

**DALHAM PARISH COUNCIL**  
**Minutes of the meeting held on Thursday 26<sup>th</sup> July 2018**

**Councillors present: John Riddell (Chairman), Rachael Padman, David Fitch and Simon Bates**

**Also present: Joanne Kirk (Clerk), District Councillor Roger Dicker and Dan Pennock from Healthwatch Suffolk**

**Open Forum**

Dan Pennock from Healthwatch Suffolk, the health and social care watchdog for Suffolk gave a short presentation. He explained that their remit is to get feedback about how good people think health and social care services are in Suffolk.

There is currently a sizeable piece of work being carried out which is looking at Mental Health Services. The Clinical Commissioning Group has looked at Mental Health Services in Suffolk and has decided that they are not fit for purpose. They are asking people what mental health services should look like. There is a questionnaire which people are being asked to fill in. In the more rural parts of the county, there is a risk that people will not know that this is going on, which is why he contacted Dalham Parish Council. He distributed information about the project for councillors to pass on and to include in the next newsletter.

A question was asked about why mental health services are not considered fit for purpose. Dan Pennock explained that The Norfolk and Suffolk Foundation Trust is currently in special measures. The waiting list for counselling is currently 6 – 9 months. A referral in an emergency requires a 4 hour response but an ordinary referral requires a response within 28 days. There is very little in the way of crisis service. He stressed that the aim of the project is not to save money. They are looking at successful trusts to see what is working well there. The consultation finishes at the end of September.

**1. Acceptance of apologies for absence**

Isobel Aylott, John McDonagh and Jackie Bolton sent their apologies. Robin Millar also 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. Approval of minutes of the Annual Meeting of the Parish Council held on Thursday 17<sup>th</sup> May 2018 and the planning meetings held on 29<sup>th</sup> May and 28<sup>th</sup> June 2018.**

One correction was made to item 8i of the minutes of the Annual Meeting. The name was changed from Lidgate to Dalham. It was resolved that the rest of the minutes were correct. The chairman then signed them.

**4. County Councillor's Report**

No report was received.

**5. Borough Councillor's Report**

Roger Dicker spoke about:

- West Suffolk's Civic Leadership Review. He is part of the Civic Leadership working group.

**6. Police issues**

- A house in Dalham was broken into recently.
- Suffolk Constabulary has announced a proposed restructure which means that 159 PCs and 25 sergeants will be brought into Safer Neighbourhood Teams. In order to achieve this the proposal is to reduce the number of PCSOs from 81 to 48. The change is in response to the increasing demands the police face and the public's desire for more visible policing.

**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**

It was resolved that the following payments would be approved:

- J P Kirk - expenses – LGA 1972, s111 – **£40.33**

Simon Bates and David Fitch 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
Payments	Minute reference	Details	Method	Amount
10/05/18	118/8g	Fidelity Funds Network	D/D	£15.00
18/05/18	123/8a	J P Kirk - expenses	Online	£35.19
18/05/18	123/8a	Dalham Village Hall - donation and village hall rental	Online	£500.00
18/05/18	123/8a	Dalham Churchwardens - churchyard maintenance	Online	£500.00
18/05/18	123/8a	SALC - subscriptions	Online	£135.62
18/05/18	123/8a	Mrs C Whitaker	Online	£65.00
30/05/18	123/8n	Staff costs	S/O	
11/06/18	118/8g	Fidelity Funds Network	D/D	£15.00
13/06/18	118/8g	K Hutchinson & Son - verge cutting	Online	£432.00
29/06/18	123/8n	Staff costs	S/O	
09/07/18	118/8g	HMRC - PAYE	Online	£2.20

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

**Current account: £3,137.26**

**Deposit account: £6,000.91**

e) **Update on the Annual Audit 2018**

A Certificate of Exemption has been submitted.

f) **Inspection of Parish Council assets**

Rachael Padman confirmed that the VAS is in good working order. The following actions are required:

- The metal seat needs painting and the weeds around it removed.
- The village sign is rotting in places. The clerk has already contacted Alpha Signs and is awaiting a quote to repair the sign.
- The footpath map noticeboard needs cleaning and oiling.
- The noticeboards in Lidgate Road and Dunstall Green Road need cleaning and oiling

It was resolved that the clerk would contact a local handyman, Wayne Hubbard for a quote.

The litter bin which was in Brookside has been moved behind the pub. It was resolved that one of the councillors would arrange for it to be put back and that the clerk would contact West Suffolk to arrange for it to be emptied.

The grit bin in Denham Road has been damaged by a vehicle. It was resolved that the Council would await the outcome of Suffolk County Council's review of winter gritting procedures before ordering a replacement.

9. **Planning**

a) **Procedure for dealing with planning applications**

The clerk explained the procedure for dealing with applications.

b) **DC/18/1119/HH and DC/18/1120/LB - garden room to the rear of the property**

As this application had only just been received, it was resolved that the councillors would view the application online and check the impact on neighbouring properties and get back to the clerk as soon as possible with any concerns.

10. **Highways/Rights of Way/Tree Issues**

a) **Footpath map**

The clerk and John Riddell had a meeting with David Falk and Anna McGowan at West Suffolk House on 23<sup>rd</sup> July. They submitted the text and photos for three walks around Dalham. These will be checked and a draft leaflet produced which the Parish Council will have a chance to comment on. Dalham Parish Council will have to pay 50% of the cost of leaflets (approximately £400). The information will be uploaded onto the Discover Suffolk website and pdf maps can be downloaded onto a phone. Suffolk County Council will also be able to provide a new footpath map and supply personalised way markers at a cost.

David Fitch has signed up to an app called Walking World. The Dalham routes could be uploaded onto the app once they have been approved by Suffolk County Council.

**b) Update on the Parish Forum on 29<sup>th</sup> May**

The Parish Council has received a detailed response to its queries from Mark Stevens, Assistant Director Operational Highways. The Parish Council was concerned about the response to its request for the white lines to be repainted at the Gazeley junction, which stated that white lines will only be repainted where mandatory signs are in place, for example stop signs. It was resolved that the clerk would contact the new portfolio holder for Highways, Mary Evans, to voice their concerns about this policy at a junction where at least two near misses have already been reported via Suffolk County Council's online reporting too.

**c) Email from a resident re grass cutting**

It was resolved that the clerk would respond to the resident explaining the Parish Council's verge cutting policy. The first cut usually takes place in March and the contractor cuts round any daffodils growing on the verge. The next cut is 1.5 m into the verge. As the first cut took place later than usual this year, the verges were cut straight back. Subsequent cuts are arranged as and when required but the contractor is careful to avoid large clumps of wild flowers.

**d) Procedure re verge cutting**

Rachael Padman agreed to let the clerk know when the verges need cutting so that she can contact the contractor. The clerk was asked to arrange for the verges to be cut in the next few weeks.

**e) Tree in the River Kennett near the Affleck Arms**

A branch from a chestnut tree has fallen into the River Kennett near the Affleck Arms and the flood gauge has been damaged. The Environment Agency has logged it as an incident as it is a potential flood risk and have said they will clear it but not yet as there is no flood risk at the moment. A section of the river bank has already been cleared of vegetation.

It was resolved that the clerk would contact the Environment Agency to ask them to clear the remaining vegetation along the river bed. John Riddell agreed to email the clerk the contact number for Chris Rules from the Environment Agency. The clerk was also asked to contact West Suffolk's tree officer about the chestnut tree.

**f) Possible speed reduction measures and safety measures at junctions**

It was resolved that the Council would not purchase white gates for the Lidgate Road entrance to the village as they are too expensive and will have limited impact on speeding. The clerk was asked to obtain a quote for two 30mph roundels at the entrances to the village in Lidgate Road and Gazeley Road.

**13. Approval of the following policy documents**

**a) Approval of updated Financial Regulations and information about key changes**

One amendment was made to item 4.6. The words '*are available*' were added. It was resolved that the updated Financial Regulations would be approved.

**b) Approval of updated Standing Orders and information about key changes**

It was resolved that the updated Standing Orders would be approved.

**c) Equal Opportunities Policy**

It was resolved that the Equal Opportunities Policy would be approved.

**14. Village issues**

No other issues were raised.

**15. Retention of Documents policy**

It was resolved that the Parish Council would retain documents in line with legal requirements as set out in LCPAS Retention of Documents Policy. All other information will be disposed of as soon as is practical when it is no longer required.

**16. Removal of the requirement for parish councils to appoint a DPO**

It was resolved that the clerk would no longer take on the role of DPO, now that the requirement has been removed.

**17. Correspondence**

**a) Email from Suffolk Police about community funded PCSOs**

It was resolved that the Council would not pursue this option as it does not have sufficient funds.

**b) Email from West Suffolk about proposed new ward boundaries once St Edmundsbury Borough Council merges with Forest Heath District Council**

It was resolved that the clerk would submit a response confirming that the Parish Council is happy with the proposal for Dalham to be part of a new Chevington and Chedburgh ward along with Ousden, Lidgate and Hargrave.

**c) Email from West Suffolk about their Civic Leadership Review**

It was resolved that councillors would submit individual responses.

**d) Email from Lighthouse requesting a donation**

It was resolved that no donation would be made.

**There being no further business the meeting closed at 9.01pm.**

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