

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

Tuesday 1st July 2025 at 7.15pm

- 1. The Chairman welcomed everyone to the meeting.**

Councillors Present

Michael Block (Chair) Jonathan Cottrell John Patrick James Rogers
Jason Wood

Michael Gray sent his apologies (family engagement) and these were accepted.
Cllr Stanley was absent.

In attendance

Lydia Kindred (clerk)

County Councillor Stephen Burroughes sent his apologies.

- 2. Declaration of Interest**

Cllr. Block declared a non-registerable interest in planning application DC/25/2258/FUL at The Cottage, The Street as the applicant is his neighbour. Councillor Block took no part in the discussion or vote and left the room for the duration of item 8.2.

- 3. The Minutes of the Annual Meeting of the Council held on 6th May were approved as a true record of the meeting.**

- 4. Matters arising**

None

PUBLIC FORUM

Michael Block spoke as a resident about item 8.2.

County Councillor Burroughes' report has been shared and published.

- 5. Chair's report**

The Chair reported that he had attended the latest online meeting of the local Community Partnership group. He also reported on his attendance at SALC's AGM & 75th anniversary event today which he found very interesting.

- 6. Clerk's report**

On 16th July, the Chair and clerk will represent Parham at the next Town and Parish Planning Forum at East Suffolk Council. A meeting regarding Balance Power's proposed battery storage facility in Hacheston will also take place on 16th July. All Councillors are encouraged to attend.

Public Rights Period- The statutory public inspection period for the Council's financial records is underway. The necessary Notices has been published and no requests have been received to date.

Governance Updates- JPAG has been renamed the Smaller Authorities Proper Practices Panel (SAPPP). The 2025–26 Practitioners' Guide includes a new requirement for councils to use official domain email addresses. Parham's new website is now live at www.parham-pc.gov.uk, and the Clerk will transition to the gov.uk email address later this year.

New AGAR Assertion re Digital & Data Compliance- A new AGAR assertion will require councils to confirm good digital and data practices. The Clerk has attended briefings and will prepare updated policies, a Data Asset Register, and an IT policy. Parham is already registered with the ICO and has moved to a gov.uk web domain.

Devolution & Local Government Review- The Chair, clerk and Cllr. Patrick attended a Suffolk County Council briefing at Brandeston. A mayoral election is expected in May 2026.

A consultation is open on whether Suffolk should move to a single or multiple unitary councils. Details are on the village website & everyone is encouraged to respond.

CCLA Fund- The Council's investment in the CCLA Public Sector Deposit Fund continues to perform steadily, growing by approximately £80 per month. The risk is still minimal and the fund is still rated AAA by Fitch.

Neighbourhood Plan- Framlingham's Neighbourhood Plan Review is ongoing. The Town Survey is open until 21st July. Future development in Framlingham will affect Parham.

Community Events- *Parham Open Gardens* will take place from 11:30-4:30 on Saturday 5th July, in aid of St Elizabeth Hospice. *Evening Prayer* will be held at Parham Church at 5pm the same day to mark the 10th anniversary of Rev. Kember's ordination. Stage 1 of The Tour of Britain Cycle race will go through Framlingham on 2nd September.

A resident has reported various issues around the Pound which have either been actioned or are being looked into.

7. Responsible Financial Officer's report

7.1 The following payments were approved:

Amount	Payee	Details
£1,003.15	L. Kindred	Pay to 30.06.2025
£231.20	HMRC	PAYE to 05.07.2025

7.2 Payments & receipts since the last meeting:

£5.25 Barclays Interest

A payment intended for SALC was mistakenly made to SLCC. The Clerk has requested a refund from SLCC and will try to refer to SALC as the *Suffolk Association of Local Councils* in future payment references to help Councillors identify the correct payee more easily when setting up payments.

7.3 As at 30.06.2025, the bank balances were:

Community Account £1,092.10

Premium Account £8,508.85

Latest CCLA valuation (05.06.25) £23,011.94

7.4 In the absence of the Examining Officer, Cllr. Patrick signed the bank reconciliation and statements.

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

8. Consider the following planning applications:

8.1 DC/25/2250/FUL & DC/25/2251/LBC The Old Parsonage Hall Road Parham IP13 9PW *Single storey extension*

This application was discussed at length. It was agreed to object to the proposed extension for several reasons. Councillors thought the extension would harm the historic and architectural integrity of this cottage and its setting adjacent to the Grade I listed St Mary's Church. According to the Heritage Asset Assessment, The Old Parsonage "*represents a rare and nationally important medieval priest's house and shares a number of features with the very few documented examples elsewhere.... It is accordingly of national significance*". The Council expressed concern that the application lacked visualisations from key public viewpoints, which makes it difficult to assess the true visual impact of the proposal.

Parham Parish Council also echoes Historic England's recommendation that a specialist archaeological advisor is consulted on this application, given the exceptional significance of the property and its setting.

8.2 DC/25/2258/FUL The Cottage, The Street, Parham, IP13 9AA

Garden outbuilding consisting of workshop, studio, WC and storage

Parham Parish Council discussed the application and raised concerns about the lack of neighbour consultation with The Church Farm, which is more directly affected than Rose Cottage. The Council expressed privacy concerns regarding three proposed windows

overlooking The Church Farm and suggested they be repositioned to the rear. The Council also noted the absence of drainage and foul water details in the plans and requested further information, particularly in light of the flooding suffered in this area during Storm Babet.

9. Flood Mitigation

9.1 Section 19 Report Recommendations

Suffolk County Council's recommendations for Parish Council actions, as outlined in the Section 19 Report, were considered. The Parish Council previously decided against joining the Community Self-Help Scheme. However, the Council will look to develop an Emergency Plan. The clerk will begin work on this and will liaise with ESC's Joint Emergency Planning Unit (JPEU) in this regard. The Council will also share updates on the positive steps residents have taken to meet their riparian responsibilities, such as maintaining trees and clearing overgrown vegetation near watercourses.

9.2 Flood Mitigation

Cllr. Patrick provided an update on the ongoing flood prevention projects. Grant applications have been submitted for three attenuation schemes, which together would provide capacity to store 15,000 cm³ of water. Seven follow-up queries from the grant body have been addressed, with the main concern being how any new attenuation features would be managed in the long term. A decision on the grant funding is expected within the next two weeks.

If the schemes come to fruition, the Parish Council will consider setting aside a budget to support the future maintenance of these features, as they would offer clear benefits to the village by helping to reduce the risk of flooding.

10. Consider making donations to other village groups and charities

It was agreed not to make any additional donations at present.

11. Consider correspondence received:

DEFRA Notice (Regulation 5(3)(b), Nitrate Pollution Prevention Regulations): Written confirmation has now been received that this notice does not apply to the village greens, as no crops are cultivated and no livestock is grazed here.

Proposed Battery Storage Facility, Hacheston: Councillors are encouraged to attend the public meeting on 16th July to discuss the proposals and are asked to submit any questions in advance via the Clerk.

East Suffolk Council letter regarding Community Lead Housing

The number of individuals & families registered on the Gateway housing platform seeking homes in Parham was noted. However, Councillors commented that the shared ownership properties in the Orwell Housing development were largely allocated to people with no apparent connection to the village, despite the original intention to prioritise local need.

12. Councillors' reports & updates

Councillor Rogers has looked at the notice boards. They both require some maintenance and he will consider this further when time permits.

13. Matters to be raised at the next meeting

Progress with preparing a Community Emergency Plan

14. Next meeting

The next meeting was confirmed as being on the 2nd September at 7.15pm.

There being no further business, the Chair thanked everyone for attending and closed the Meeting at 9.15pm.

Signed
Chair of the Council

Date