

**DALHAM PARISH COUNCIL****Minutes of the Annual General Meeting of the Parish Council held on Wednesday 10<sup>th</sup> May 2023**

**Councillors present: John Riddell (Chair), David Fitch, Isobel Aylott, Ian Petchey and Mark Corby**

**Also present: Antonia King (clerk), County Councillor Andy Drummond and District Councillor Mike Chester.**

1. **To receive the Declaration of Acceptance of Office for the elected** councillors – All councillors signed their paperwork in the presence of the Proper Officer and submitted their Register of Interests.
2. **Election of Chair including signing of the Declaration of Acceptance of Office for the position** – Cllr Riddell was nominated for re-election which was seconded. Cllr Riddell accepted the nomination and signed his Declaration of Acceptance of Office in the presence of the Proper Officer.
3. **Election of Vice-Chair (if considered necessary) incl. signing of the Declaration of Acceptance of Office for the position** – It was agreed that a Vice-Chair was unnecessary, and no Vice-Chair was elected.
4. **To receive Apologies of Absence** – Cllrs Ward submitted her apologies which were accepted. It was resolved that once she was fully recovered from Covid, her paperwork could then be signed and submitted to the clerk.
5. **To receive Declarations of Pecuniary and local Non-Pecuniary Interests** – there were no declarations of pecuniary and/or local non-pecuniary interest for the agenda under discussion.
6. **To receive comment from the members of the public present -**
  - a) On the agenda under discussion – None received.
  - b) Matters regarding Dalham in general – None received.
7. **To receive and approve the minutes of the last meeting held on 16.03.2023.**
  - a) Approval of the minutes was given by all present, Chair signed the paper copy of the minutes.
8. **To consider nominations for co-option to the parish council to fill 2 casual vacancies** – Mark Corby was nominated and co-opted onto the Parish Council. He signed his Declaration of Acceptance of Office in the presence of the Proper Officer. He was welcomed onto the council by all. The remaining vacancy will be highlighted in the village newsletter. It was agreed that the Chair should approach a couple of potential candidates who live in Dunstall Green to ensure the parish in its entirety is represented.
9. **Reports for information –**
  - a) District Councillor, Mike Chester. For a copy of the report go to:
  - b) County Councillor, Andy Drummond. For a copy of the report go to: [The council requested a further update after the May 23<sup>rd</sup> AGM as the Conservatives are no longer the ruling party in West Suffolk following the elections that had recently been held.](#)
10. **Police Matters –**
  - a) None received.
11. **Matters arising from Minutes of the last meeting that are not an agenda item:**
  - a) Confirmation that the clerk has added signs and shovels to the fixed asset register – this was confirmed.
12. **To receive and consider all financial matters:**

Dalham Parish Council – 10.05.2023  
So signed by the Chair at the meeting on 12<sup>th</sup> July 2022

**a) To approve items for payment – future and retrospective:**

It was resolved that the following payments would be approved:

- Clerk salary - £224.81 for May
- Clerk salary - £224.81 for June
- SALC annual internal audit – £213.00
- SALC annual subscription - £145.78
- Dalham Village Hall hire - £200.00

Cllrs Fitch and Riddell signed the Schedule of Payments.

**b) To note the accounts paid/received since the last meeting:**

All accounts paid had been previously authorised with the approval minute noted.

**Treasurers Account**

Payments made 01.03.23 – 31.03.23

20.03.23	Mrs A King	Printer Toner	£331.14	257/9a
20.03.23	Gipping Press	QR Signs	£120.00	257/9a
20.03.23	Mrs A King	Ice signs	£92.88	257/9a
30.03.23	Mrs King	Clerks Salary	224.81	257/9a
<b>March close</b>			<b>£768.83</b>	

Receipts received 01.03.23 – 31.03.23: None received

<b>March Close</b>			<b>£0.00</b>	

**Instant Savers Account**

Receipts received 01.03.23 – 31.03.23

09.03.23	Lloyds Bank	Interest	£2.13	
<b>March close</b>			<b>£2.13</b>	

**Bank Reconciliation at 31.03.23 (Year End):**

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
<b><u>SUMMARY</u></b>		
<b><u>Balance of accounts c/f:</u></b>	<b><u>£2578.56</u></b>	<b><u>£4515.45</u></b>
Payments in	£0.00	£2.13
Payments out	<b>£768.83</b>	£0.00
<b><u>Current balance:</u></b>	<b><u>£1809.73</u></b>	<b><u>£4517.58</u></b>

**Treasurers Account**

Payments made 01.04.23 – 30.04.23

<b>April close</b>			<b>£0.00</b>	

Receipts received 01.04.23 – 30.04.23:

27.04.23	West Suffolk Council	Precept	7579.00	
<b>April Close</b>			<b>£7579.00</b>	

**Instant Savers Account**

Receipts received 01.04.23 – 30.04.23

11.04.23	Lloyds Bank	Interest	£2.86	
<b>March close</b>			<b>£2.86</b>	

**Bank Reconciliation at 30.04.23:**

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
<b>SUMMARY</b>		
<b>Balance of accounts c/f:</b>	<b>£1809.73</b>	<b>£4517.58</b>
Payments in	£7579.00	£2.86
Payments out	<b>£0.00</b>	£0.00
<b>Current balance:</b>	<b>£9388.7</b>	<b>£4520.44</b>

- c) **To consider and receive the Bank Reconciliations for period ending 31.03.23 and 30.04.23:** Cllr Fitch verified and signed the bank reconciliations against the bank statements.
- d) **To approve and sign the checklist of Internal Controls, Financial Risk and Internal Control Statements for year ending 31.03.24:**  
Cllr Fitch signed the checklist of internal controls. Cllr Riddell and Mrs King signed and approved the Financial Risk and Internal Control statements.

- e) **To receive and approve the year end accounts for 2022/2023** The clerk advised the year end statement recorded the receipts as £7999.22 and the payments as £9780.31. Total in bank was £6327.31. The statement was approved as a fair representation of the financial position of the council and signed by the Chair and the Responsible Finance Officer.
- f) **To note the budget to actual position for year ending 31.03.2023 including variances:** this was duly noted, with no queries raised.
- g) **To consider and approve the Certificate of exemption for external audit:** as the gross income or expenditure does not exceed £25000 it was agreed that Dalham Parish Council met the requirements to certify themselves exempt from a limited assurance review under Section 9 of the Local Audit Regulations 2015 and the Certificate of Exemption was approved and signed by the Chair and the Responsible Finance Officer.
- h) **To consider and approve the Annual Governance Statement 2022/23:** it was acknowledged that there is a sound system of internal controls, including arrangements for the preparation of the Accounting Statements and the Annual Governance Statement was approved and signed by the Chair and Clerk.
- i) **To consider and approve the Accounting Statement 2022/23:** the responsible finance officer presented the signed accounting statement to the council who approved it as a fair representation of the financial position of the authority. It was then signed by the Chair.
- j) **To note the date set for exercise of public rights:** The dates set for the period for the exercise of public rights were – Monday 5<sup>th</sup> June 2023 to Friday 14<sup>th</sup> July 2023
- k) **To reconfirm acceptance of BACS (Bank Transfer) for the settlement of invoices/requests for payment, (provided that such payments are authorised by two bank signatories, the evidence of such authorisation is retained, and payments are reported to council) as the preferred method of payment:** All in favour of continuing with this method of payment.
- l) **To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2023-24:** The following list of regular payments was presented to the council, it was duly approved by all for regular payments in the upcoming year.

Frequency of expenditure incurred	Payment Method	Beneficiary	Summary of the purpose of the expenditure	Amount excl. VAT
Monthly	BACS	Clerk	Salary	£224.81
Annual	BACS	Dalham Village Hall	Donation	£300.00
Annual	BACS	Dalham Village Hall	Rent	£200.00
Annual	BACS	Dalham PCC	Grounds maintenance	£500.00
Annual	BACS	SALC	Annual subscription	£145.78
Annual	BACS	SALC	Internal Audit	£213.00
4 x a season	BACS	K. Hutchinson & Son	Verge cutting	£381.00
Annual	DD	ICO	Data protection fee	£35.00
Annual	BACS	BHIB Councils Insurance	Insurance	£373.58
Annual	BACS	Business Services	Website hosting	£60.00

**13. To receive and consider matters relating to the following:**

**a) Speed and Safety: To discuss the finds of the ANPR project and consider options to reduce speeding in the village:**

It was agreed that the ANPR results evidenced the problem with speeding through the village, and it was noted that the next time it would be in the village was the w/c June 23<sup>rd</sup>. Cllr Corby advised that he would be happy to use the data from the SID machine to breakdown speeds further for more detailed analysis of the issue. The clerk is to contact Rachael Padman who has previously supplied this information.

Traffic calming solutions were discussed with speed humps and raised lines being dismissed due to noise concerns. 30mph roundels painted on the roads into the village were considered, and the clerk is to contact Highways for more advice regarding these.

A 20mph zone was raised as a solution to speeding down Stores Hill, the clerk is to investigate the policies and rules regarding this as it is a single track, B-road.

Community Speed Watch - this is to be considered in more detail as an agenda item for the July meeting.

**b) To discuss the email received from Highways regarding improving the road markings and signage (to include a no parking sign) and approve the costs for this work to be carried out:**

Approval was given to reinstate all the faded road markings and signage and to include 'edge of carriageways' markings on the bridge. The council raised the question of the extent of the white lines, could they run as far as the Alms Houses on Stores Hill and the Bus Stop past the bridge? The clerk is to speak to Highways regarding this.

It was agreed that the 'No Parking' sign would no longer be progressed.

Councillor Drummond committed £3500 towards any further costs and advised that he would make Highways aware of this.

**c) To discuss access issues caused by the steps on the footbridge over the river and to consider any options that may alleviate the issue some residents have as a result:**

Whilst the council would be happy to install a small slope or ramp to help the less able residents negotiate the bridge, it was agreed that Public Rights of Way needed to be contacted to determine if this is possible. The clerk is to action.

**d) To discuss the broken branches on a Horse Chestnut tree located outside the Affleck Arms and consider who is responsible for it:**

Following an email from JPM Tree Services it was agreed that if JPM were agreeable, they could share the report with the Parish Council so it can be established how dangerous the tree is. Discussions in the past have ended in agreement between residents that costs could be split as ownership cannot be established. The Parish Council are unable to take on responsibility for the tree as it would set a precedent for all the other trees along Brookside.

**e) To discuss ongoing village projects; to include an update on the Malt Kiln, Ice sign, and Footpath QR signs work:**

Cllr Petchey confirmed that the Malt Kiln information board was now installed and had been formally opened by Cllr Chester. It was agreed that a photo and small write up should be passed on to the Newmarket Journal and BFP for publication of a local good news story. Also confirmed was the installation of the Ice sign and the QR codes. Although it was noted that there are 2 remaining QR signs that will be erected once the wooden finger posts are in place.

**f) To receive an update from Cllr Ward regarding the old path linking Dunstall Green to Denham Road:**

This was deferred to the July meeting when Cllr Ward is expected to be present.

**g) To approve the Parish Clerk is appointed as the Council's Responsible Finance Officer for the Council as part of her contract of employment:**

Annual approval was given.

- h) **To discuss the draft newsletter previously circulated by Cllr Riddell and approve the final draft:** Approval was given, Cllr Riddell is to circulate the final draft, Cllr Petchey will add pictures and the clerk will print out 120 copies for delivery.

**14. Planning Applications to be considered by the council – None received.**

**15. To receive any items of correspondence not previously circulated –** the clerk advised that the annual audit had been received and Discover Suffolk had confirmed the leaflets were ready for delivery.

**16. Items for discussion at the next meeting:**

- Annual Internal Audit
- Community Speed Watch
- SID data
- JPM Tree Services
- Public Right of Way
- Parish Council Website update

**17. Dates of next meeting:**

- a) Next meeting – Wednesday 12<sup>th</sup> July 2023, 7.45pm Dalham Village Hall.

**18. There being no further business to discuss, the meeting closed at 9.49pm**

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