

MEETING OF PARHAM PARISH COUNCIL
Friday 13th January 2017 at 7.15 pm

MINUTES

1. The chair welcomed councilors. No members of the public were present.
2. Apologies received from Emma Cochrane- maternity leave.

Present

Andy Nicholson (Chair) Michael Gray James Rogers Claire Moore
Lydia Kirk (in new capacity as honorary clerk)

3. **Declarations of Interests**

James Rogers declared an interest in item 10 E16/17, regarding payment for his invoice. All councillors declared an interest in item 10, re setting the budget and precept.

4. **Applications for Dispensation**

AN and CM signed forms of Dispensation re item 10, to discuss and set the budget and precept. These were duly approved by the clerk at the meeting and will last the duration of their term in council. Dispensations in this regard are already held on file for other councillors present.

5. **Minutes of Meeting on 11th October 2016**

The draft minutes were not considered a true record of the meeting. Some items were recorded erroneously and some items raised at the meeting were not recorded. Councillors discussed and agreed amendments. The new clerk is to revise the minutes to be approved at the meeting in March.

6. **Matters arising**

Barry Cable wrote to Mr MacNicol on 20th October 2016 regarding removal of his bollards on the village green but no response has been received to date.

7. **Police & Councillors' Reports**

Police reports were available online. No councilor reports have been received.

PUBLIC FORUM

Parishioners' written responses to emailed sign designs and those displayed on the village noticeboards were distributed, read and filed. Both signs were considered favourably by most. Two parishioners who worked on the sign project previously expressed concerns about the new proposed signs, including the black metal design not standing out enough and the overall design not being specific enough to the etymology of 'Parham'. Councillors considered these concerns as well as the positive comments received.

Councillors voted unanimously to opt for the sign option with the Lych Gate surround, but with some small modifications. If possible, the woodwork should be chunkier and the cudgel should be positioned downwards in a more passive position. LK to consult with sign designer re these modifications, with authority to pay reasonable extra design costs if necessary. Also to try and get an idea of timescale for production. Peter Kindred has offered to provide an oak post for the sign. MG and JR will look at existing sign plinth and report back on its condition at next meeting.

8. **Chairman's Report**

The Chair gave a confidential report on a staffing matter details of which are contained in a confidential report that is attached to the proper copy of these minutes. He then Chair briefed the Council on the resignation of Barry Cable as clerk. The parting of the clerk has been amicable and the Chair is looking forward to filling the council's vacancies and growing the council when the new clerk has been trained and is on top of the role.

The Chair asked for councillors' retrospective agreement to his letter dated 1st November 2016 on behalf of the PC regarding the condition of the village hall and its necessity for P.C business. All agreed and copy letter filed.

The Chair is liaising with SCDC re ownership of the telephone box near the Pound and future uses for it. Possibility of it being used for a defibrillator discussed, along with suggestion that PC could fund or part-fund first aid courses for parishioners willing to be de-fib trained. To be raised again at a future meeting once ownership of box has been transferred to P.C.

The Chair suggested the P.C purchase a laptop to be used by the clerk, and councillors as necessary. This would be password protected and would help with our data protection and confidentiality responsibilities. The laptop could also be used by other councillors and would be the property of the P.C and would be security protected. Councillors considered this to be a good idea. LK to look into possible laptops and consult with the chair.

9. Clerk's Report LK has created a new email address specifically for parish clerk business- parhamparishclerk@gmail.com. This address and all its emails will be passed on to future clerks to help with data protection issues and continuity.

LK has updated SALC, the auditors and SCDC of changes to the clerk and contact information as well as some of the organisations who send us correspondence.

Neither SALC nor Community Action Suffolk provide training on the One.suffolk websites but Annette Gray has kindly agreed to continue uploading minutes and agendas for us in the short term. LK to try how to update our webpage- if unsuccessful PC to consider paying a parishioner to manage website on our behalf.

10. Responsible Financial Officer's Report

- The following payments were all authorised for payment.

- ~ E 14/17 B. Cable - Salary £333.76
- ~ E 15/17 SALC - Councillor. Training £132.00
- ~ E 16/17 James Rogers £80 - Hedge cutting
- ~ E 17/17 Holmes Plant - Pond Clearance £847.20

- The proposed Budget for 2017/2018 was approved

- The Precept was discussed. The chair informed councillors that councils are recommended to hold twice the precept figure in bank funds. We currently hold approximately 3 times the amount. Councillors considered the funds required for the forthcoming sign project and funds promised for the village hall. They also considered that projects such as pond clearance and hedgecutting come out of the biodiversity fund and are not included in our budget, and should arguably not be included when considering general funds held. Councillors agreed that they are in agreement with holding this level of funds and agreed to set the Precept for 2017/2018 at £5,300, which is £300 lower than last year.

- In order for LK to liaise with the bank, she needs council's approval for her to be an official on the account. This was agreed and AN and JR signed the Simple Servicing Authority form to enable this to happen. LK can then begin process of getting banking mandates updated with AN, CM and MG to be added as signatories and Annette Gray and Rob Eldrett to be removed.

11. Potholes near the Pound – CM reported that there are bad potholes on the give way junction of the Bill6 near the Pound, which other councillors had also noticed. She will report it to the Highways Department or SCDC.

12. Emergency Plan- LK to find out from SALC whether we are required to have an active plan in place & report at next meeting. If it is mandatory we need to work out how we can keep it updated and relevant, with fears of it being a time consuming and difficult project. Discussed possibility of paying someone to manage emergency plan.

13. Correspondence Received

List of correspondence received read out by Chair and attached to minutes. Correspondence available to view. Councillors decided not to take up the Jobbydoo Search Engine offer.

- 14. **Planning Matters-** None received to date of preparing Agenda
- 15. **Councillors' Reports** – CM is going on a 2 day councillor training course later in the month. New councillor contact information sheet for noticeboard discussed. Councillors agreed to use email addresses as the given form of contact on our Councilor Information sheet on the village notice board. Telephone number for clerk also to be included on sheet.
- 16. **Dates for meetings in 2017 approved and attached to minutes.**
- 17. **Donations for the financial year**
£1,000 donation for village hall repairs agreed. This comprises £500 carried over from the 2016-2017 budget, plus £500 for 2017-2018, to be paid when village hall works commence.
- 18. **Matters for the next meeting**
N/A The chair asked councillors to let the clerk know any items for the next agenda in good time. LK will also try to email around requesting agenda items prior to meetings.

Meeting closed 9pm

Lydia Kirk
Honorary Clerk
Parham Parish Council

Signed:

A. Nicholson
Chairman

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Date

PARHAM PARISH COUNCIL

Dates of Meetings in 2017 All to start at 7.15pm in the Village Hall

Please Note: As some Councillors are involved with harvesting etc in August each year, which can cause problems with the Council being quorate, it has been suggested to hold the first meeting in January, and 2 monthly thereafter.

Friday 13th January 2017

Tuesday 14th March 2017

Tuesday 9th May 2017 Annual Meeting of the Parish Council
(Election of Officers, Adoption of Accounts, Risk Assessment etc)

Followed by Annual General Meeting of the Parish
(Reports from Village Organisations)

Followed by Parish Council Meeting

Tuesday 11th July 2017

Tuesday 12th September 2017

Tuesday 14th November 2017

Planning Meetings will be called as required.

All Parishioners are welcome to attend and ask questions or raise matters of concern in PUBLIC FORUM near the start of the Meeting

Lydia Kirk

**Honorary Clerk to the Parish Council
parhamparishclerk@gmail.com**

January 2017

PARHAM PARISH COUNCIL

Hard Copy Correspondence Received between last meeting on 11th October 2016- 10th January 2017

1. Letter from SCDC dated 14th October re Felixstowe Peninsula Area Action Plan.
2. Letter from Community Action Suffolk dated 21st October 2016, re payment for website.
3. SALC Latest Edition of "The Local Councillor". 2 copies for councillors to read.
4. Letter from Sizewell C dated 14th November 2106 re Public Consultations.
5. Letter from Sizewell C dated 21st November 2106 re Development Consent Order application.
6. Letter from Fresh Start New Beginnings dated 1st December 2016 re funding request.
7. Letter of Resignation as Parish Councillor from Lydia Kirk dated 15th December 2016.
8. Clerks & Councils Direct Newsletter January 2017.
9. Email from Annette Gray re Jobbydoo Search Engine on Parham website.

PARHAM PARISH COUNCIL

BUDGET 2017-
2018

Discussed at Finance Sub- Committee on Monday 7th November 2016

Present Michael Gray, James Rogers, Barry Cable Previous R F O

Presented at full P C Meeting on 13th January 2017 and was duly ratified

	<u>1</u>	<u>2</u>	-	Proposed <u>3</u>
	Budget 2015/2016	Budget 2016/2017		Budget 2017/2018
Insurance	420	387	25	420
Annual Subscriptions	130	130	60	190
Audit Fees	60	50		50
Clerks Fee	2012	2062		2062
Clerks Expenses	300	350		350
Facilities Fee	150	150		150
Clerk & Cllrs Training	400	400		400
Election Costs	150	0		0
Grass Cutting	600	500		500
Playground Rent	20	0		0
Hedge Cutting	200	0		0
Churchyard Maintenance	100	100		100
Playarea Inspection	75	0		0
PhoneBox	0	0		0
Village Hall Roof Donations		500		500
Charitable Donations / Grants	500	500		500
Venue (V H) Hire	150	150		150
Total	<u>5267</u>	<u>5279</u>		<u>5372</u>
Precept	5300	5600.00		5300

Unallocated Funds do not reflect Reserved Funds such as Village Sign, Bio-Diversity etc
which are financed separately

Lydia Kirk

R F O 14/01/2017