

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

**Tuesday 7<sup>th</sup> January 2025 at 7.15pm**

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

**Councillors Present**

Michael Block (Chair)

Jonathan Cottrell

Michael Gray

James Rogers

Jason Wood

Charlotte Stanley & John Patrick sent their apologies (medical appointment and illness respectively) and these were accepted.

**In attendance**

Lydia Kindred (clerk)

County Councillor Stephen Burroughes and District Councillor Vince Langdon-Morris sent their apologies.

**2. There were no declarations of interest.**

**3. The minutes of 9<sup>th</sup> December were approved as a true record of the meeting.**

**3. Matters arising**

None

**PUBLIC FORUM**

There were no residents present.

**4. Chair's report**

The Chair advised of his imminent resignation from the Village Hall Committee.

**5. Clerk's report**

The planning application for the barn at Mill Green Farm was this week permitted at ESC's planning committee meeting.

**7. Responsible Financial Officer's report**

a) The following payments were approved:

Amount	Payee	Details
£1,270.05	L. Kindred	Pay to 31.12.2023 & backdated pay rise from 01.04.2024
£46.40	HMRC	PAYE to 05.01.2025
£36.00	SLCC	Share of annual subscription
TBC	Parham Village Hall	Meeting room hire 2024 <i>Up to £200 approved</i>

b) Receipts since the last meeting:

£9.87 Barclays Interest

£1,949 Rural Payments Agency Biodiversity funding

c) Payments since the last meeting:

None

d) As at 31.12.2024, the bank balances were:

Community Account £2,951.58

Premium Account £1,996.51

Latest CCLA valuation £22,396

e) The Examining Officer signed the bank reconciliation and statements.

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

**8. NALC's Financial Regulations**

The draft proposals have been circulated. Councillors are asked to review these and send any comments to the clerk ahead of the next meeting.

**9. Flood Mitigation Group**

It was noted that the deadline for up to £75,000 grants from DEFRA for Natural Flood Management projects is April 2025. Possible projects within the village and the Council's application will be considered again at March's meeting.

**10. Year-End Projection & Budget 2025-2026**

The budget figures were discussed and agreed.

**11. Precept for 2025-2026**

The reserved funds and general reserves were considered. The Council is keen to build its level of general reserves. Cllr. Gray proposed setting the precept at £8,350. This was seconded by Cllr. Cottrell and carried unanimously.

**12. Delegation rights for responding to minor planning applications**

Cllr. Gray proposed the following in order that the Council can respond to more minor planning applications without the need for calling extraordinary meetings.

Proposal: the clerk sends planning applications to all Councillors and any Councillor can then trigger a meeting to discuss the application. If a meeting is not deemed necessary, the Chair and the clerk can respond on behalf of the Council under delegated authority. If the Chair and the clerk cannot agree on the response, Councillors will then decide whether to hold a meeting to discuss it or not to send a response.

This proposal was seconded by Cllr. Wood and carried unanimously.

**13. Hedging status at the Orwell Housing development**

The Clerk will send a reminder email to East Suffolk Council's (ESC) Enforcement Team, urging them to ensure the hedge is planted during the appropriate planting season.

**14. Planting of community flower bulbs**

Any Councillors who are available are encouraged to assist with planting community flower bulbs at the Pound on Friday, 17th January, at 10:30am.

**15. Consider correspondence received:**

A response from Suffolk Police regarding a road traffic accident at Silverlace Green was noted.

Correspondence from East Suffolk Council regarding changes to the process for determining which applications are reviewed by the planning committee, along with preferences for wording of Parish Council planning responses, was noted.

**16. Councillors' reports & updates**

Cllr. Rogers has trimmed the bus-waiting area near the public footpath opposite the bus shelter. Cllr. Block will report the vegetation that is covering the tarmac here. Cllr. Wood will seek a quotation for refurbishing the two notice boards.

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

Maintenance of the telephone kiosk

Hedge planting at the Orwell Housing development if unresolved

Adoption of Financial Regulations

**18. Meeting dates 2025**

4<sup>th</sup> March, 6<sup>th</sup> May (7pm start AGM and Annual Parish Meeting), 1<sup>st</sup> July, 2<sup>nd</sup> September, 4<sup>th</sup> November plus planning meetings as required.

There being no further business, the Chair thanked everyone for attending and closed the meeting.