

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

Tuesday 4th March 2025 at 7.15pm

1. The Chairman welcomed everyone to the meeting.

Councillors Present

Michael Block (Chair) Jonathan Cottrell (until during item 10) Michael Gray
John Patrick Charlotte Stanley (until during item 10) James Rogers

Jason Wood sent his apologies (family engagement) and these were accepted.

In attendance

Lydia Kindred (clerk) Bob Briscoe

County Councillor Stephen Burroughes sent his apologies.

2. There were no declarations of interest.

3. The minutes of 7th January were approved as a true record of the meeting.

4. Matters arising

None

PUBLIC FORUM

No items were raised.

5. Chair's report

The Chair reported the overgrown bus stop opposite the Pound to SCC and they responded promptly by clearing the area and cutting the hedge.

The Chair and Councillor Cottrell planted the 'East Suffolk in Bloom' bulbs around the village sign.

The Chair plans to attend the upcoming Sizewell Transport Forum.

6. Clerk's report

The clerk has begun preparations for the financial year-end and the internal audit. She reminded Councillors that the period from March to May is the busiest time of the year for clerks and that much of her work will be behind the scenes.

A VAT claim has been submitted for the period up to 28th February.

The clerk attended East Suffolk Council's 'Town and Parish Council Planning Forum' on 4th February. Slides from the presentation have been circulated.

East Suffolk Council has recently published new village profiles based on data from the 2021 Census. Parham's profile has been circulated and shared on the website.

Suffolk Association of Local Councils (SALC) continues to provide regular updates on the devolution process in Suffolk. A dedicated page is available on their website, and the next East Suffolk SALC Councillor Forum on 27th March will focus on this topic.

7. Responsible Financial Officer's report

7.1 The following payments were approved:

Amount	Payee	Details
TBC	L. Kindred	Pay to 31.03.2025
TBC	HMRC	PAYE to 05.04.2025

TBC	SALC	6 months payroll services
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It was agreed to approve these three payments to aid the financial-year end preparation, and that the clerk will share details of the invoices when they are received.

It was noted that the invoice for hall hire in 2024 has not yet been received but the clerk has chased this.

7.2 There have been no payments or receipts since the last meeting.

7.3 As at 28.02.2025, the bank balances were:

Community Account £1,599.13

Premium Account £1,996.51

Latest CCLA valuation (23.02.25) £22,760.90

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. The Council only has one direct debit, to the ICO. The ICO Data Processor's fee has recently increased from £40 to £52.00, with a £5 discount for paying via direct debit.

The next item was brought forward and Bob Briscoe was invited to speak:

10. Flooding

10.1 Suffolk County Council's Section 19 Report for Parham and Hacheston

This and its recommendations were noted. Bob Briscoe will share Framlingham Town Council's response to Framlingham's report.

It was agreed to explore the possibility of organising a River Action Day in the summer. This event would serve both as a community social gathering and as a preventative maintenance effort. Consideration will need to be given to associated risks, insurance, and liability implications.

10.2 Update from Flood Mitigation Group

Bob Briscoe explained his role with Framlingham's Flood Recovery & Resilience Working Group and the Upper Alde and Ore Cluster Group. District Councillor Langdon-Morris has assisted East Suffolk Council (ESC) in appointing a Resilience Coordinator, who can help Parish Councils lobby other stakeholders for action.

Members of the working group plan to discuss potential flood attenuation sites with landowners in the next two weeks. Verbal agreement is required before a grant application can be submitted. Clarity is needed regarding liability implications in the event of flooding or other consequences resulting from the attenuation sites.

10.3 Grant applications

Cllr. Patrick provided details of two available sources of grant funding for flood prevention and mitigation measures. He has begun drafting a grant application, with the submission window open from April to May. A draft of the application will be circulated to Councillors for comment and approval before submission.

8. NALC's Financial Regulations

Cllr. Block proposed accepting the revised drafts Regulations as circulated on 27th January. This was seconded by Cllr. Rogers and carried unanimously. It was noted that these will be reviewed again at the Annual Meeting in May, and they can be revised as and when the Council sees fit.

9. Planning Updates

New hedging has now been planted at the Orwell Housing Development and the clerk has advised ESC'S Enforcement Team of this. The Chair confirmed that he has been advised that this case has now been closed.

DC/24/3989/FUL Demolition of unsafe existing barns, construction of stable block, equine manege and associated fencing.

Little Lonely Farm IP13 9NT - Application Permitted

DC/24/4182/FUL Addition of balcony french doors and dormer to rear of dwelling
Meade House North Green- Application Permitted

DC/24/4286/CON Removal of Payphone North Green IP13 9NW
No Objections

DC/24/3711/CON To operate a small, eco-friendly campsite - limited to a maximum of 15 camping pitches. Caravans and motorhomes will not be permitted but small campervans will be permitted up to a maximum of five. Oak Farm North Green Road - Objections

11. Maintenance of the telephone kiosk

Cllr. Gray volunteered to repaint the telephone kiosk when time permits and once the weather improves. The top section is in the worst condition, and some internal touch-ups may also be required. Cllr. Block offered to assist.

12. Correspondence

Suffolk Accident Rescue- grant request
Barclays- Notification of decreasing interest rate

13. Councillors' reports & updates

Cllr. Wood is following up on a quotation for the maintenance and improvement of the village noticeboards.

Cllr. Gray attended a site visit with a representative from the Rural Payments Agency to ensure that the village greens are being appropriately managed under the Higher Level Stewardship (HLS) scheme. The subsequent report confirmed that the RPA is satisfied with the current management.

14. Matters to be raised at the next meeting

Consider moving to gov.uk domain name and/or gov.uk email addresses for the Council.
Discuss the River Action Day

15. Next meeting

The next meetings were confirmed as being the Council's Annual Meeting and the Annual Parish Meeting, both on 6th May, from 7pm.

There being no further business, the Chair thanked everyone for attending and closed the Meeting at 8.55pm.

Signed
Chair of the Council

Date