

**DALHAM and DUNSTALL GREEN PARISH COUNCIL****Minutes of the meeting of the Parish Council held on Wednesday 8<sup>th</sup> November 2023**

**Councillors present:** John Riddell (Chair), Isobel Aylott, Ian Petchey, Francine Wilkins-Smith and Ann Ward

**Also present:** Antonia King (clerk).

1. **Chairman's welcome and opening statement** – The Chair opened the meeting at 7.45pm
2. **To receive Apologies of Absence** – Cllr Fitch and Cllr Corby both submitted their apologies with reasons, which were duly accepted. Also noted was the apologies sent from District Councillor Chester. County Councillor Drummond was not 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 13<sup>th</sup> September 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: [District Council report Dalham 8.11.23.pdf](#)
  - b) County Councillor, Andy Drummond (not present). For a copy of the report go to: [CC September 2023 Monthly Town & Parish Newsletter.pdf](#)
7. **Police Matters** – It was noted that a review of the working model within Suffolk Police is being undertaken and will result in a change in community policing with community police officers will now be allocated designated areas. The council requested that they be notified of the specific contact for reference. The clerk is to action and report back at the January meeting.
8. **Matters arising from Minutes of the last meeting that are not an agenda item:**
  - a) To note the newsletter has been distributed – this was duly noted.
  - b) To note the clerk had spoken K. Hutchinson regarding the section of verge that had been missed, and he agreed to completing the cut – this was duly noted. Also refer to Item 10b.
  - c) To note the clerk had spoken with the insurers regarding the amended LTA cost – it was noted that the additional costs will not be altered.
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 - £242.15 for November
    - Clerk salary - £242.15 for December
    - Clerk salary uplift - £121.31
    - CAS Website hosting fee - £60.00

Dalham Parish Council – 08.11.2023

To be signed by the Chair at the meeting on 17<sup>th</sup> January 2024

- ICO - £35.00
- Clear Council - £410.34

It was noted that the LGA pay claim 23/24 pay offer had been accepted and the clerks salary was adjusted to reflect this.

The Clear Council invoice was retrospectively approved (refer to 276/9a) following the communication between the clerk and Clear Insurance querying the increased cost of the LTA.

Cllrs Petchey, Aylott 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.

**DALHAM PARISH COUNCIL**

**BANK RECONCILIATION AS AT 30 September 2023**

**Treasurers Account**

**Payments made 01/09/23 –  
30/09/23:**

12.09.23	K. Hutchinson	Verge cutting	£344.40	276/9a
12.09.23	West Suffolk	Election expenses	£81.91	276/9a
<b>September total payments</b>			<b>£426.31</b>	

**Receipts received 01/09/23 – 30/09/23:**

<b>September total receipts</b>				

**Instant Savers Account**

Dalham Parish Council – 08.11.2023

To be signed by the Chair at the meeting on 17<sup>th</sup> January 2024

**Receipts received 01/09/23 – 30/09/23:**

11-Sep-23	Lloyds Bank	Interest	£4.23	
<b>September total receipts</b>			<b>£4.23</b>	

**Bank Reconciliation at 30/09/23:**

	<b>Treasurers Account</b>	<b>Instant Savers Account</b>
<b>Balance of accounts c/f:</b>	<b>£7,118.90</b>	<b>£4,525.89</b>
Payments in	£0.00	£4.23
Payments out	<b>£426.31</b>	<b>£0.00</b>
<b>Current balance:</b>	<b>£6,692.59</b>	<b>£4,536.55</b>

**DALHAM PARISH COUNCIL****BANK RECONCILIATION AS AT 31 October 2023****Treasurers Account****Payments made 01/10/23 – 31/10/23:**

03.10.23	ICO	Data Protection Fee	£35.00	276/9a
03.10.23	Clear Insurance	Insurance	£410.34	276/9a
03.10.23	Mrs A King	Clerk	£224.10	275/9a
<b>October total payments</b>			<b>£669.44</b>	

**Receipts received 01/10/23 – 31/10/23:**

Dalham Parish Council – 08.11.2023  
To be signed by the Chair at the meeting on 17<sup>th</sup> January 2024



**Receipts received 01/10/23 – 31/10/23:**

09-Oct-23	Lloyds Bank	Interest	£4.18	
<b>October total receipts</b>			<b>£4.18</b>	

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£6,692.59	£4,536.55
Payments in	£0.00	£4.18
Payments out	£669.44	£0.00
Current balance:	£6,023.15	£4,540.73

- Uncontrolled copy when printed  
Draft until signed

- f) **To consider the precept recommendation with the final figure to be authorised at the meeting to be held on January 2024** – The clerk presented the precept budget figures for 2024/2025 noting that other than some minor amendments the precept recommendation should remain the same at £7580.00. The council agreed with the recommendation for approval in January.
10. **To receive and consider matters relating to the following:**
- a) **To receive an update from District Cllr Chester regarding the addition of Dalham to the collection route for emptying of dog bins** – District Cllr Chester was absent from the meeting, it was agreed that the item would be carried forward to the January meeting. The clerk is to chase District Cllr Chester via email for any further information.
- b) **To discuss the feedback from villagers regarding verge maintenance and approve any additional cuts required this year and for the following year:** Cllr Riddell reported that there had been a mixed response to the reduction of verge cutting in the village. With several options under discussion, it was agreed that Cllr Ward would bring a proposal forward regarding all the options open to the village to the January meeting. It would include a map highlighting where the spring bulbs are planted, where pedestrian safety takes priority, etc. Cllr Ward will speak with Suffolk Wildlife Trust for their advice and the clerk will contact SCC to establish how many cuts they carry out, when they carry them out and where they cut. The clerk will also question their strategy for a carbon neutral 2030 and how they intend to achieve it.  
The clerk will also speak to Highways regarding the cutting of the verge opposite the windmill to establish if the cut could be narrowed. The current cut is too wide and is creating a layby causing some cars to park overnight, allowing access to fields for hare coursers, etc.  
It was agreed that the clerk would speak to Ken Hutchinson to action a further broad cut this autumn.
- c) **To receive an update from Cllr Corby regarding the handover of the administration of the village SID machine** – Due to Cllr Corby's absence, Cllr Ward updated that a meeting with the previous SID administrator had been orchestrated and the devices were now in place and operating. It was noted that the posts that hold the machines are wobbly and require attention and the batteries may need to be replaced soon as they are not running at full capacity. Currently Cllr Corby moves the machines to their locations and Cllr Ward collates the date.
- d) **To receive further information from Cllr Corby regarding the 20's Plenty campaign and to discuss if the countryside campaign could be supported and effective within Dalham and Dunstall Green** – Due to Cllr Corby's absence, it was agreed that this item would be carried forward to the January meeting.
- e) **To receive an update from the clerk regarding communications with Highways about improving the road markings and signage project and to note the approval for addition roundels in the road** – Following communications from Highways regarding their response to the requests made at the previous meeting held in September (278/11b) it was noted that all the requests had been approved with the exception of 'edge of carriageway' markings on the north side of Stores Hill junction and the reasons given were considered reasonable by the council.  
It was also noted that after the clerk had provided Highways with information on persistent speeding through the village, Highways will paint additional 30mph roundels on the road through the village.  
The construction estimate for these traffic calming improvements is £2,011.44.  
All in favour of accepting the proposal and costs, the clerk is to speak with Cllr Drummond to establish how much of his locality budget he will commit to the final cost, and confirm with Highways that the council is in favour of the scheme.
- f) **To consider the email received from SALC regarding the conference that will be taking place on 29<sup>th</sup> November in Ipswich and submit any questions that the Parish Council would like put to Milestone Infrastructure** – The council



considered that the prioritisation of potholes and timescales for replacement of broken signs should be questioned. The clerk is to action.

- g) **To follow up any progress made regarding volunteers for a Community Speed Watch group within Dalham** – It was omitted from the previous newsletter, and will be added to the upcoming newsletter.
- h) **To consider the amendments made to the Dalham and Dunstall Green Parish Council website: [www.dalham.onesuffolk.net](http://www.dalham.onesuffolk.net) and retrospectively approve the changes made. To discuss if any further changes need to be made** – All agreed that the amendments and new content was excellent and very user friendly. Discussions were had regarding aligning emails with the website and the clerk is to investigate costs for approval at the January meeting.
- i) **To receive an update from the clerk regarding the footbridge over the river and approve any work that can be carried out** – Following emails from both Public Rights of Way and Highways it has been established that there would be no objection to any work carried out on the footbridge. Volunteers would be sort to carry out the work in Spring when the weather conditions are more appropriate.
- j) **To receive an update from the clerk regarding the Discover Suffolk leaflets and discuss any changes that need to be made before it goes to print** – All amendments had been previously highlighted to clerk and passed on to Discover Suffolk. The leaflets are expected to be delivered before the end of the year. Cllr Aylott requested that more footpath roundels and permissive path roundels be supplied. Cllr Petchey confirmed he had permissive path roundels, the clerk is to action the footpath roundels.
- k) **To receive an update from Cllr Wilkins-Smith regarding the damaged footpath signs between Seven Elms and Jillings Farm Cottages and consider and authorise any repair/replacement work that may need carrying out** – Cllr Wilkins-Smith advised that the signs that had fallen had been righted and the overgrown vegetation had been cleared away. The council thanked Cllr Wilkins-Smith and her husband for the work that they have carried out and agreed that Dunstall Green required no further work.
- l) **To receive an update from Cllr Ward regarding any progress on the historic footpath up to Dunstall Green** – Cllr Ward reported that progress had been made, but she would need to review documents held in archives at Ipswich before anything more concrete could be reported. In the meantime, a request is to be made to residents regarding regular usage of the path over the past 20years.
- m) **To retrospectively approve the response made by the clerk to 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.

This was duly approved.
- n) **To discuss the email previously circulated regarding passenger transport network funding ideas that can be submitted to Suffolk On Board. [Suffolk on Board - News / Bus Service Improvement Plan+: Where should the](#)**

Dalham Parish Council – 08.11.2023

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money be spent? – The 312 that connects Dalham with Bury St Edmunds is not frequent enough to make it a user friendly route. Extra money invested in this route to make it hourly would make it a legitimate option for residents to use. The clerk is to submit this to the Suffolk on Board for consideration.

- o) **To note the update provided by West Suffolk Council regarding the waiting room at Bury St Edmunds Bus Station**  
– It was noted and the council were pleased to acknowledge that the full closure was no longer going ahead.

**11. Policies and Procedures:**

**To undertake the annual review of the Council policies and procedures that are published on the parish council website.**

- Standing Orders
- Media Policy
- General Privacy Policy
- Equality Diversity Policy
- Environmental Policy
- Data Security Breach Policy
- SAR Procedures
- SAR Policy
- Data Retention Policy
- Lawful Processing Policy
- Communication Policy
- Contact Privacy Notice
- Internet banking Policy
- Complaints Procedure
- Co Option Policy
- Protocol for Dealing with Correspondence
- Procedure for Handling Requests for Information
- Persistent and Vexatious Complaints and Correspondence Policy
- Filming and Recording at Meetings Policy
- Freedom of Information Publication Scheme
- Data Protection Policy

Some minor amendments were highlighted and the clerk is to action. On completion of the amendments all policies and procedures were approved for the year 2024, the next review will be November 2024.

- 12. Planning Applications to be considered by the council – None received.**
- 13. To receive any items of correspondence not previously circulated – None received.**
- 14. Items for discussion at the next meeting:**
- 20's Plenty
  - Dunstall Green historic footpath update
  - Verge maintenance
  - CPR training
  - Emergency Plan review
  - Volunteer projects for the year – to include litter picking, village maintenance, bridge cleaning/painting.
  - Dog Bin
  - Update from Dalham Estate on their woodland strategy

**15. Dates of next meeting:**

- a) Next meeting – Wednesday 17<sup>th</sup> January 2024, 7.45pm Dalham Village Hall.

**16. There being no further business to discuss, the meeting closed at 9.43pm**

Signed  (Chairman) Dated 17/1/2024