

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

Tuesday 5th March 2024 at 7.15pm

1. **The Chairman welcomed everyone to the meeting.**
Apologies for absence were received from County Councillor Stephen Burroughes and District Councillor Vince Langdon-Morris.

Councillors Present

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

In attendance

Lydia Kirk (clerk)

2. **There were no declarations of interest.**
3. **The minutes of the meeting of 8th January 2024 were approved as a true record of the meeting.**
4. **There were no matters arising.**

PUBLIC FORUM

There were no members of public present.

5. **Chair's report**
Following the group meeting regarding flood prevention measures, the Chair has had a follow-up meeting with a local hydrology expert. They visited the Gull and discussed proposals to install three leaky dams with an overflow system here. They have looked at Daffodil Meadow and the adjacent field to the north but these would likely not be suitable for a holding pond due to the height of the land compared to the river. They also looked at the tree that is in the river near the Pound and we need to ascertain who is responsible for removing this.
The Chair will report the gulley under the road near White House Farm as this has silted up again. The hedge near Brick Lane needs trimming and previous cuttings need removing from the culvert. The Chair will speak to the resident about this.
The Chair attended East Suffolk Planning Alliance's annual conference in Grundisburgh.
6. **Clerk's report**
Now the year-end is approaching, the clerk will start the Council's application for a Public Sector Deposit Fund account ahead of the precept payment. She will be very busy with year-end accounts and internal audit preparation over the next two months. A VAT claim for 2023-2024 has been made and the funds received.
The clerk attended ESC's Parish Council Planning Forum in January and advised of some procedural changes, and also biodiversity net gain obligations that are now in place. She will share the presentation with Councillors.
The Council has been given complimentary access to Scribe Accounts until 31st March for the clerk to practise using the system. She has now used it for payments, receipts and bank reconciliations but still has to learn how to use the system for reports, reserves, VAT and budgeting.
The clerk advised that the Section 137 spending limit for 2024/25 will be £10.81 per electorate, but that Parham does not normally come close to using its limit.
She has completed SALC member's survey and also the auto-reenrolment declaration for the Pension's Regulator opting out of a pension scheme.

7. Responsible Financial Officer's report

a) The following payments were approved:

Reference Number	Amount	Payee	Details
P32 23-24	£36.00	SALC	Councillor training Ref 28142
P33 23-24	£1,206.70*	L. Kirk	Pay to 31.03.2024
P34 23-24	£30.20*	HMRC	PAYE
P35 23-24	Awaited	SALC	6 months payroll service

* These will be paid early to assist year-end accounts preparation.

b) Funds received since the last meeting were noted:

17/01/24 £72.00 SLCC Refund re payment intended for SALC
28/02/24 £460.80 HMRC VAT Refund 2023-2024

c) Online payments made since the last meeting were noted:

P31 23-24 £450 Mark Runnacles Mowing and strimming of closed churchyard

It was agreed that Cllr. Wood will be added to the banking mandate.

d) As at 28.02.2024, the bank balances were:

Community account £1,656.32
Deposit account £ 22,1160.00
Of this £21,886.65 is reserved.

e) The Examining Officer signed the bank reconciliation and statements. It was noted that the bank reconciliation was out by £4.76 due to payment P27 being made to SLCC for the incorrect amount. The clerk has asked for the additional amount to be refunded.

f) The year-to-date report on payments and receipts was noted.

8. **Updates on flooding issues in the village were discussed.** Cllr. Gray has attended Willoughby Close and explained why there is flooding from the field to the public road here. He is in discussion with the landowner's agent and will also speak with the farm manager in the hope that this can soon be resolved.

Cllrs. Block, Cottrell, Gray, Rogers and Wood met with a resident who is a hydrology expert on 15th January to discuss possible measures that can be taken locally to reduce the impact of future flooding.

The Chair and clerk attended Framlingham Town Council's public flooding meeting on 21st January. Meeting notes will be shared with all Councillors. The next public flood meeting will be held as part of Framlingham's Annual Parish Meeting on 24th April at 7pm at the Theatre at Framlingham College. There will be a presentation on the commissioned flood report.

Cllr. Gray reported that farmers with land along the Rivers Ore and Alde have created a cluster group to discuss flood prevention and protection measures that they can take.

A ditch has been dug near the front of Corrance Close to help reduce future flooding to these houses.

9. **A schedule of works from the biodiversity group regarding tree maintenance at Silverlace Green will be considered at the next meeting.** It was noted that it is too wet to carry out any works here currently.

10. **See item 8.**

11. **Correspondence received since date of last meeting was noted.**

A resident has emailed with his concerns regarding the speed of traffic along Main Road. The clerk has advised him that Hacheston's Speed Watch scheme is looking for more volunteers. She has also provided the cost of installing a pedestrian crossing here and noted that the location would also be unlikely to fit SCC's criteria.

Hacheston Parish Council's proposals to extend the 30mph speed limit between Parham and Hacheston was discussed. Whilst Councillors were in favour of the idea, it was noted that this has been tried before but that it was refused as apparently it made the 30mph stretch too long. The costs of the speed limit reduction – payable by the Parish Councils – was also noted and was considered prohibitive.

12. Receive Councillors' Reports & updates

The Chair gave a brief update on last night's Village Hall Committee meeting.

There was nothing to report on the Biodiversity Group as yet.

Cllr. Adams advised that she will be resigning before the next meeting, but will make the online payment first. The Chair thanked her for all the time she has given the Council. He will mention the upcoming vacancy to residents who might be interested in becoming a Councillor.

13. The following matters will be raised at the next meeting:

Flooding and mitigation measures- including costings and funding for possible work at the Gull.

14. The next meeting will be on Tuesday 7th May. The Annual Parish Meeting will be held at 7pm, and this will be followed by the Annual General Meeting of the Parish Council. There being no further business, the Chair thanked everyone for attending and closed the meeting at 8.20pm.