meeting.**  
4. **Suffolk County Council Highways Department has asked the resident at Highfields to remove the wall that abuts Main Road.**

**PUBLIC FORUM**

There were no members of public present. Reports from the County Councillor and Ward Councillor had been shared with Councillors.

5. **The Chair reported that as it has now been 6 months since Cllr Crosbie has been able to attend a meeting and he isn't able to come to this meeting, he now unfortunately automatically vacates his office.** DC has not had as much time as he would have liked to give to the Parish Council but we may hear back from him with a view to re-joining as a Councillor in the future. **ACTION** LK to notify ESC as such.  
The Chair reported that the village hall now has a new Bookings Manager, Mrs Ellie Rogers, and the heating should be put on before meetings in future.
6. **The clerk has reported the willow tree at the Pound that is overhanging the electricity line to UKPN and they are coming out to assess it.** *MG noted that the tree might need heavy coppicing in the near future to help resolve this recurring problem.*  
The Clerk has trimmed around the noticeboard on North Green and has cleaned the glass. The lock does not work and the wood is in need of refurbishing again. *JW will try to clean out the lock and re-coat the board.*  
The planning applications for a barn conversion to two holiday lets at Mill Green Farm and the extension and cart lodge at Botany Farm have both been approved.  
The compost factory at Silverlace Green will be closing permanently from 12<sup>th</sup> November. Mark Runnacles hopes to clear and mow the closed churchyard in the next few weeks.  
The Village of the Year award signpost is lop-sided and needs monitoring.
7. **Responsible Financial Officer's report**  
a) The following payments were approved:

Reference Number	Amount	Payee	Details
P17 21-22	£13.20	L. Kirk	20 x 2 <sup>nd</sup> class stamps
P18 21-22*	£100.00	Suffolk Cloud	Web Hosting
P19 21-22*	£41.93	Michael Gray	Reimbursement for 2 sample apple trees

\*Invoices raised since the agenda was issued.

P17 will be paid online.

- b) The only receipt since the last financial report in September was 47 pence interest.  
c) The bank balances as at 31.10.2021 were noted as being:

Current account £3,180.50

Deposit account £21,753.05 with over £15,000 of this reserved for our biodiversity scheme.

- d) JW signed the bank reconciliation and statements to show these were in order.
  - e) The year-to-date report on payments and receipts was noted and considered in line with the budgeted figures.
  - f) CA has online access and will try to set up the Council's first online payment for MG to authorise. MG is awaiting his pin sentry device but should have online access. JR will make contact with Barclays to get online access.
8. **The piling has now been completed at the new housing development and the foundations are currently being laid.**
  9. **The village Hall committee are considering installing a defibrillator at the village hall.**  
The Parish Council discussed the possible location, the cost of replacement pads, electrical supply and ease of use. The clerk will contact other Councils to see if any defibrillators locally have ever been used.
  10. **Meeting dates for 2022 were agreed and will be emailed to Councillors and advertised on the noticeboards and website.**
  11. **Budget figures for 2022-2023 were discussed.** JR proposed accepting the new budget figures. This was seconded by JW and carried unanimously.
  12. **Having considered the general reserves balance, MG proposed asking for a precept of £6,000 for 2022-2023. This was seconded by MB and carried unanimously.**  
**ACTION** Clerk to request Precept from ESC
  13. **Uptake from residents for fruit trees to commemorate the Platinum Jubilee has been good with 30 households taking part in the scheme.** Lots of positive feedback has been received. Councillors agreed to increase the budget for the purchase of trees to £1,000 to allow every resident who applied before the closing date to receive a tree, plus canes and tree guards. With a bulk-purchase discount the extra budgeted funds may not be necessary but the Council authorised the additional spending if required.  
**ACTIONS** MG to order standard trees from Swann Nursery and Botanica to be delivered as soon as possible for planting. LK will order the dwarf trees. LK to then register the trees under the Queen's Green Canopy Scheme.  
LK has contacted Garnetts Gardens but they do not sell tree benches. Some alternatives have been shared online. MG has spoken to a metal-working business in Parham who would be able to build one but haven't provided a cost estimate yet. This isn't urgent so will be discussed again in the New Year.
  14. **MG will speak to Jos Slade about the community speed gun as it hasn't been serviced for a few years now and cannot be used if not calibrated correctly.**
  15. **It was agreed to hire the village hall on Thursday 2<sup>nd</sup> June for the tree unveiling, to also include a village get-together, refreshments and BBQ.**
  16. **JR will thin the hedge on North Green when he is able.** MG has spoken to the resident whose property the trees overhang. There is a dead elm which will need cutting out as well as a loose bough that may need removing.
  17. **Correspondence received since the last meeting was considered.** MB proposed donating £100 to the local Citizens Advice Branch. CA seconded this and it was carried unanimously. Ref: P20 21-22  
**ACTION** Clerk to obtain the CAB's bank details. If the payment cannot be paid online imminently, then a cheque will be issued.
  18. **Councillor reports**  
MB has added a Wi-Fi service extender to the kitchen of the village hall which helps improve Wi-Fi reception to hall users.  
JR has cleared scrub around the Madle pond at Mill Green which now gives easier access to the pond.  
MB has reported a blocked land drain opposite The Church Farm, and eroding verges on the footpath next to The Church Farm. Frustratingly, SCC do not propose carrying out any action in either regard. MG reported that the drain at the base of the Old Rectory is also blocked which exacerbates the issue with the other nearby blocked drain.

**ACTION** LK to report two blocked drains and the verge issue on behalf of the Parish Council.

MB and MG are aware of lorries from the compost plant coming down Hall Hill which contravenes the plant's traffic management plan. If this continues after the factory closes on 12<sup>th</sup> November they will notify the clerk for further action.

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

Jubilee bench and village celebration

Update on road drain and verge

Update on housing development

**20. The next meeting was confirmed as being at 7.15pm on Tuesday 18<sup>th</sup> January 2022.**

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 8.55pm.

**Signed**     *M Gray*

*18<sup>th</sup> January 2022*

**Chairman**

**18<sup>th</sup> January 2022**