

DALHAM PARISH COUNCIL

Minutes of the meeting held on Thursday 20th September 2018

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

Also present: Joanne Kirk (Clerk) and two members of the public

Open Forum

The following issues were raised during the Open Forum:

- The planning application DC/18/1716/LB
1. **Acceptance of apologies for absence**
Simon Bates and John McDonagh sent their apologies. Roger Dicker sent his apologies.
 2. **Declaration of Interest in items on the agenda and dispensation requests**
No councillors declared an interest in any items on the agenda and no dispensation requests were made.
 3. **Planning**
 - a) **DC/18/1716/LB - Conservatory to north east elevation – re-submission of DC/18/0611/HH**
It was resolved that no objections would be made to this application.
 - b) **Email from a resident about the Woodyard**
The Parish Council has received an email from a resident about Forest Heath’s earlier update to the Parish Council on the Woodyard which stated that there are extended negotiations with the hope of retaining the 2 houses built without permission at the Woodyard and asking the Council to object to public money being used to further illegal building in a conservation village.

It was resolved that the Parish Council would respond to Forest Heath District Council thanking them for their update, but reiterating that the issue is of considerable concern to PC and residents, representations have been made by residents that they are outraged that the Enforcement Order has not been acted upon and in the interest of transparency please could they share with us the rationale for FHDC failing to act. The clerk also agreed to update the resident who sent the original email.
 - c) **Approve guidance on dealing with planning applications for website**
It was resolved that the following addition would be made to the guidance:
The Parish Council is a statutory consultee which means that it is consulted on planning applications and can submit a response but the final decision is made by the planning authority, in this case Forest Heath District Council.

The guidance will then be uploaded onto the Parish Council website.
 4. **Approval of minutes of the meeting held on Thursday 26th July 2018.**
It was resolved that the minutes were correct. The chairman then signed them.
 5. **County Councillor’s Report**
No report was received.
 6. **Borough Councillor’s Report**
No report was received.
 7. **Police issues**
No issues were raised.
 8. **Update on list of actions agreed at the last meeting**
There were two outstanding councillor actions.
 9. **Finance**
 - a) **Approval of any payments and signing of Schedule of Payments**
It was resolved that the following payments would be approved:
 - Community Action Suffolk – insurance with 5 year LTU - LGA 1972, s111 - **£240.90**
 - HMRC – PAYE – LGA 1972, s111 - **£2.40**
 - ICO – data protection fee (direct debit) - LGA 1972, s111 - **£35.00**

- Risby Parish Council – phone costs (12%) - LGA 1972, s111 - **£20.88**
- J P Kirk - expenses – LGA 1972, s111 – **£19.30**

Rachel Padman and Isobel Aylott signed the schedule of payments and invoices.

b) Approval of payments authorised between meetings

No payments were authorised between meetings

c) Receipts and Payments (including regular and online payments) made since the last meeting

| Receipts | | Details | | Amount |
|----------|------------------|----------------------------|--------|-----------|
| 27/07/18 | | FHDC - precept 2nd payment | | £3,066.00 |
| Payments | Minute reference | Details | Method | Amount |
| 10/07/18 | 118/8g | Fidelity Funds Network | D/D | £15.00 |
| 27/07/18 | 128/8a | J P Kirk - expenses | Online | £40.33 |
| 30/07/18 | 123/8n | Staff costs | S/O | |
| 30/08/18 | 123/8n | Staff costs | S/O | |

d) Signatory to complete the checklist of Internal Controls including confirmation of bank reconciliation
Rachel Padman checked the Council's bank statements and signed the checklist of internal controls.

Current account: £5,705.27

Deposit account: £6,000.91

e) Update on the Annual Audit 2018

No further information has been received since the Certificate of Exemption was submitted.

f) Six month budget review

The Parish Council is currently within budget.

10. Highways/Rights of Way/Tree Issues

a) Quote from Highways for 30mph roundels

It was resolved that the Council would request two 30mph roundels, one at the Gazeley Road entrance to the village and one at the Lidgate Road entrance. The total cost will be £525.91 (including VAT). It was resolved that the payment would be approved.

b) Email from Rights of Way about changes to the footpath cutting schedule

It was resolved that no amendments would be made to the current schedule.

c) Chestnut tree in Brookside

As this is an issue for the residents of Brookside, no action will be taken.

d) Email from a resident about parking on the triangle at the top of Stores Hill and asking if the bollards could be installed to prevent further damage

It was resolved that no action would be taken as access by farm vehicles to neighbouring fields would be obstructed by bollards.

f) Update on the Dalham footpath leaflet

Work on the leaflet is progressing.

g) Overgrown hedge in Gazeley Road which is obscuring the narrow road sign

It was resolved that the clerk would ask Ken Hutchinson how much it would cost to cut back the vegetation near the sign and that the clerk would be authorised to spend up to £100.

h) Winter gritting

Suffolk County Council has reviewed its procedures for the provision of grit. It will no longer provide grit heaps and parish councils will need to purchase grit bins from Suffolk County Council. This will only be possible, if the location of the proposed grit bin meets specific criteria. Grit bins will **not** be allowed on Priority 1 and priority 2 routes as they are gritted by Suffolk County Council. The B1085 is a priority 1 route and Gazeley Road is a priority 2 route.

It was resolved that no further additional bins would be requested, but that a replacement would be purchased for the damaged grit bin at the junction of Denham Road and The Street. It was resolved that the clerk would be authorised to make a payment up to £150 ex VAT.

11. Approval of a Filming at Meetings policy and updated standing orders

It was resolved that the Filming at Meeting policy would be approved and that it would be uploaded onto the Parish Council website and that the standing orders would be updated to include the procedure for filming at meetings.

12. Village issues

a) Repairs to the village sign

It was resolved that the clerk would investigate the cost of a replacement wooden sign before a final decision is made. The clerk was also asked to get some photographs of fibre glass signs for comparison.

b) Delivery of newsletter in Dunstall Green Road

A number of properties have long drives or which are difficult to access and so it is difficult to deliver the newsletter. It was resolved that the newsletter would not be delivered to inaccessible properties but that a note would be left saying that residents can contact the Parish Council if they would like to receive a copy by email. The newsletter will also be uploaded onto the website.

13. Correspondence

a) Email and poster from Royal Mail about scam mail

It was resolved that the poster would be displayed on the village noticeboard.

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

Isobel Aylott has sorted through some old parish council documents and there is a large amount which needs to be destroyed. This item will be included on the next agenda.

There being no further business the meeting closed at 8.48 pm.

Signed (Chairman) Dated