

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

**Tuesday 13<sup>th</sup> January 2026 at 7.15pm**

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

**Councillors Present**

Michael Block (Chair)      Jonathan Cottrell    (until item 14)      Michael Gray  
John Patrick              James Rogers      Absent: Jason Wood

**In attendance**

Lydia Kindred (clerk)

Apologies were received from County Councillor Stephen Burrouges and District Councillor Vince Langdon-Morris, who were both attending other meetings.

**2. Declarations of Interest**

None

**3. Minutes**

The Minutes of the Meeting held on 4<sup>th</sup> November 2025 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 had nothing further to add beyond items already included on the agenda.

**6. Clerk's report**

The Clerk reported that Suffolk County Council agreed on 9<sup>th</sup> January to support the introduction of 20mph speed limits across the county in residential areas and locations with high pedestrian use, particularly where current average vehicle speeds are below 28mph. Town and Parish Councils may request the introduction of such limits where they have the support of their County Councillor.

The consultation on Local Government Review, including proposals on the number of unitary councils for Suffolk, closed on 11<sup>th</sup> January.

It was reported that the mayoral elections originally scheduled for May 2026 have been postponed until 2028. A consultation is currently underway seeking views on whether County Council elections should take place in May, in light of the Local Government Review and the upcoming abolition of the County Council.

The Clerk confirmed that planning application DC/25/3989/FUL relating to the Old Rectory has been permitted by East Suffolk Council.

The mowing contractor has confirmed that is he able to carry out a second annual cut in May and has suggested that this is discussed closer to the time.

Finally, the clerk advised that from April 2027, payroll services will be included as part of the Council's membership subscription with Suffolk Association of Local Councils (SALC).

## 7. Responsible Financial Officer's report

7.1 The following payments were approved:

Amount	Payee	Details
£255.53	HMRC	PAYE to 05.01.2026
£191.00	Leiston Press	Newsletter printing
£1,090.35	L. Kindred	Pay to 31.12.2025

7.2 There have been no additional payments since the last meeting.

7.3 Receipts:

04.12.25 £3,080.99 Rural Payments Agency – biodiversity funding  
08.12.25 £22.96 Barclays interest

7.4 Bank balances & CCLA Fund holdings

Community account: £4,739.38  
Deposit account: £11,353.50  
CCLA Deposit Fund £23,498.85

7.5 It was agreed to appoint Cllr. Patrick as the Examining Councillor

7.6 The bank statements and bank reconciliation were reviewed and signed.

7.7 The year-to-date report on payments and receipts was noted and it was noted that the budget would be discussed further at item 12.

## 8. The following planning applications were considered:

### 8.1 DC/25/4680/VOC

*Proposal: Variation of Condition Nos. 2 & 10 of DC/25/1290/VOC - Variation of condition 2, 3, 6, 7 and 8 of DC/22/0403/FUL – Replacement factory and storage building - Design, Layout and use to include B8.*

*Condition 2 – Replacement of approved plans and elevations.*

*Condition 10 - Replacement of the approved drainage layout.*

Site at Parham Airfield, Marlesford, IP13 9AF

It was agreed not to object to this application.

### 8.2 DC/25/4513/FUL

*Erection of an extension to provide additional exhibition space.*

Parham Airfield Museum, Parham Airfield, Great Glemham, IP13 9AF

It was agreed not to object to this application.

## 9. Flood Mitigation

### 9.1 Update on the flood mitigation projects

Cllr Patrick reported that since the previous meeting, the completed Natural Flood Management (NFM) dam at Mill Green has been tested twice during periods of heavy rainfall. An area showing signs of wear caused by water discharging from the pipe will be reinforced. A guard will be fitted to the pipe and paving slabs will be laid to improve access. A representative from the Internal Drainage Board (IDB) has carried out additional testing to reassure the landowner associated with the second project that surrounding land drainage will not be adversely affected. A further meeting with the landowner is scheduled for next week and, subject to consent being granted and suitable ground conditions, it is hoped that this project can be completed before the nesting season in March.

Land ownership issues relating to the third project remain unresolved but, it was noted that this project is smaller in scale and, as very little earth movement is required, it does not need an ecological impact assessment.

The overall project is currently forecast to come in under budget. There was discussion regarding the use of the remaining grant funding and it was agreed that monitoring stations should be installed at each NFM site to get meaningful data on the impact of the schemes.

Cllr Patrick reported that he has been liaising with the Internal Drainage Board and Suffolk County Council, and they will work together to carry out culvert clearance works near White House Farm and Brick Lane in the spring. He noted that a public road closure is scheduled in this area for gas works and suggested that this would provide a good opportunity for residents to undertake their riparian responsibilities, including the clearance of overgrown vegetation and hedge cutting along the ditch. The Parish Council might like to assist with these works if it helps the village as a whole. He will also contact UK Power Networks regarding tree works required here near their cables.

Cllr Patrick advised that he will walk the stretch of river through the village to monitor it and report back with any further issues or concerns. He is also meeting with a landowner further upstream to discuss two additional NFM projects which would benefit Parham.

**10. Assertion 10:**

**10.1 Gov.uk email addresses**

It was agreed that all councillors will move to gov.uk email addresses in order to improve data security and as a measure of best practice. It was noted that Suffolk Cloud can provide email storage at a cost of £100 per annum for 10GB or £150 per annum for 20GB. This ongoing cost was agreed. The clerk has now gained access to her gov.uk email account and has started to switch over to this.

**11. Newsletter**

The clerk reported that the newsletter has been written and printed. It will be hand-delivered to every property in the village over the coming week. She will collate feedback received, including responses to the Community Emergency Plan questionnaire and suggestions for Community Infrastructure Levy (CIL) spending for further consideration.

**12. Budget**

The year-end financial projection was considered. The proposed budget for 2026–2027 was discussed further. It was agreed to increase the annual donation to the Village Hall to £750 in order to support this important village asset.

Taking into account the additional grass cut at the closed churchyard, increased administrative costs associated with compliance with Assertion 10 of the Annual Governance and Accountability Return (AGAR), and other rising fixed costs, it was noted that the Council's annual expenditure is projected to be approximately £10,000. The budget figures were duly ratified and will be published.

**13. Precept**

The proposed precept for 2026–2027 was discussed alongside the levels of general and earmarked reserves. It was agreed to request a precept of £9,750. While this shows as an 18.1% increase in the Parish Council element of council tax, it is actually an increase of approximately £10.35 per annum for a Band D property, which councillors considered to be reasonable.

The clerk will submit the precept request to East Suffolk Council before the required deadline.

**14. Car Rally**

A request to hold a car rally on North Green as a fundraiser for church roof repairs was considered. Unfortunately, this would breach the Council's biodiversity agreement with DEFRA. Cllr Gray offered the use of Church Meadow as an alternative venue for the event and Cllr. Block will report this to the fundraising group.

**15. Community Emergency Plan**

Progress on this was discussed. Questionnaires have been produced and will be hand delivered to each property in the village. The clerk will collate the responses and liaise with the Emergency Planning Officer at East Suffolk Council to prepare a draft Plan.

**16. Meeting dates**

The dates for 2026 were confirmed as 13<sup>th</sup> January, 17<sup>th</sup> March, 19<sup>th</sup> May (annual Parish Meeting and Annual Meeting of the Council), 7<sup>th</sup> July, 15<sup>th</sup> September and 17<sup>th</sup> November.

**17. Correspondence**

The following correspondence was considered:

- East Anglian Air Ambulance donation request: it was agreed to donate the remaining £150 budgeted for annual donations to them.
- East Suffolk Council notification of a casual vacancy following the resignation of Cllr Stanley: the vacancy may now be filled by co-option.
- Request to undertake metal detecting at North Green: following advice, it was agreed that permission would not be granted.
- Update from Stop Deben Solar Action Group (SDSAG) regarding the proposed 49.9MW Solar Power Station and 50MW Battery Energy Storage System across Easton and Letheringham (DC/25/2733/FUL), including an invitation to a community meeting on 31st January.
- Suffolk County Council requesting updates on actions from the Section 19 Flooding Report: Cllr Patrick will provide updates on the Natural Flood Management projects and the clerk will provide an update on the Community Emergency Plan.

**18. Councillors’ reports & updates**

Cllr. Patrick reported that the public footpath bridge at Mill Green has now been replaced. He is seeking SCC’s permission to stain the bridge to help protect it.

Cllr. Gray has spoken with a resident experienced in carrying out risk assessments and she has confirmed that she is willing to draft a risk assessment for the closed churchyard.

He also reported on a rotten and hazardous footbridge and will provide the clerk with a photo to report the issue.

Cllr. Block will contact ESC’s Enforcement Team again regarding the unsatisfactory hedging planted at the housing development.

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

Biodiversity projects and pond improvement works  
Village projects to use the CIL funds on

**20. Next meeting**

The next meeting was confirmed as Tuesday 17<sup>th</sup> March.

The Chair closed the meeting at 8.45pm.

**Signed** .....

**Chair of the Council**

**Date**