

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

Tuesday 4th November 2025 at 7.15pm

1. The Chairman welcomed everyone to the meeting.

Councillors Present

Michael Block (Chair) Jonathan Cottrell Michael Gray
John Patrick (until item10) James Rogers Jason Wood

In attendance

Lydia Kindred (clerk) & 1 member of public

Apologies were received from County Councillor Stephen Burrouges and District Councillor Vince Langdon-Morris.

The Chair reported that Cllr. Stanley had today resigned from the Council and thanked her for her involvement.

2. Declarations of Interest

None

3. Minutes

The Minutes of the Meeting held on 15th September were approved as a true record.

4. Matters arising

None

PUBLIC FORUM

The resident did not raise any issues.

5. Chair's report

The Chair reported that he has had a site visit to see the dam works at Mill Green. He and the clerk have attended webinars on East Suffolk Council's Local Plan review and current call for sites and also on local government reorganisation.

6. Clerk's report

The clerk has reported the landscaping breach alongside Corrance Close to East Suffolk Council and this will be looked into.

The revised planning application DC/25/2258/FUL for a garden outbuilding comprising a workshop, studio, WC and storage at The Cottage, The Street, Parham, Woodbridge, has been permitted.

SALC will be increasing their subscriptions by 3%, and NALC are proposing an increase of 3.6%.

The closed churchyard has been cut.

7. Responsible Financial Officer's report

7.1 The following payments were approved:

Amount	Payee	Details
£22.80	Suffolk Association Local Councils	6 months Payroll service- Ref 30426
£70.00	Suffolk Cloud	Website accessibility review- Ref 264
£40.00	G. Whiting	Mow and strim near the bus shelter Ref 7406

7.2 Payments since the last meeting were noted:

L. Kindred £1,003.15

	HMRC	£231.20	
	Mark Runnacles Garden Services	£470.00	
7.3	Receipts since the last meeting:		
	08.09.25	£21.69	Barclays interest
	28.10.25	£7,291.20	CIL funding

7.4 Bank balances

Community account:	£7,791.19
Deposit account:	£5,330.54
CCLA latest valuation:	£23,260.95

It was noted that of this, £6,285 is in general reserves.

7.5 With the Council currently not having an Examining Officer, Cllr. Patrick signed the bank reconciliation and statements.

7.6 The year-to-date report on payments and receipts was noted. The insurance figure was higher than budgeted. The Council has an additional £150 budgeted for charitable donations (S.137).

8. The following planning applications were considered

8.1 DC/25/3989/FUL The Old Vicarage, The Street, Parham, IP13 9AA
Single-storey side and rear extensions, conversion of outbuilding to provide annexe accommodation and construction of swimming pool

<https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T49UL0QXMC100>

Councillors wished to see additional plans relating to the proposed swimming pool and noted that no ancillary buildings for changing facilities or equipment storage were included. Members also felt that the design of the extension was not in keeping with the main property and that red brick would be more appropriate than shiplap cladding.

8.2 DC/25/3412/FUL

Site address: Land East of Woodbridge Road, Framlingham

[DC/25/3412/FUL | Hybrid Planning Application \(part full, part outline\) for a mixed-use development, comprising the following: \(i\) detailed element: 128 homes including access, parking, public open space, flood risk attenuation works, and other associated infrastructure; and \(ii\) outline element \(with all matters reserved except access\) for development of land to provide employment uses within use classes E\(g\), B2, B8, a retail convenience store; safeguarded land for early years facility, and a phased development of 7no. self-build and/or custom build homes. | Land East Of Woodbridge Road Framlingham Suffolk](#)

Councillors agreed to object to application citing concerns that the development would worsen flooding in Parham, increase traffic through the village and place additional pressure on local drainage and sewage infrastructure. It was also noted that this development contravenes Framlingham's Neighbourhood Plan.

9. Flood Mitigation

Cllr. Patrick provided an update on the drainage and flood mitigation projects. The works at Mill Green are now largely complete. He explained some variations from the original design, which was originally for two dams but now only consists of one. The attenuated water volumes are slightly improved and the overall cost is below budget.

The Park Farm pond scheme remains on hold pending further discussion with the landowner to finalise and agree the design details. This is expected to take place later this week. The IDB contractors have temporarily moved to another job but are available to return either at the end of the week or later in the winter. The landowners remain supportive of the project but require confirmation of final details before work can proceed. The Harvey Pit scheme is currently on hold due to the ongoing change in land ownership. Cllr. Patrick has spoken with Matt Hullis at SCC, who has confirmed that surplus funds will be retained until all three schemes have been completed.

Cllr. Patrick will speak with his representative at SCC to discuss possibly extending the scheme by clearing some culverts under roads which SCC's Highways department should be doing.

Cllr Patrick also raised his frustrations that if the planning application for 130+ houses at Woodbridge Road, Framlingham is approved, this would negate any positive impact of the current flood mitigation work.

10. Assertion 10:

10.1 It was agreed to adopt the IT & Data Policy as circulated.

10.2 Website accessibility reports for September and October were noted. Members were pleased to see that all errors identified in September had been resolved in the October report, although some warnings remained. It was agreed to continue monitoring accessibility and to carry out further reports as required.

10.3 There was some discussion about Councillors moving to gov.uk email addresses to help secure the Council's data and as a best practice measure. It was agreed to defer making a decision on this until the next meeting.

11. Community Projects

11.1 The Chair provided an update on the Church roof replacement project, with estimated costs of around £100,000. To date, approximately £30,000 has been raised, and a number of fundraising events are being planned. The Clerk will add details of the project and donation information to the Parish Council website.

11.2 A resident had raised concerns about the built-back verges near Church Farm. It was agreed to again ask Suffolk County Council to replace the kerbstones here.

11.3 It was agreed to produce a hard-copy newsletter to be delivered to all households, hopefully before the end of the year. The newsletter will include updates on the attenuation project, a request for ideas on spending CIL funding, and a Community Emergency Plan form for residents to complete. The Clerk will draft the newsletter and circulate it for comment before publication.

12. Traffic concerns

12.1 Speeding along the main road was noted, as was the lack of police presence in Parham. It was agreed that the clerk will ask if the additional Sizewell traffic officers can carry out speed checks in Parham as they do frequently in Wickham Market and Lower Hacheston.

12.2 It was noted that Sizewell traffic is using the village as a cut through to the A12. The clerk has contacted Sizewell about this but the traffic management plan only restricts vehicles over 3.5tonnes.

13. Closed churchyard

13.1 It was agreed that the closed churchyard will be cut twice annually, in late May and late September, going forward.

13.2 Councillors noted the Council's health and safety responsibilities regarding memorials. While ownership of the headstones remains with the families of those interred, the Parish Council has a duty of care to ensure the churchyard is safe for visitors. It was agreed that Councillors will carry out an annual inspection of the memorials each May, following the first churchyard cut.

13.3 Cllr. Gray will liaise with the resident who originally compiled the Council's Risk Assessment to discuss wording to include the closed churchyard in the document.

14. Correspondence:

East Suffolk Council notice of Call for Sites re Local Plan review

ESC Emergency Planning Officer offering assistance with Community Emergency Plan

Updates from East Suffolk Planning Alliance and notification of next CEG meeting on 22nd October

