

DALHAM PARISH COUNCIL**Minutes of the meeting of the Parish Council held on Wednesday 12th July 2023**

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

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

- 1. Chairman's welcome and opening statement** – The Chair opened the meeting at 7.45pm
- 2. To receive Apologies of Absence** – None received, all Councillors present.
- 3. To receive Declarations of Pecuniary and local Non-Pecuniary Interests** – Cllr Riddell declared an interest in item 12, this was accepted and it was resolved that Cllr Riddell would offer no comment or vote regarding this matter.
- 4. 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.
- 5. To receive and approve the minutes of the last meeting held on 10th May 2023 (AGM) and 26th June 2023 (planning)**
 - a) Approval of the minutes was given by all present, Chair signed the paper copy of the minutes.
- 6. Reports for information –**
 - a) District Councillor, Mike Chester. For a copy of the report go to: [DC report Dalham.pdf](#)
Highlighted was the availability of the locality budget for projects that benefit the village.
 - b) County Councillor, Andy Drummond. For a copy of the report go to: [CC report June 2023 Monthly Town & Parish Newsletter.pdf](#)
Concerns were raised regarding the mobile library service, and if a new contract would impact Dalham.
- 7. Police Matters –**
 - a) Speeding and dangerous driving in the village – an ongoing issue along Stores Hill, the resident was advised to call 101 or 999 in severe cases. They were also advised that the issue of speeding is high on the parish council agenda.
- 8. Matters arising from Minutes of the last meeting that are not an agenda item:**
 - a) To receive and update from the clerk regarding the Discover Suffolk leaflets – the clerk reported that she had been unable to contact Discover Suffolk for an update, but would continue trying and report back at the next meeting.
 - b) To receive an update from the clerk regarding the Malt Kiln newspaper article – it was confirmed that the Newmarket Journal had covered the story.
 - c) To note pension re-enrollment and re-declaration has been completed with the pensions regulator – this was duly noted.
- 9. To receive and consider all financial matters:**
 - a) To approve items for payment – future and retrospective:**
It was resolved that the following payments would be approved:
 - Clerk salary - £224.81 for July
 - Clerk salary - £224.81 for August
 - SALC annual internal audit – £202.80
 - Dalham PCC shared costs – £500.00
 - Dalham Village Hall donation - £300.00

CLLrs Fitch, Aylott and Riddell signed the Schedule of Payments. It was also requested that Ken Hutchinson be approached to carry out verge cutting, his costs are included in the budget.

- b) **To consider and approve any charitable donations to be made this year** – It was resolved that a £500.00 donation would be paid to the PCC towards grounds maintenance costs and a £300.00 donation would be made to the village hall – all in favour.

- c) **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 01.05.23 – 31.05.23

04.05.23	Mrs A. King	Salary	£224.81	263/9a
25.05.23	Dalham Village Hall	Annual hire costs	£200.00	263/9a
25.05.23	SALC	Membership	£145.78	263/9a
31.05.23	Mrs King	Clerks Salary	224.81	263/9a
May close			£795.40	

Receipts received 01.05.23 – 31.05.23: None received

May Close			£0.00	

Instant Savers Account

Receipts received 01.05.23 – 31.05.23

09.05.23	Lloyds Bank	Interest	£2.57	
May close			£2.57	

Bank Reconciliation at 31.05.23:

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
<u>SUMMARY</u>		
<u>Balance of accounts c/f:</u>	<u>£9388.73</u>	<u>£4520.44</u>
Payments in	£0.00	£2.57
Payments out	£795.40	£0.00
<u>Current balance:</u>	<u>£8593.33</u>	<u>£4523.01</u>

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Treasurers Account

Payments made 01.06.23 – 30.06.23

30.06.23	Mrs A. King	Salary	£224.81	263/9a
June close			£224.81	

Receipts received 01.06.23 – 30.06.23: None received

June Close			£0.00	

Instant Savers Account

Receipts received 01.06.23 – 30.06.23

09.06.23	Lloyds Bank	Interest	£2.88	
June close			£2.88	

Bank Reconciliation at 30.06.23:

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
SUMMARY		
Balance of accounts c/f:	<u>£8593.33</u>	<u>£4523.01</u>
Payments in	£0.00	£2.88
Payments out	£224.81	£0.00
Current balance:	<u>£8368.52</u>	<u>£4525.89</u>

- d) **To consider and receive the Bank Reconciliations for period ending 31.05.23 and 30.06.23:** Cllr Fitch verified and signed the bank reconciliations against the bank statements.
- e) **To approve and sign the checklist of Internal Controls:**
Cllr Fitch signed the checklist of internal controls.
- f) **To note the budget to actual position for year to date Q1** - The clerk reported the Q1 budget which was duly noted and accepted as a fair representation of the financial position of the council to date, with no queries raised.

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10. Internal Audit 202/2023:

- a) **To discuss the findings of the Internal Audit and consider any recommendations that were highlighted** – No recommendations or comments were highlighted. All agreed it was a comprehensive audit.
- b) **To review the effectiveness of the internal audit** – The annual review was undertaken, all agreed that it met the criteria in terms of scope, independence, competence and internal control. The paperwork was signed by the Chair and RFO.

11. To receive and consider matters relating to the following:

- a) **To receive and update from Cllr Riddell regarding possible nominations for co-option to the parish council to fill 1 casual vacancy:** Following the notice placed in the newsletter, Cllr Riddell confirmed that nobody had come forward. It was discussed that it would be useful to have a representative from Dunstall Green. This matter will be followed up at the next meeting of the council.
- b) **Speed and Safety: To discuss the handover of the administration of the village SID machine to Cllr Corby:** It was confirmed that Ms Padman was aware that a volunteer had come forward to take over the SID machine and a handover was yet to be organised.
- c) **To discuss the email received from Highways regarding improving the road markings and signage:** After much discussion, it was resolved that there were 3 options open to the village:
 - Accept all the improvements put forward and get costings – this was rejected.
 - Reject the improvements as they do not solve the parking issues and shelve all plans – this was rejected.
 - Accept the improvements with amendments made to some – this was approved, amendments are shown in red.

The council felt that it was important to renew the existing road markings to ensure clarity at junctions and to highlight the narrow road on Stores Hill.

It was also agreed that the proposed 30mph roundels and 'slow' markings on the road would help with speeding as would new signs to warn of pedestrians in the road which was also approved.

Direction warning sign – needs to be **located closer to the junction** than the plans currently show.

It was agreed that the single white line should not extend 24m from the bridge. It was felt that 24m is too long and would be ignored. **The single white line should not extend past the bus stop. The single white line needs to be replicated on north side of the bridge. The white line does not need to run along the east side of the road outside Ford Cottage as parking is not an issue on that side of the road.**

It was noted that as Highways are currently transitioning with a new contractor (Milestone) they were unable to confirm costs. It was agreed that before any formal approval can be made to these plans the council must have sight of accurate costs.

Whilst it was assumed that there would be no need to carry out a further statutory consultation (Clerk to confirm with Highways), it was agreed that a leaflet drop to the village would be undertaken showing the confirmed plans for final approval before any works would be carried out.

- d) **Cllr Corby to update the council following the webinar he attended on the 20's Plenty campaign, and to discuss any possible guidance that could be useful to Dalham regarding speeding and safety measures:** Whilst it was acknowledged that this countrywide campaign was something that the council were minded to support, more information was required before a debate could be undertaken. Cllr Corby is to explore the background to this group and its aims further, circulating the information before the next meeting.
- e) **To discuss the possibility of setting up a Community Speed Watch group within Dalham:** It was agreed that more data on speeding within the village, where the speeding occurs and when it happens needs to be gathered and

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analysed before requests for volunteers to serve on the group can be advertised. The clerk is to speak with Gazeley PC and Chevington PC to garner what is involved and how effective a CSW group is.

- f) **To discuss the access issues caused by the steps on the footbridge over the river and receive and update from the clerk regarding permission to build a slope:** The clerk reported that the discussions were ongoing with PROW officers and as yet she had nothing to report.
- g) **To receive and discuss a report on Dalham footpaths and consider any maintenance that maybe required:** Cllr Aylott confirmed that she would pinpoint areas that needed attention. Main issues that have arisen are fallen posts and overgrown footpaths. It was agreed that volunteers would be sort to help with the maintenance.
- h) **To receive an update from Cllr Ward regarding the old path linking Dunstall Green to Denham Road following responses to the newsletter request:** Cllr Ward confirmed that she had received some useful communications from residents following the newsletter request. She is contact with Mary George at West Suffolk and will update further at the next meeting.
- i) **To receive an update regarding JPM Tree services referencing a Horse Chestnut located outside the Affleck Arms:** The clerk reported that despite a number of attempts to contact JPM Services, they had not responded.
- j) **To discuss the parish council owned bin, and consider whether it can be utilised despite not being on the District Council collection rounds:** Cllr Aylott explained that the bin had been in its current position for the past month and was not being used heavily. She agreed to monitor it and change the liner when it was full confirming that she was happy to dispose of the liner in her household rubbish when needed. The clerk is to contact DC Chester to chase him regarding his communication with the waste department and adding Dalham to its rounds.
- k) **To receive nominations for a parish council representative to sit as a trustee for Derisley Cottage Homes Charity:** Cllr Petchey was nominated, all in favour of his appointment. The clerk is to inform the charity.
- l) **To consider updates and amendments that can be made to the Dalham Parish Council website:**
www.dalham.onesuffolk.net: It was agreed that this item would be deferred to the next meeting to allow for everyone to loo through the website in more detail.

12. Planning Applications to be considered by the council –

DC/23/0971/TCA

Proposal - Trees in a conservation area notification - one Yew (5 on plan) prune North/Eastern side laterals by 1.8 metres to clear building/roof and sympathetically prune Northern and Eastern side laterals by up to 0.5 metres to blend into N/E side to retain a natural shape

Location – The Old Manor, The Street, Dalham

No objections were raised. All in favour to support this application (Cllr Riddell did not vote or comment).

DC/23/0908/HEDGE

To receive an update and discuss if any changes need to be made to the councils response following a site visit to Moat End: Cllr Riddell, Ward and Corby updated the council regarding this application and the original concerns that were raised. It was agreed that all the points that had been raised had been addressed and therefore the application should be supported. The clerk is to advise Planning with the following response:

Following the objection registered against this application, the landowner and their legal representation have written to the Parish Council to address the concerns that were raised. Consequently a site visit was arranged with the Parish Councillors to better explain the plans.

With a better comprehension of the application, the Parish Council feel that the concerns raised have been alleviated. Sympathetic, natural hedge planting will be used to fill the old PROW gap, which will mitigate the Field Maples that will be removed to create the new entrance. There is also an understanding that the diversion of the PROW will be applied for once these plans have been put in place thus ensuring the future of the footpath in years to come.

As a result of this new information and clarity, the Parish Council would like to withdraw their objection to this application and instead offer their support for it to proceed.

13. To receive any items of correspondence not previously circulated – none received.

14. Items for discussion at the next meeting: nothing further noted.

15. Dates of next meeting:

a) Next meeting – Wednesday 13th September 2023, 7.45pm Dalham Village Hall.

16. There being no further business to discuss, the meeting closed at 9.36pm

Signed (Chairman) Dated