

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

**Tuesday 11<sup>th</sup> July 2023 at 7.15pm**

1. **The Chairman welcomed everyone to the meeting.**  
Apologies for absence were received from County Councillor Burroughes (holiday) and District Councillor Langdon-Morris (ESC Meeting).

**Councillors Present**

Michael Block (Chair)      Jason Wood (Vice Chair)      Claire Adams  
Jonathan Cottrell      James Rogers      Charlotte Stanley      Michael Gray

**In attendance**

Lydia Kirk (clerk)

2. **There were no declarations of interests.**  
3. **The minutes of the meeting of 23<sup>rd</sup> May 2023 were approved as a true record of the meeting.**  
4. **Matters Arising.**  
The clerk shared the Council's wording from the risk assessment regarding safety around the village green ponds and also the notice that is currently displayed on the notice board. **ACTION** Clerk to contact the Council's insurance company for advice on how this risk should be managed noting that the greens are classed as ownerless land.

**PUBLIC FORUM**

There were no members of public present.

5. **The Chair has cleaned the noticeboard's glass and re-oiled the wood, but it may need further work in the near future.** *Cllr. Wood volunteered to maintain the notice board at North Green and keep the access way to it clear.*
6. **Clerk's Report**  
The clerk has cleaned cleared out the bus shelter and put laminated copies of the village profile over graffiti on the noticeboard there.  
The clerk attended the latest Greenprint Forum event, which was a very interesting visit to Campsea Ash's communal garden.  
*A Slice of Suffolk* is looking for new editor. If no one comes forward, August will likely be the last edition.  
The next Community Partnership meeting will be on Tuesday 25<sup>th</sup> July at the ESC Offices in Melton at 6.30pm. There is a new Community Partnership Officer for our area.  
The external auditor has confirmed safe receipt of the Council's exemption certificate. We are currently in the period of public rights and have not received any requests so far.  
East Suffolk Council's Enforcement Officer has confirmed that the wall at Highfields is not in breach of the planning permission and the case has now been closed.

## 7. Responsible Financial Officer's report

a) The following payments were approved:

Reference Number	Amount	Payee	Details
P6 23-24	£44.20	HMRC	PAYE
P7 23-24	£80.00	Gary Whiting	Cuts around the Pound in May and June
P8 23-24	£72.00	SALC	Councillor Basics training- Cllr. Stanley
P9 23-24	£1,127.70	L. Kirk	Pay to 30 <sup>th</sup> June 2023

b) Funds received since the last meeting were noted:

£4 refund from HM Land Registry

£40.07 interest. There was some discussion on interest rates. The clerk confirmed that the Council's savings account gets the highest rate available on a business account from Barclays.

**ACTION** Cllr. Cottrell will look into alternative bank accounts which pay a higher rate to maximise the Council's financial assets and report back.

d) As at 01.07.2023, the bank balances were:

Current account £4,263.47

Savings account £23,841.70

e) The Examining Officer signed the bank reconciliation and statements.

f) The year-to-date report on payments and receipts was noted and considered in line with the budgeted figures. The clerk will reissue a copy of the Accounts showing the omitted £4 Land Registry fee that has been received.

8. **There has been no progress on reinstating the kerb next to The Church Farm since the site meeting with the Community Liaison Engineer despite the clerk chasing this.**

The previous quotation has now expired and the Chair will ask the Highways approved contractor for a fresh quotation. The Council can then submit a grant application to the County Councillor in this regard.

9. **The Chair has not received a reply from the Chairs' of the other two Parish Councils regarding his request for a meeting to discuss division of the solar farm community funds.** He will re-send his email, and if still no response, the clerk will also email them.

10. **The Community Infrastructure Report for 2022-2023 showing the received funds was accepted and will be submitted to East Suffolk Council.**

11. **A request for funding from Village Hall Committee towards access improvements and external maintenance was considered.** After discussion, Councillor Cottrell proposed donating £1,000 to the Village Hall Committee on the proviso that the works are started before the end of September and that the Parish Council is provided a copy of the Village Hall's most recent accounts. This was seconded by Cllr. Wood and carried unanimously.

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

A request for communal litter picking equipment to be kept in the Village telephone box was considered. It was agreed to purchase 4 x litter-pickers, 1 hoop, hi-vis vests and some gloves. **ACTION** Clerk to produce a risk assessment in this regard for display next to the equipment.

A resident has offered to set up a community seed swap in the telephone box. Councillors were happy to allow this scheme and advertise it.

Annual reports from the Village Hall Committee for 2022 and 2023 have been circulated and filed with the Annual Parish Minutes. In view of this, it was agreed to now grant the £500 annual donation to the Village Hall.

Councillors agreed to complete a direct debit form for the annual payment to the Information Commissioner's Office.

The offer of a community defibrillator from Framlingham Town Council was discussed, along with the ongoing financial implications of maintaining the defibrillator. Cllr. Stanley proposed that the Parish Council accepts this offer, with a view to locating it at the Village Hall, if the Committee is in agreement with this. The telephone kiosk might also be a suitable location. This was seconded by Cllr. Wood and carried unanimously.

**13. Reports & updates from Councillors**

- The Village Hall Committee met yesterday. A Jumble Sale is being held on 29<sup>th</sup> July to raise funds for the building projects and all are encouraged to attend. The recent bar nights have been reasonably well-attended and will continue to run.

- There was no report from the Biodiversity Group. The Chair asked if the group could hold a meeting in the near future and advised that Cllr. Wood would be interested in attending this.

- The Chair was pleased to report that there would be a village garden party from 2-5pm on Saturday 9<sup>th</sup> September to raise funds for the new church roof. A wide array of stalls and amusements are planned including a brass band. A good number of generous raffle prizes have already been secured. Whilst not a Parish Council event, a couple of Parish Councillors agreed to take turns in the sponge-throwing booth.

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

Consider response from insurance company regarding risks of the ponds on ownerless village greens

Consider opening another bank account with a higher rate of interest

**15. The next meeting was confirmed as being at 7pm on Tuesday 12<sup>th</sup> September.** There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.05pm.

Signed: *M Block* Date *12<sup>th</sup> September 2023*  
M. Block Chair