

# MINUTES OF THE ANNUAL GENERAL MEETING OF PARHAM PARISH COUNCIL

**Held on Tuesday 28<sup>th</sup> May 2024 at 7.45pm  
after the Annual Parish Meeting**

1. **To appoint a Chair**  
Cllr. Gray proposed Cllr. Block continue as Chair. This was seconded by Cllr. Rogers and carried unanimously.
2. **To appoint a Vice Chair**  
Cllr. Gray proposed Cllr. Wood continue as Vice-Chair. This was seconded by Cllr. Stanley and carried unanimously.
3. **John Patrick introduced himself.** Being eligible to stand and with the Council having a vacancy, he was then co-opted on to the Council.  
**ACTION** Clerk to notify East Suffolk Council and prepare an induction pack.
4. **Councillors in attendance**  
Michael Gray            Michael Block            James Rogers            Charlotte Stanley  
**Present**    District Councillor Vince Langdon-Morris            Lydia Kindred (Clerk)  
Residents: Peter Kindred    Kath Kindred  
**Cllr. Wood and Cllr. Cottrell sent their apologies for absence (personal engagements) and these were accepted.** County Cllr. Burroughes also sent his apologies.
5. **There were no declarations of interest.**
6. **The Minutes of the extraordinary meeting on 20<sup>th</sup> March 2024 were approved as a true record.**
7. **There were no matters arising.**
8. **The following appointments were made:**

Responsible Financial Officer	Lydia Kindred
Examining Councillor	Charlotte Stanley
Village Hall Parish Council Representative	Jonathan Cottrell
SALC Representative	Vacant
Parish Tree Scheme	Michael Gray & Adam Paul
Footpath Officer	James Rogers
Village Recorder	John Adams
Wildlife Group	Michael Gray, James Rogers, Jason Wood
Webmaster	Lydia Kindred
Community Partnerships Representative	Vacant

## Public Forum

The County Councillor's annual report has been shared with Councillors and published on the village website.

Peter Kindred was surprised to hear of the level of biodiversity funds being held and asked if some of this could be used to clear around the pond at the madle.

## 9. Responsible Financial Officer's report

a) The following payments were approved:

Reference	Amount	Payee	Details
P01 24-25	£200.00	Trevor Brown	Internal Audit
P02 24-25	£142.08	SALC	Annual Subscription minus credit
P03 24-25	£500.00	Parham Village Hall	Annual Donation
P04 24-25	£80.00	G. Whiting	2 x Grass cuts – 17 <sup>th</sup> April & 13 <sup>th</sup> May
P05 24-24	£36.50	L. Kirk	Share of Microsoft Office and McAfee subscriptions 2024-2025

The following payments have been made since the last meeting:

P06 24-25 £35.00 ICO (direct debit)  
P07 24-25 Scribe £14.40 inc. VAT (direct debit)  
P08 24-25 CCLA £25,000 Transfer of funds

**b) Receipts since the last meeting were noted:**

01/03/24 £4.76 SLCC refund re overpayment  
04/03/24 £82.71 Barclays interest  
30/04/24 £7,000 ESC Precept

**c) The bank balances and reserved funds balances as at 31<sup>st</sup> March were noted.**

Community Account: £330.38                      Deposit Account: £22,198.71  
Reserved funds: £20,436 including £18,669 of biodiversity funding.

**d) The bank reconciliation to 31<sup>st</sup> March was noted and approved.**

The Examining Officer signed the bank statements and reconciliation.

**e) The CCLA application has now been approved.** Cllr. Block has set up the transfer of funds required to open the account.

- 10. The Internal Auditor's 2023-2024 Report on annual paperwork was reviewed and the Council's affairs were all considered in order.** Councillors were pleased to note that no recommendations were raised in the report. It was noted that refunds should technically be noted as negative payments instead of as receipts. The Council will try to build their level of general reserves over the next couple of years.

**11. Procedural**

a) The Accounts for the year ending 31<sup>st</sup> March 2024 were accepted.

b) **Section One** (Annual Governance Statement) and **Section Two** (Accounting Statements) of the Local Councils' Annual Return for year ending 31<sup>st</sup> March 2024 were read out by the Chair, approved by the Council and signed by the Chair and the clerk.

c) Council resolved to opt out of an External Audit as an exempt council. The Certificate of Exemption was completed and signed by the Chair and the RFO.

**ACTION** Clerk to submit this to the external auditor.

d) The clerk went through the Statement of Significant Variances and this was accepted.

e) The clerk's confirmed that she would like to waive any scale point increase for another year's service following the pay review last year.

**12. The following policies were reviewed:**

a) Standing Orders *No changes were required.*

b) Assets Register *No changes were required.*

c) Financial Regulations *This will be deferred to another meeting to consider NALC's revised model Regulations.*

d) Statement of Internal Control *This was considered fit for purpose and effective as supported by the internal auditor's report.*

e) Physical Assets Risk Assessment *No changes were required.*

f) Financial Risk Assessment *No changes required.*

g) Data Protection Policy *No changes required.* Councillors were reminded to ensure all devices with Council documents and emails on are password protected, and to ensure that emails and documents that are no longer needed are deleted regularly.

h) The insurance policy was still considered fit for the Council's needs.

**13. It was agreed that the Council would like to re-appoint Trevor Brown as the internal auditor for the year ending 31<sup>st</sup> March 2025 if he was willing to continue this role.**

The clerk wished to thank the auditor for his assistance throughout the audit, and for ensuring that the report was completed ahead of this meeting.

**14. Councillors agreed to re-adopt the Suffolk Local Code of Conduct.**

**15. Councillors considered the Community Infrastructure Report.** It was agreed to include the donation for accessibility improvements to the Village Hall within the report.

**16. It was noted that lorry movements in the village have increased since the compost factory near Silverlace Green has been converted to a warehouse.** After discussion it

was agreed that Cllr. Gray would speak to the business to see if lorries could be encouraged to avoid travelling through the village centre. He will also ask if they could improve their local signage as several lorries have struggled to locate the warehouse which then causes difficulties with them turning around.

If this conversation does not bring about any improvements, the Council will write to them.

**17. There have not been any updates on flood prevention measures in the village.**

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

HMRC Employment Allowance letter – the clerk advised that this does not apply to local governments.

Rural Payments Agency Countryside Stewardship- the claim form has been completed and the RPA has acknowledged safe receipt.

Sizewell C community newsletter – Clerk to look into eligibility criteria regarding these grants.

**19. Councillor reports**

The Chair reported that hedging at the new developments has not been planted which is in breach of the planning conditions. He will contact ESC in this regard.

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

New model Financial Regulations.

**21. The next meeting was confirmed as being at 7.15pm on 23<sup>rd</sup> July.**

The Chair thanked everyone for attending and closed the meeting at 8.50pm.

**Signed:** .....

**Chair**

**Date** .....