

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

**Tuesday 8<sup>th</sup> March 2022 at 7.15pm**

1. **The Chairman welcomed everyone to the meeting.**  
Apologies for absence were received and accepted from Cllrs Adams and Rogers who both had work engagements. County Cllr Stephen Burroughes had hoped to connect to the meeting digitally but a Wi-Fi connection could not be established in the meeting room.

**Present**

Michael Gray (Chair)                      Michael Block (vice chair)                      Jason Wood  
Jonathan Cottrell                      Lydia Kirk (clerk)

2. **There were no declarations of interests.**  
3. **The Minutes of the meetings of 18<sup>th</sup> January 2022 were approved as a true record.**  
4. **There were no matters arising.**

**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 has now removed the dead elm trees on the edge of North Green and the neighbouring resident has kindly planted the new hedge.**

6. **Clerk's Report**

The clerk has submitted a VAT claim for the period February 2020 to January 2022. She has also affixed 'Discover Suffolk' plaques to footpath signs around the village to help ramblers find local footpaths.

The preparing for CILCA briefing from February was postponed and will be reported on at the next meeting. Preparation for the year-end audit has begun.

As per recent emails, there are several events coming up to which Parish Council representatives are invited. The first Rural Proofing workshop was held today and the next SALC East Suffolk South forum will be on 17<sup>th</sup> March. There is a community engagement event with Suffolk Police on 15<sup>th</sup> March as well as an all-day conference launching the Mentally Healthy Grant on 16<sup>th</sup> March. East Suffolk Council are putting on a workshop on small-scale rural development on 31<sup>st</sup> March.

NALC has confirmed this week that clerks will be due a 1% pay increase to be backdated from 1<sup>st</sup> April 2021.

UKPN will be digging and filling their trenches at North Green between 14<sup>th</sup> April and 19<sup>th</sup> April.

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

- a) The following payments were approved and will be paid online:

Reference Number	Amount	Payee	Details
P29 21-22	£890.15	L. Kirk	Pay and expenses to 31.03.2022*
P30 21-22	£22.80	SALC	6 months payroll
P31 21-22	£40.00	ICO	Data processor fee

\* Paid early to assist year-end accounts

- b) Since the last meeting, a refund of £134.34 VAT has been received.  
A payment for £165.45 (P28) was made to Swann's Nursery for native hedging and a fruit tree, using biodiversity funding.
- c) The bank balances, as at, 28.02.2022 were noted as being:  
Current account £2,029.59  
Deposit account £21,753.59
- 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) It was agreed to add MB as another signatory to the bank account as he currently banks with Barclays and it will be useful to have another mandate who can set up online payments. **ACTION** Clerk to obtain completed forms from Barclays to be signed by the Chair plus another mandate.
8. **Discuss highways and public footpath issues**
- i) SCC's response to the Parish Council's request for the kerbing next to The Church Farm was discussed and considered wholly unsatisfactory. **ACTION** Clerk to respond to SCC asking for a quotation for the works and asking them to take on liability if further erosion through their inaction results in the wall at the property being damaged.
- ii) Since the last meeting, the clerk has again chased SCC regarding the damaged bridge railing and repairs and it has now finally been fixed.
- iii) MG has reattached the sign to the finger post on the triangle, after it completely broke off during the recent storms and the resident who reported this sign to the Parish Council has passed on his thanks.
9. **The village Platinum Jubilee celebrations were discussed.**
- i) MG will speak to Purely Metal to see if they have availability to make a bench to mark the Jubilee and, if so, he will obtain a quotation. MB will seek prices of standard benches which seem to be significantly cheaper than semi-circular benches. Draft wording for a bench plaque was agreed and this can be purchased when we know the size of the bench.
- ii) There were questions about how much food should be purchased for the Jubilee BBQ. Cllr Woods offered to draft a flyer about the Platinum Jubilee village event to go to every house in the village with a response required from those attending to help with catering. It can also be advertised at the upcoming coffee morning. It was agreed to purchase kegs of beer and bottles of wine for the village Jubilee BBQ and to offer the food and drink on a donation basis. Susan Paul has offered to help with the catering at the event. The Village Hall marquee will be used in case of inclement weather.
- iii) It was agreed that the Parish Council would purchase bunting for the Jubilee and other village events up to a cost of £200 if the Village Hall does not have any bunting that can be borrowed. Councillors agreed to support Bulstrodes, as it is a local firm, and the Royal British Legion as it does good charitable work, by purchasing bunting and/or Jubilee post signs from both organisations.
- iv) It was agreed to nominate Shirley Watling, as one of Parham's longest residents, or her daughter Sandra Poacher, to thank her for all she does for the village, to be Parham's torch bearer for the Festival of Suffolk's Torch Relay.
10. **East Suffolk Council's Community Governance Review was considered.** The Parish Council has advertised this Review in the Parish Magazine. Parham is an active Parish Council which comprises Councillors of a mixture of ages from all over the village. Councillors were very concerned about the proposal to amalgamate smaller Parish Councils and they feared that such grouping would be unsuccessful due to villages being geographically different and having different problems and priorities. It was agreed that the volume of emails sent to Parish Councils and invitations to various forums, events, briefings and new initiatives which purportedly benefit the community but often have limited real benefit to Parish Councils are off-putting for Councillors who have limited time to give to this role. Also, many of these forums run at times which working Councillors cannot attend which then limits attendance only to retired or non-working Councillors which is not representative.
11. **The following planning applications were considered:**
- i) **DC/22/0403/FUL Replacement factory and storage building Site at Parham Airfield Marlesford Suffolk IP13 9AF.** Whilst this application is not in Parham, the Parish Council wanted to send a response as it will be affected by both construction traffic and ongoing lorry movements as finished products are taken from the factory to its base in Framlingham

via Hall Hill, Parham. It is noted that an extra 20 staff are likely to be needed at the factory which will significantly increase production and therefore lorry numbers.

The Parish Council would like to see a traffic management plan imposed to limit lorry movements through Parham village and up Hall Hill, similar to the restrictions that were in place at the nearby composting plant.

**ii) DC/22/0334/VOC Variation of Condition No 2 of DC/19/1860/FUL Alterations to scale of approved building Woodyard Parham Airfield Parham IP13 9AF.** It was noted that the application is for a mixture of B2 & B8 usage but the usage is currently restricted to classes 1 and 2. The Parish Council had concerns that the building could be used as warehousing, which would contravene its current usage classes.

Councillors also noted that this proposal is significantly larger than the original application that was approved and there were concerns that this larger building would result in more lorries coming to and from the site.

**ACTION** Clerk to respond to both applications via ESC's online portal

12. **ESC's Rural Proofing Workshops, as part of the Community Partnership initiative, were discussed.** It was noted that Parish Councils are being asked to attend more and more forums and events and that Councillors have a limited number of voluntary hours to give. These workshops are held at a time that make it very hard for working Councillors or Clerks to attend. The take-up for the Framlingham area Community Partnership forums is low which suggest that other local Councils are also unable or unwilling to attend. There were concerns about the relevancy of these forums to Parham and how much benefit the workshops would actually bring to the village. District council seems to have too many departments sending out newsletters and updates and creating meetings for services that no one has heard of nor knows how to access rather than concentrating on the core activity of maintaining the infrastructure of East Suffolk.
13. **Councillors were disappointed to note that the former East Suffolk Council buildings at Melton Hill were still vacant, despite the Council having moved to Riduna House in 2016.** The boarded up offices look unsightly and this substantial asset is not being well utilised by the Council. **ACTION** MB will draft a letter to the Chairman of ESC in this regard.
14. **Correspondence received was considered.** The Council was surprised by Gt Glemham Parish Council's response to Low Carbon Energy regarding distribution of any community funding from the scheme. It would have been useful for the core group to have met before a response was given. The Clerk has responded as such and awaits a reply. MB agreed to attend ESC's planning workshop on Preparation of Housing in Clusters and Small-Scale Residential Development in the Countryside.
15. **There were no additional reports from Councillors.**
16. **Matters to be raised at the next meeting**  
Village Jubilee celebrations  
Consider response from SCC re quotation for replacement kerbing
17. **The next meeting was confirmed as being at 7pm on Tuesday 10<sup>th</sup> May 2022 for the two annual meetings.** There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.20pm.

**Signed:** *M Block* Date *17<sup>th</sup> May 2022*  
**Chair**