

## DALHAM PARISH COUNCIL

### Minutes of the meeting held on Thursday 23rd July 2015

**Councillors present:** I Aylott, R Padman, J Bolton, K Ferrin and J McCully

**Also present:** Mrs J Ince (Clerk) and District Councillor James Lay.

**1. Acceptance of apologies for absence**

Apologies were received from County Councillor Lisa Chambers.

**2. Declaration of Interest in items on the agenda**

No councillors declared an interest in any items on the agenda.

**3. Approval of the minutes of the Annual Meeting of the Parish Council held on Tuesday 19th May 2015**

It was resolved that the minutes were correct. The chairman then signed them.

**4. District Councillor's Report**

James Lay spoke about his recent visits to Dunstall Green which is part of Dalham. It has taken a bit of time to get used to his new role as councillor. The staff there have been very helpful, but the decision making seems to be very slow.

He has money available for village projects.

He spoke about planning issues. He was invited to look at the Woodyard by the owner. Forest Heath District Council is producing a Local Plan which will be consulted on when it is complete.

Kentford carried out a traffic survey and discovered that six thousand vehicles a day were speeding. He has arranged for a chief engineer from SCC to visit Kentford.

He gave his apologies for the meeting in September.

**5. Update on list of actions agreed at the last meeting**

The following actions were outstanding:

- Distribution of letter to residents in Brookside
- Distribution of the newsletter

**6. Finance**

**a) Approval of payments**

It was resolved that the following payments would be approved:

- Mrs E Taylor - internal audit fee - LGA 1972, S111 - **£65.00**
- K Hutchinson & Son - verge cutting - Open Spaces Act 1906, s10(b) - **£432.00**
- J P Ince - expenses - LGA 1972, s111 - **£22.61**
- K Hutchinson & Son - verge cutting - Open Spaces Act 1906, s10(b) - **£432.00**

**b) Statement of receipts and payments**

It was resolved that the statement of receipts and payments would be approved.

**c) Internal audit report**

No issues were raised by the Internal Auditor, Elaine Taylor.

**d) Bank mandate form**

It was resolved that the clerk and R Padman would register for online banking initially. Once they have registered the mandate will be varied to give R Padman 'view only' access only.

**e) Procedures once internet banking is set up to safeguard the Council's accounts**

It was resolved that the following procedures would be approved:

- Completion of a Checklist of Internal Controls by a signatory at every meeting. The key element of this is the verification by a signatory of bank reconciliations against the original bank statement to ensure that all payments and the bank balance correspond.
- Preparation of a Schedule of Payments by the clerk for completion by 2 signatories at a meeting to be countersigned by the Chairman.
- Preparation of a Record of Online of Payments by the clerk to be checked and signed by a signatory

**f) E-mail from Community Action Suffolk re insurance renewal**

The Council confirmed that the list of assets was correct.

**7. Planning**

**DC/15/1400/TCA - Chapelfield Barn, 28 The Street, Dalham - TCA application - crown lift one sycamore to give clearance of 3 metres**

It was resolved that no objections would be made to this application.

**8. Highways/rights of way matters/tree or transport issues:**

**a) Outstanding highways issues**

It was resolved that the clerk would ask Lisa Chambers to arrange for the new Highways engineer to come out and then decide what work needs prioritising.

**b) Maintenance of public footbridges**

Suffolk County Council has given permission for the 2 public bridges to be painted. It was resolved that the Council would go ahead with the work.

**c) Maintenance of the parish council's assets**

It was resolved that the following work would be carried out:

- Clean the perspex on the Dunstall Green notice board
- Put a lead cap on the hinge post
- Arrange for the two remaining grit bins to be put out before the grit goes in and clear surrounding vegetation

**d) Footpath map**

I Aylott, J McCully and K Ferrin agreed to attend a meeting with Ousden and Lidgate Parish Councils to discuss possible routes. It was resolved that I Aylott would arrange an informal meeting with Lauren Gibson Green from Strutt and Parker to discuss the footpaths initiative, the kissing gate which has a notice screwed onto it and the protected verge along Denham Road.

**e) Phone call from a parish councillor from Ashton near Saffron Walden complaining about the fact that some protected grass verges have been cut in Dalham especially the ones past the Old School House and asking the Parish Council to look into this.**

It was resolved that the clerk would find out which contractor cut the verges so that the contractor can be contacted and made aware of the protected verges.

**f) Notice of road closure Lidgate Road - for information only****9. Suggestion to look into obtaining a defibrillator for Dalham**

It was resolved that the Council would pursue this option and find out more details and if any grants are available.

**10. Correspondence****a) Information from BT about their Adopt a Kiosk scheme**

It was resolved that no action would be taken as the mobile phone signal in Dalham is so poor and the phone box is still used.

**b) E-mail from Suffolk Accident Rescue Service requesting a donation**

It was resolved that no donation would be made

**c) E-mail from Suffolk Philharmonic Orchestra offering free community concerts**

It was resolved that this information would be passed on to the Village Hall Committee and the church.

**d) Letter from SALC re the Better Broadband for Suffolk programme - for information only****e) Query about availability of past minutes following updating of the Council's website**

All the minutes dating back to when the clerk started are now available on the website.

**f) Community Action Suffolk Annual Review and Celebration 8th October 2015**

No councillors were able to attend.

**g) SALC briefing sessions - for information only**

There being no further business the meeting closed at 8.56pm.

Signed..... Dated .....