

DALHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Thursday 17th May 2018

Councillors present: Isobel Aylott (Chairman), Rachael Padman, John Riddell and David Fitch

Also present: Joanne Kirk (Clerk)

1. Election of chairman and vice chairman

John Riddell was nominated and following a vote, it was resolved that he would be chairman. Isobel Aylott was nominated as vice-chairman.

2. Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman

The chairman signed a Declaration of Acceptance of Office.

3. Acceptance of apologies for absence

Apologies were received from Simon Bates, Jackie Bolton and John McDonagh.

4. Declaration of Interest in items on the agenda

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

5. Approval of minutes of meeting held on Thursday 22nd March 2018

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

6. Register of Members' Interests form.

Councillors checked their Register of Interest forms. Two amendments were necessary. The clerk agreed to notify Forest Heath District Council of the changes.

7. Update on list of actions agreed at the last meeting

There were no outstanding councillor actions.

8. Finance

a) Approval of any payments and signing of Schedule of Payments

- Dalham PCC – churchyard maintenance as agreed in the budget– Local Government Act 1972, s214(6)- **£500.00**
- Dalham Village Hall – donation as agreed in budget - Local Government (Miscellaneous Provisions) Act 1976 s 19 - **£300.00**
- Dalham Village Hall – hire of village hall for meetings - LGA 1972, s111 - **£200.00**
- Cathy Whitaker – internal audit - LGA 1972, s111- **£65.00**
- J P Kirk - expenses – LGA 1972, s111 – **£33.89**
- SALC – membership - LGA 1972, s111 - **£135.62**

Rachael Padman and John Riddell signed the schedule of payments. The Chairman then countersigned it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings

c) Payments made between meetings but previously authorised

Receipts		Details		Amount
26/04/18		HMRC - VAT refund		968.00
27/04/18		FHDC - precept 1st payment		£3,066.00
Payments	Minute reference	Details	Method	Amount
30/04/18	118/8i	Salary costs	S/O	

d) Signatory to complete the checklist of Internal Controls

Rachael Padman completed and signed the checklist of internal controls.

e) Inspection of Council Property

The inspection of Council property has not been completed. This item will be added to the agenda of the next meeting.

f) To approve the Income and Expenditure accounts for the financial year 2017-2018

It was resolved that the Income and Expenditure accounts would be approved. The chairman then signed them.

g) Internal auditor's report

No issues were raised. The Internal Auditor commented that she had not had sight of part 2 of the AGAR 2017/18. The clerk explained that this was because Part 2 of the AGAR 2017/18 had not been approved by the Council when the accounts were sent to the Internal Auditor as they can only be approved after the Internal Audit has taken place.

- g) To complete and sign section 1 of the Annual Governance and Accountability Return 2017/18 - the Annual Governance Statement 2017/18**
Councillors completed section 1 of the Annual Governance and Accountability Return 2017/18 - the Annual Governance Statement 2017/18. The Chairman and RFO then signed it.
- h) To complete and sign section 2 of the Annual Governance and Accountability Return 2017/18 - the Accounting Statements 2017/18**
Councillors completed section 2 of the Annual Governance and Accountability Return 2017/18 - the Accounting Statement 2017/18. The Chairman and RFO then signed it.
- i) To decide whether Dalham PC should submit a Certificate of Exemption from an external audit**
It was resolved that Lidgate Parish Council would submit a Certificate of Exemption from an external audit as its income in 2017-18 was £11,229 and its expenditure was £12,566 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.
- j) To confirm the dates for the notice of the period for the exercise of public rights**
It was resolved that the dates for the notice of the period for the exercise of public rights would be 11th June – 20th July.
- k) To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2015**
It was resolved that the financial report would be approved.
- l) Precept information for 2018/19**
Forest Heath Council has approved the precept request made by Dalham Parish Council and the first payment of £3,066 was received on 27th April 2018. The second payment is due in July 2018.
- m) Bank mandate form**
Lloyds Bank has confirmed that John McDonagh is now a signatory.
- n) NALC pay scales for 2018-19**
NALC has published the pay scales for 2018-19. The rate for SCP 27 is £12.815 with effect from 1st from 2018. It was resolved that the clerk would be paid the new rate backdated to 1st April 2018.

9. Planning

- a) DC/18/0611/HH - The Mill, Stores Hill, Dalham - Conservatory to side elevation**
It was resolved that the Council would object to the application for the following reasons:
Policy DM 2
- The proposed conservatory will be sited on the front elevation, not on the side of the property as detailed in the application. In its proposed position the conservatory will affect affects the setting of the Mill which is a listed building and is not in keeping with the vernacular appearance of the building.
 - The Council believes the design of the conservatory will adversely affect the historic character of the Mill and materials are not in keeping with the setting of the Mill.
- Policy DM 15**
The proposal does not respect the setting of The Mill which is a listed building.
- b) Forest Heath Local Plan Public Consultation on Proposed Main Modifications - Single Issue Review of Core Strategy Policy CS7 (SIR) and the Site Allocations Local Plan (SALP)**
It was resolved that no response would be submitted.

10. Highways/Rights of Way issues/tree/transport issues

- a) Town and Parish Forum on 29th May to discuss Highways Issues**
Rachael Padman agreed to attend.
- b) Parking on junctions in Dalham**
It was resolved that the Council would ask Robin Millar about the possibility of putting double yellow lines on The Street opposite the junction with Denham.

11. Approval of the following GDPR documents:

It was resolved that the following documents would be approved and uploaded onto the website by 25th May 2018.

- Subject Access Request Policy
- Contact Privacy Notice

12. Village issues

- a) Repairs to the village sign**
The clerk agreed to contact Alpha Signs again.

13. Correspondence

a) Email from West Suffolk about their Draft Homelessness Reduction Strategy

It was resolved Isobel Aylott would submit a response on behalf of the Council.

b) Email from the Police about setting up a parish clerk group

The Council agreed that this was a good idea and asked the clerk to contact the Police.

14. Any other business for noting or including on the next agenda

The clerk informed councillors that there is no longer a requirement for parish councils to appoint a Data Protection Officer.

There being no further business the meeting closed at 7.59 pm.

Signed (Chairman) Dated