

DALHAM and DUNSTALL GREEN PARISH COUNCIL**Minutes of the meeting of the Parish Council held on Wednesday 13th September 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 Francine Wickins-Smith.

- 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** – None received.
- 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 12th July 2023.**
 - 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 (not present). For a copy of the report go to: [DC Report Dalham.pdf](#)
 - b) County Councillor, Andy Drummond. For a copy of the report go to: [CC August 2023 Monthly Town & Parish Newsletter.pdf](#)

An update for regarding the bus route from Haverhill to Newmarket was requested.
- 7. Police Matters** – Hare coursing: discussions were had regarding hare coursing in the area and it was resolved that an article would be put in the newsletter to ensure the community remains vigilant.
- 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 made contact with Discover Suffolk. Long term staff illness and paternity leave were holding things up, plus a mix up at the printers. It is hoped that everything has been clarified and leaflets can be expected soon.
 - b) To receive an update from the clerk regarding the footbridge over the river – the clerk reported that she is still awaiting a response from PROW officers.
 - c) To note that JPM Tree Services have not responded to any e-mails regarding the tree outside The Affleck Arms – it was noted that JPM had still not responded despite multiple attempts.
 - d) To note the clerk has informed Derisley Cottage Homes Charity of Cllr Petchey nomination – this was duly noted. The next meeting for the charity is scheduled for Oct 26th 2023.
 - e) To note the erection of the footpath posts by Cllrs Aylott and Ward. A request for more footpath discs was made, and the clerk is to action this. All thanked those involved in erecting the posts.
- 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 September
 - Clerk salary - £224.81 for October

- West Suffolk Council – £81.91
- K. Hutchinson - £344.40
- ICO - £35.00

It was noted that the annual Insurance payment is due on 01.10.2023, however the LTA cost has changed and an admin cost has been added to the total. The clerk is to question this with the insurers before paying. This payment will then be retrospectively approved at the November meeting.

It was requested that verges opposite the Affleck Arms be cut (they were missed due to cars parked) by K. Hutchinson before October. It was advised that the best time to cut would be on a Mon or Tuesday when the pub is shut. The clerk is to action.

Cllrs Fitch, Aylott and Riddell signed the Schedule of Payments.

b) To note the charitable donations have been made this year – This was duly noted and the clerk reported that letters of thanks had been received.

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 01.07.23 – 31.07.23

July Close				£0.00

Receipts received 01.07.23 – 31.07.23: None received

July Close			£0.00	

Instant Savers Account

Receipts received 01.07.23 – 31.07.23

10.07.23	Lloyds Bank	Interest	£3.08	
July close			£3.08	

Bank Reconciliation at 31.07.23:

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
SUMMARY		
Balance of accounts c/f:	£8368.52	£4525.89
Payments in	£0.00	£3.08

Dalham Parish Council – 13.09.2023

So signed by the Chair at the meeting on 8th November 2023

Payments out	£0.00	£0.00
Current balance:	£8368.52	£4528.97

Treasurers Account

Payments made 01.08.23 – 31.08.23

02.08.23	Mrs A. King	Salary	£224.81	269/9a
24.08.23	Dalham PCC	Donation	500.00	269/9a
24.8.23	Dalham Village Hall	Donation	300.00	269/9a
31.08.23	Mrs A. King	Salary	£224.81	269/9a
August close			£1249.62	

Receipts received 01.08.23 – 31.08.23: None received

August Close			£0.00	

Instant Savers Account

Receipts received 01.08.23 – 31.08.23

09.06.23	Lloyds Bank	Interest	£3.35	
August close			£3.35	

Bank Reconciliation at 31.08.23:

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
SUMMARY		
Balance of accounts c/f:	£8368.52	£4528.97
Payments in	£0.00	£3.35
Payments out	£1249.62	£0.00
Current balance:	£7118.90	£4532.32

- d) To consider and receive the Bank Reconciliations for period ending 31.07.23 and 31.08.23: 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 Q2 - The clerk reported the Q2 budget which was duly noted and accepted as a fair representation of the financial position of the council to date, with no queries raised.

10. Parish Council vacancy

- a) To consider nominations for co-option to the parish council to fill 1 casual vacancy –** Francine Wilkins-Smith was co-opted onto the council. The Declaration of Office was signed in front of the clerk and the Chair welcomed Cllr Wilkins-Smith onto the council.

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

- a) To receive an update from Cllr Corby regarding the handover of the administration of the village SID machine:** Cllr Corby reported that there were ongoing issues with the data download, and Cllr Ward is to contact the software provided for support. An update will be given at the next meeting.

- b) To discuss the email received from Highways regarding improving the road markings and signage:** As a result of the response from highways the following (in red) was resolved as a reply:

- The warning sign to highlight the bend and junction has been situated as per the recommended distance from the hazard and the required forward visibility. It also makes sense coupling this warning sign with the directional sign.
Accepted
- The edge of carriageway markings have been designed to highlight the bridge & the change in road width. These road markings will complement the existing 'road narrows' warning signs, help reduce traffic speeds, and hopefully remove parking at the bus stop. Edge of carriageways markings can only be used when on both sides of the road, so we can't remove one side and not the other.
Th council does not want the white line to extend beyond the bus stop. Instead of being 24m long, can it be no more than 6-8m long. Happy for it to be reflected on both sides. Also want the white line to mirror the 6-8m on the north side of the bridge. Please confirm this is possible.
- As discussed previously, a 'no parking' sign adjacent to the bridge may be the most effective way to remove inconsiderate parking.
Accepted, but the council will not be erecting a sign.
- The final construction drawings and cost will be agreed with the parish before the scheme is programmed.
Accepted, but no formal approval will be made on the scheme until a final costing and design has been submitted to the council for consideration.
- There is no need to consult as no traffic regulation order is being implemented. However, the parish can share the proposals with the village if they so wish.
Accepted.

Further consideration was given to the request for additional speed roundels, over and above the ones to be painted at the village gateways. Data was provided, at Highways request, regarding speeding through the village. Highways requested that the location of the survey be disclosed, as well as the length of time the survey was given. The what 3 word location for the ANPR is rang. fulfilled. video

13/02/2023 – 20/02/2023:

Dalham – Lidgate Road:

- Total photos taken – 688
- 27-30mph – 84
- 31-34mph – 156
- 35mph+ – 448
- Fastest speed – 55mph

26/06/2023-03/07/2023

Dalham – Lidgate Road

- Total photos taken – 1349
- 27-30mph – 120
- 31-34mph – 290
- 35mph+ – 939
- Fastest speed – 56mph

This information will be shared with Highways.

It was noted that Cllr Ward has requested the raw unanalysed data relating to the surveys carried out in February and July from Highways with no success, as has CC Drummond. Also noted that this request has been asked by numerous parishes. Highways have indicated that time management constraints are an issue. CC Drummond is to speak with Highways to offer Cllr Ward's time and experience to help alleviate the problem.

- c) **To receive an update from the clerk following her conversation with CSW in Gazeley and discuss the possibility of setting up a Community Speed Watch group within Dalham:** The clerk reported that the advice given by Gazeley was to garner a number of willing volunteers before proceeding further. An ideal number would be between 8-10 people, although Gazeley are able to continue as a group of 6. All equipment and training is provided, and the information gathered is handled in the same way that the ANPR data is. Letters of advice are written to offenders and after 3 letters a visit from the Police Speed and Enforcement team is triggered. Gazeley have seen a marked improvement in speeding through their village. All agreed that it would be something they would like to pursue, an article looking for volunteers will be put into the upcoming newsletter.

- d) **To consider updates and amendments that can be made to the Dalham Parish Council website:**

www.dalham.onesuffolk.net following the email circulated with suggestions from Cllr Fitch: All agreed that the proposal put forward by Cllr Fitch was excellent and the council was in favour of the suggestions made. The clerk is to meet with Cllr Fitch and Ward to provide some basic guidance on website administration and to start to amend the website as per the recommendations.

Aswell as the suggestions put forward by Cllr Fitch, it was agreed:

- All references to the council will become 'Dalham and Dunstall Green Parish Council'.
- Some text giving a brief history of Dunstall Green and its links to Dalham will be referenced – Cllr Wilkins-Smith agreed to submit the text.
- A parish map and boundaries will be included.
- A brief bio and photo will be included about the parish councillors.
- Quiet lanes will be located.

12. Planning Applications to be considered by the council –

DC/23/1404/TCA

Proposal - Trees in a conservation area notification - one Ash (144 on plan) fell; one Horse Chestnut (143 on plan) fell; four Elms (105, 124, 128, 129) fell; one Sycamore (125 on plan) fell; one Ash (107 on plan) remove upper crown to major unions at approximately 4 metres

Location – Dalham Hall, Church Lane, Dalham.

No objections were raised. All in favour to support this application.

DC/23/1371/TCA

Proposal - Trees in a conservation area notification - one columnar ornamental cherry tree – fell

Location – Street Farm, 1 Lidgate Road, Dalham

No objections were raised, All in favour to support this application.

- 13. To receive any items of correspondence not previously circulated** – It was noted that an email had been received from PROW regarding a proposed diversion of Denham FP10-T232. Delegated power was given to the clerk to respond to the consultation with the following response:

The parish council empathise with the applicants concerns for the safety and security of their property and see no reason why the footpath should not be diverted away from the horses. They have no objection to the diversion of the path between points A and F. However, objections have been raised regarding the exit point of F onto the road, and there are strong concerns regarding pedestrians on a narrow, unlit country road where cars are known to speed. The council would like to see the footpath be redirected from point F to E along the field margin that runs parallel to the road, with the original exit point at E remaining the same.

Formal approval for this comment will be retrospectively issued at the next meeting.

- 14. Items for discussion at the next meeting:**

- **20's Plenty**
- **Dunstall Green historic footpath update**
- **Verge maintenance**
- **Newsletter**
- **Dog Bin**

- 15. Dates of next meeting:**

a) Next meeting – Wednesday 8th November 2023, 7.45pm Dalham Village Hall.

- 16. There being no further business to discuss, the meeting closed at 9.22pm**

Signed (Chairman) Dated