

# DALHAM PARISH COUNCIL

Minutes of the meeting held on Thursday 28th September 2017

Councillors present: Rachael Padman, John Riddell and John McDonagh.

Also present: Joanne Kirk (Clerk) and four members of the public. Roger Dicker arrived at 7.30pm.

In the absence of the Chairman, Rachael Padman chaired the meeting.

1. **Acceptance of apologies for absence**  
Apologies were received from Isobel Aylott (Chairman). County Councillor, Robin Millar, also sent his apologies.
2. **Declaration of Interest in items on the agenda**  
No councillors declared an interest in any items on the agenda.
3. **Approval of minutes of the meeting held on Thursday 20<sup>th</sup> July 2017**  
It was resolved that the minutes were correct. The chairman then signed them.
4. **Co-option of new councillors**  
It was resolved that Simon Bates would be co-opted onto the Parish Council. He completed a Declaration of Acceptance of Office and a Register of Interest form.
5. **Police issues**  
There were no issues to report.
6. **County Councillor's Report**  
A written report was received.
7. **Update on list of actions agreed at the last meeting**  
There were two outstanding councillor actions.
8. **Finance**
  - a) **Approval of any payments and signing of Schedule of Payments**  
It was resolved that the following payments would be approved:
    - J P Kirk - expenses – LGA 1972, s111 – **£33.54**
    - Risby Parish Council - annual contribution (12%) towards the cost of the clerk's work phone - LGA 1972, s111 – **£26.53**
    - HMRC – PAYE 2<sup>nd</sup> quarter - LGA 1972, s111 – **£108.80**
    - Ousden Parish Council – 1/3 of cost of the Ousden-Lidgate-Dalham footpath leaflet – Local Government (Miscellaneous Provisions) Act - **£93.50**  
It was resolved that money from the Parish Plan fund would be used to cover the cost of the leaflets.
    - Community Action Suffolk Insurance - LGA 1972, s111- **£332.74**  
John McDonagh and John Riddell checked and signed the schedule of payments. Rachael Padman countersigned it.
  - b) **Approval of payments authorised between meetings**  
No payments were authorised between meetings.
  - c) **Regular payments made between meetings but previously authorised**  
The following regular payments were made:
 

31/07/17	J P Kirk - salary	S/O	217.78
10/08/17	Fidelity Funds Network - pension costs	D/D	
30/08/17	J P Kirk - salary	S/O	217.78
  - d) **Approval of the record of online payments made since the last meeting**  
John Riddell checked and signed the record of online payments.
  - e) **Signatory to complete the checklist of Internal Controls**  
John Riddell completed and signed the checklist of internal controls.
  - f) **Update on the Annual Audit 2017**  
The clerk has been notified by email that BDO will be raising a qualified issue as the value of the defibrillator listed in the Council's fixed assets included VAT when the cost ex VAT should have been recorded. This was an error as values of fixed assets have previously been listed at the cost ex VAT and will be in future.
  - g) **Email from Dalham VH requesting a donation**

It was resolved that the Parish Council would agree in principle to making a donation to the Village Hall but this decision cannot be made at this meeting as the request arrived after the agenda went out. The clerk was asked to contact the Village Hall Committee to find out what their shortfall is each year.

**h) ICO direct debit form**

The original form which was sent in July was lost in the post. Rachael Padman agreed to pass on the form to Isobel Aylott ready for posting.

**9. District Councillor's Report**

Roger Dicker spoke about the following:

- a) Full Council has voted in favour of the of the business case put forward for a possible merger with St Edmundsbury Borough Council. The political merger will be discussed at a later date.
- b) The recent encampment by travellers in Kennett. The landowner, in this case the Village Hall Trustees, had to meet the cost. Roger Dicker feels that this is an issue that needs to be reviewed at a Government level as it is unfair that the cost has to be borne by small village organisations.

**10. Planning**

No planning applications have been received.

**11. Highways/Rights of Way issues/tree/transport issues**

**a) Email from a resident about the cutting of the verges along Dunstall Green Road**

The clerk has spoken to the contractor. He cuts up to the entrance of the new barn next to Stud Farm, but would be happy to cut to the end of Stud Farm at no extra charge. It was resolved that the clerk would ask the contractor to cut past Stud Farm in future. The clerk was also asked to email the resident to let him know this. Councillors expressed disappointment at the tone his original email and was asked to remind him of the Council's email policy and that any future emails which do not meet with this policy will be ignored. The clerk was also asked to include an article in the newsletter about how Dalham Parish Council deals with email correspondence and the expectation that the clerk and councillors treated with courtesy.

**b) New VAS posts and the purchase of new brackets for each post**

Two new posts for the VAS have now been installed. It was resolved that the clerk would order three additional sets of brackets at a cost of £50 each + VAT and that the cost would be offset against Parish Plan budget.

**c) Email from Wetheringsett Parish Council about speeding in rural villages**

It was resolved that Rachael Padman would provide the VAS data to forward on to Wetheringsett Parish Council and the clerk would contact them to suggest organising a meeting of interested councils to discuss the way forward.

**d) Village sign**

This item was postponed until the next meeting.

**e) Speed management measures - white gates and 30mph roundels**

The system for requesting speed management measures from Suffolk County Council has changed and the information received from Claire Starling is no longer up-to-date. Dalham Parish Council's enquiry has been passed to the Speed and Safety Management team who will be in touch to discuss the Parish Council's requirements. The clerk has also received a quote from JACS for two new white gates of £1,280 including delivery and VAT to use as a comparison. Roger Dicker suggested that the clerk contacts Samantha Bye to find out if she is the right person to help. The clerk was also asked to contact Robin Millar to update him.

**e) Concerns about safety of the crossroads with Gazeley Road and the B1085 heading to Moulton**

This item was postponed until the next meeting.

**f) Three villages walk footpath leaflets**

The new leaflets have now been received. The clerk agreed to contact the Village Hall Committee to ask if they would be happy for a leaflet holder to be attached to the wall outside the village hall.

**12. Revised Electronic Communication Policy**

It was resolved that the Electronic Communication Policy would be adopted.

**13. To decide on the way forward re the possible purchase of a village emergency phone following the email from Will Wright**

It was resolved that this item would not be pursued as Will Wright at Forest Heath District Council has confirmed that Dalham residents would be able to access the 999 Emergency Calls only system, even if they cannot get a signal from their usual mobile phone provider and that in the event of a cardiac arrest, emergency calls are most likely to be made from the person's home. It was resolved that the clerk would produce a small flyer notifying residents of the procedure to follow in the event of a cardiac arrest and how to access the defibrillator.

**14. Review of the list of long-term outstanding actions**

It was resolved that the Council would work on the Emergency Plan first and that John McDonagh would organise an informal meeting to discuss the local information to include in the plan. The clerk was asked to email the draft plan to councillors. It was also resolved that John Riddell would work with Isobel Aylott to complete the footpath leaflet of walks in and around Dalham.

**15. Policy on responding to requests for charitable donations**

It was resolved that donations would be made to village and locally focused charities only. The clerk was asked to filter requests for donations based on this policy, but notify the Council when requests come in.

**16. Correspondence**

No correspondence has been received.

**There being no further business the meeting closed at 8.20pm.**

Signed ..... (Chairman) Dated .....