

MINUTES OF ANNUAL GENERAL MEETING OF PARHAM PARISH COUNCIL

**Held on Tuesday 17th May 2022 at 7.40pm
after the Annual Parish Meeting**

1. To appoint a Chairman

Cllr. Block proposed Cllr. Gray to continue as Chair. This was seconded by Cllr. Wood but Cllr. Gray notified the Council that due to his busy schedule, he would rather not continue as Chair. Cllr. Gray then proposed Cllr. Block as Chair. This was seconded by Cllr. Rogers and carried unanimously.

2. To appoint a Vice Chairman

Cllr. Block proposed Cllr. Gray as Vice Chair. This was seconded by Cllr. Adams and carried unanimously.

3. Apologies for absence were received from Ward Councillor Maurice Cook and County Councillor Burroughes who were both at an East Suffolk Council meeting.

Present

Michael Gray	Michael Block	Jason Wood	Claire Adams
Jonathan Cottrell	James Rogers	Lydia Kirk (Clerk)	Resident: Peter Kindred

4. Cllr. Cottrell declared a pecuniary interest in item 10a. (P04 22-23). Cllr. Block declared a non-pecuniary interest in item 18 as he lives in the property adjoining this verge. A dispensation was granted for Cllr. Block to stay and discuss the item as he had information to pass on about the issue.

5. The minutes of the meeting of 8th March 2022 were approved as a true record of the meeting.

6. There were no matters arising.

7. Appointment of Officers and Council Representatives

		Prop.	Sec.
Responsible Financial Officer	Lydia Kirk	MB	JW
Examining Councillor	Jason Wood	MB	MG
Finance Sub Group	MB, MG, LK	JW	CA
Risk Assessment & Compliance	Claire Adams, Lydia Kirk	MG	MB
Village Hall Parish Council Representative	Michael Block	CA	JW
SALC Representatives	Michael Gray	CA	MB
Parish Tree Scheme	Adam Paul	MG	JW
Footpath Officer	James Rogers	JW	JC
Village Recorders*	John Adams, Bob Briscoe	MB	JW
Wildlife Group	MG, JR, JW	MB	JC
Webmaster	Lydia Kirk	MB	CA

*The Parish Council would like thanks to the Village Recorders for such an interesting annual report to be minuted.

Public Forum

The Ward Councillor's and County Councillor's annual reports have been shared with Councillors and are on the village website.

Peter Kindred asked where the Village Recorders' reports could be found. It was agreed that the clerk would put copies on the village noticeboards as well as on the website, and copies can be provided to residents upon request. The full reports have also been archived with the Records Office and will be filed with the minutes of the Annual Parish Meeting.

8. The Chairman reported that he was pleased to be elected as the Chair of the Parish Council. He hopes to register for SALC's Chairperson training and he would welcome assistance from the retiring Chair over the year.

9. Clerk's Report

The clerk wished to thank Trevor Brown for carrying out a thorough audit. She also wished to thank Cllr. Cottrell for re-painting the white fencing near the bridge ahead of the Platinum Jubilee. UK Power Networks will coppice the willow at the Pound a heavily soon. The planning application for the wood yard was approved despite our concerns and a planning application

for the compost plant to change its use has been submitted to East Suffolk Council. It was noted that Gary Whiting has had to increase his cost per grass cut due to the rising fuel costs.

10. Responsible Financial Officer's report

a) The following payments were approved:

Reference	Amount	Payee	Details
P01 22-23	£130.00	Trevor Brown	Internal Audit
P02 22-23	£145.01	SALC	Annual Subscription
P03 22-23	£500.00*	Parham Village Hall	Annual Donation
P04 22-23	£68.28	J. Cottrell	Wine for Jubilee
P05 22-23	£66.00	L. Kirk	Bunting for Jubilee
P06 22-23	£40.00	G. Whiting	Grass cut on 6 th April
P07 22-23	£40.00	G. Whiting	Grass cut on 25 th April

In addition it was noted that the grass was cut again yesterday and it was agreed to authorise payment of another £40.00 to G Whiting upon receipt of the invoice.

* Cllr. Adams asked what the Village Hall spends its annual donation on and Councillors agreed that it would be nice to have this reported back on, to check the donation is actually needed and is being well spent. **ACTION** MB and JC are on the Village Hall Committee and will ask.

b) Funds received since the last meeting were noted:

Date	Amount	Company	Details
29.04.2022	£6,000.00	East Suffolk Council	100% precept

c) The bank balances and reserved fund balances were noted. As at 29th April, there was £7,067.84 in the current account and £21,754.13 in the deposit account. The reserved funds balance was £17,233.

d) The bank reconciliation to 31st March 2022 was noted and approved.

The Examining Officer signed the bank statements and reconciliation.

e) CA and MG have signed the mandate form to add MB as a signatory. MB has provided a sample signature. **ACTION** Clerk to chase whether this addition has now been approved.

11. The Internal Auditors' Report on 2021-2022 annual paperwork was reviewed and the **Council's affairs were all considered in order.** Councillors were pleased to note that no queries were raised in the report.

12. Procedural

a) The **Accounts** for the year ending 31st March 2022, 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 2022 were read out by the Chair, approved by the council and signed by the Chair.

c) Council resolved **to opt out of an External Audit** as an exempt council & the **Certificate of Exemption** was completed and signed by the Chair 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 2022 remains at SCP 12, and, as yet, there has been no information provided by NALC as to recommended pay increases for the current financial year. It was also agreed to increase the Home Working Allowance from 1st April 2022 week in line with the government tax-free figures.

f) Councillors re-confirmed their agreement to be summoned to meetings by electronic means.

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) Physical Assets Risk Assessment
- f) Financial Risk Assessment. The following was added under the 'Payments' sub-heading "Online payments must all be authorised by two mandates".
- g) Data Protection Policy.
- h) The insurance policy was still considered fit for the council's needs.

14. **The new Local Government Association's model Code of Conduct was discussed.** JW proposed instead re-adopting the 2012 Suffolk Model Code of Conduct. This was seconded by MG and carried unanimously.
15. **Trevor Brown was appointed as the internal auditor for the year ending 31st March 2023.**
16. **Plans for the Platinum Jubilee village party were discussed.** So far 67 residents have confirmed that they would like to attend, but with Councillors and their families plus extras who are likely to turn up, it was agreed to cater for around 100 guests.
 - i) Food – CA will get a quotation for 100 burgers and 100 sausages.
LK will purchase bread rolls, sauces, onions, vegetarian options, napkins and disposable table cloths. MB will check the gas fitting on the BBQ and check that it works when MG has ordered a bottle of gas. MG and JR will move the BBQ and tables to the meadow the evening before. The leftover gas will be gifted to the Village Hall to thank them for the loan of the BBQ.
 - ii) Drink – JW has ordered a 72 pint barrel of Elizabeth Ale from Earl Soham Brewery. JC has purchased 12 bottles of white wine and offered to donate some bottles of red wine for the event. LK will purchase 150 plastic pint and 100 ½ pint glasses and soft drinks. JW and JC will serve drinks on the evening and people will be encouraged to re-use their glasses.
 - iii) If the weather is fair it is hoped to just use the Village Hall gazebos rather than the marquees which take far longer to erect. All available Councillors will set up the gazebos, straw bale chairs and tables at 6pm on Wednesday 1st June.
 - iv) JW will bring some music, an extension lead and an amplifier to play in the background.
 - v) Susan Paul has offered to help with catering, as has Sandra Poacher. Mike and Katrina Power have offered to help on the evening or with setting up and clearing away. It is hoped that the Village Hall Committee might also help run the event but we are still awaiting final confirmation of this. MB will enquire, and also ask if we can borrow the trestle tables.
 - vi) It was agreed that it would be fitting to ask Shirley Watling to plant the commemorative Parham Pear Tree as she is Parham's Festival of Suffolk torchbearer.
 - vii) Some possible benches available were discussed but it was decided not to proceed with the purchase currently.
 - viii) The rickshaw with our village torchbearer will be travelling through the village on Monday 30th June at approximately 4.15pm. Residents and Councillors are encouraged to come and greet Shirley.
 - ix) MG will bring bins, bin-liners and some small straw bales for people to sit on. Councillors to bring blankets to cover the bales to make them more comfortable. MB & LK will put the village bunting up over the next few days, reserving one piece for the event on the church meadow. A reminder for the event will be sent out to all on the village emailing list.
The Parish Council has been asked by an ex-resident if their family can attend the party and Councillors agreed that they would be welcome.
It was agreed that any donations given at the BBQ would be passed on to the Corrance Trust. **ACTION** MB will speak to Susan Paul in this regard and arrange donation pots and signage.
17. **MB has responded to an email sent by Great Glemham Parish Council on behalf of the three villages without joint approval.** He has not received a response to date so will send a chaser, asking for a meeting to discuss the questions asked by Low Carbon regarding the division of the community funds.

18. **Since the last meeting another two concerned households have contacted the Parish Council complaining about the verge that is now dangerous to walk on.** MB has managed to secure one quotation of £2,950 +VAT to replace the kerbing and carry out repair works to the verge outside The Church Farm. The works must be carried out by a SCC approved contractor. Larger companies are not keen on such a small job and the distance seems to be an issue for other approved smaller companies. Councillors agreed for to ask Cllr. Burroughes to see if he may be able to contribute towards the costs. If this is not possible, the neighbouring residents have offered to contribute 50% of the costs. ACTION Clerk to contact Cllr. Burroughes in this regard and to apply for a Street Licence from SCC to replace the broken flexible verge marker posts here. It is understood that SCC will not replace these but are likely to approve a request for the Parish Council to replace them if they undertake to look after them and be responsible for replacement in the future.
19. **Correspondence received since the date of last meeting was considered.** No further actions were necessary.
20. **One Councillor asked for an update about the wall outside Highfields that has been erected on SCC Highways' verge. ACTION** Clerk to chase.
21. **Matters to be raised at the next meeting**
Corrance Trust finances and donation
Feedback from the Jubilee events
Highfields wall
Eroding verge outside The Church Farm
Discuss progress regarding division of solar farm community funding.
22. **The next meeting was confirmed as Tuesday 12th July at 7.15pm.**
There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.30pm.

Signed: *M. Block*
Chair

Date *5th July 2022*