

DALHAM and DUNSTALL GREEN PARISH COUNCIL**Minutes of the meeting of the Parish Council held on Wednesday 17th January 2024**

Councillors present: John Riddell (Chair), 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** – Cllr Aylott and Cllr Wilkins-Smith both submitted their apologies with reasons, which were duly accepted.
- 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 08th November 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 gave a verbal summary of his report. For a copy of the report go to: [Dalham PC Jan 2024.pdf](#)
 - b) County Councillor, Andy Drummond gave a verbal summary of his report. For a copy of the report go to: [December 2023 Monthly Town Parish Newsletter.pdf](#)
- 7. Police Matters –**
 - To receive reports of interest to Dalham – following the circulation of the Police Commissioner Report requesting feedback on the precept proposal, the council agreed that the survey should be circulated to the village to allow individuals the chance to respond. The clerk is to email the village hall committee with this request.
 - To note the recent break-ins reported in Dalham – it was noted that 4 break-ins had occurred to outbuildings in Dalham pre-Christmas. The break-ins were reported to the police.
 - To receive an update from the clerk regarding the community police officer designated to Dalham – the clerk reported that the PCSO assigned to Dalham is PC Emma Harper, her contact details will be added to the website and circulate in the next village newsletter. PC Harper has been made aware of the upcoming meeting dates, and village website addresses have been shared with her. The clerk will request that she attends or submits a report for each PC meeting.
- 8. Matters arising from Minutes of the last meeting that are not an agenda item:**
 - To note no response was received from SALC regarding the conference that took place on November 29th with Milestone Infrastructure – this was duly noted.
 - To note the clerk has submitted the comments made by Dalham Parish Council to Suffolk on Board regarding extra investment monies – this was duly noted.
 - To note all policies and procedures have been updated and/or amended and are published on the parish council website – this was duly noted.

- To receive an update from the clerk regarding the Discover Suffolk leaflets – the clerk reported that the final draft was being prepared, but the original artwork had been lost. This is being recovered and it is hoped that the final draft will be with us for approval very soon.

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 January
- Clerk salary - £242.15 for February
- Ken Hutchinson - £457.20

Cllrs Petchey, 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.

- c) To consider and receive the Bank Reconciliations for period ending 30.11.23 and 31.12.23:** Cllr Fitch verified and signed the bank reconciliations against the bank statements.

DALHAM PARISH COUNCIL

BANK RECONCILIATION AS AT 30 November 2023

Treasurers Account

Payments made 01/11/23 – 30/11/23:

01.11.23	CAS/One Suffolk	Website	£60.00	281/9a
01.11.23	Mrs A King	Clerk	£224.81	281/9a
06.11.23	SALC	Audit	£202.80	281/9a
November total payments			£487.61	

Receipts received 01/11/23 – 30/11/23:

November total receipts				

Instant Savers Account

Receipts received 01/11/23 – 30/11/23:

09-Nov-23	Lloyds Bank	Interest	£5.01	
November total receipts			£5.01	

Bank Reconciliation at 30/11/23:

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£6,023.15	£4,540.73
Payments in	£0.00	£5.01
Payments out	£363.46	£0.00
Current balance:	£5,535.54	£4,545.74

DALHAM PARISH COUNCIL**BANK RECONCILIATION AS AT 31 December 2023****Treasurers Account****Payments made 01/12/23 – 31/12/23:**

06.12.23	Mrs A King	Clerk	£363.46	281/9a
December total payments			£363.46	

Receipts received 01/12/23 – 31/12/23:

December total receipts				

Instant Savers Account

Receipts received 01/12/23 – 31/12/23:

11-Dec-23	Lloyds Bank	Interest	£5.18	
December total receipts			£5.18	

Bank Reconciliation at 31/12/23:

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£5,535.54	£4,545.74
Payments in	£0.00	£5.18
Payments out	£363.46	£0.00
Current balance: -	£5,172.08	£4,550.92

d) To approve and sign the checklist of Internal Controls:

Cllr Fitch signed the checklist of internal controls as Internal Controller.

e) To receive Q3 budget review – The clerk reported that other than a couple of explained minor overspends, there was nothing of any concern. It was noted that the verge/hedge cutting budget had not been spent this year due to an experimental reduction in verge cutting and the fuel costs not rising as anticipated. The council accepted the review as a fair representation of the financial position of the council to date, with no queries raised.

f) To approve the precept final figure for Dalham and Dunstall Green Parish for 2024/2025 – It was agreed that the precept request would remain the same as last year at £7580.00. All in favour. The signed paperwork is to be submitted by the clerk before the deadline of 22nd January 2024.

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

a) To consider and review the small woodland creation project put forward by Dalham Estate and provide feedback where appropriate – after a discussion regarding location and impact, the parish council agreed there were no issues with the project and gave their support to the project.

b) To receive an update report from the appointed Dalham Estate Forestry Consultant regarding their woodland management strategy and long-term planning – whilst the council acknowledged receipt of the report from Nicholsons, they felt that there was a lack of detail. The council further requested more detail regarding progress in relation to the original planning application. They would like to know the number of trees that have been planted

Dalham Parish Council – 17.01.2024

So signed by the Chair at the meeting on March 13th 2024

so far, where they have been planted and what is left to do. The clerk is to revert back to Nicholsons with this feedback.

- c) **To receive an update from District Cllr Chester regarding the addition of Dalham to the collection route for emptying of dog bins:** Cllr Chester reported that the Waste team did not have the new routes in place for the upcoming year so were not in a position to know whether they have the capacity to add to their existing route. The council confirmed that they would be happy to fund the purchasing of a new bin and that they already had the residents consent for the preferred location. What the council felt was unacceptable was the suggestion from SCC that they should empty it too. Cllr Chester is to report back to the waste team and update at the next meeting.
- d) **To receive an update from Cllr Ward regarding the location of the spring bulbs throughout the village, and with this new information, further discuss verge cutting and pedestrian safety –** Cllr Ward reported that the location plan had not progressed as much as she had hoped, but now the spring bulbs are appearing a plan will be circulated ahead of the March meeting to allow a verge cutting schedule to be communicated to K.Hutchinson if necessary. Cllr Ward also highlighted the need for a full drain survey to be carried out by Highways. Local residents are now having to clear the drains themselves to allow surface road water to drain away. Recent flooding only emphasised the problem. Cllr Ward is to send details to the clerk of the areas that need attention, Cllr Drummond agreed to formally request an onsite meeting with Highways on behalf of Dalham. The clerk is to follow up and report back at the next meeting.
- e) **To receive an update from Cllr Corby regarding the handover of the administration of the village SID machine –** Cllr Corby reported that the software has now been successfully downloaded and is working. The signs are being moved once every 3 weeks to 5 different locations within the village. The data is been recorded and a full report on speeding throughout the village will be given at the next meeting. It was requested that a Dropbox be set up for the information to be stored in. Cllr Fitch is to liaise the clerk to action this.
- f) **To receive further information from Cllr Corby regarding the 20's Plenty campaign and to discuss if the countrywide campaign could be supported and effective within Dalham and Dunstall Green –** Cllr Corby presented his report to the council (see: [20s Plenty - Questions-Answers 17.01.24.pdf](#)) and it was agreed that a number of steps need to be taken before any firm decisions can be undertaken:
 - o Evidence (data gathered from the SID machine) must show that there is a need within the village.
 - o Discussions should be had with Higham who have already given their support to adopting the scheme.
 - o Discussions should be had with Moulton regarding their progress with the scheme.
 - o The village must be surveyed to garner their opinion.
 - o Any areas that are identified should be discussed with Matthew Fox in Highways for his advice as to their suitability for the scheme.

It was agreed that Cllr Corby would contact Higham and Moulton parish council and Cllr Drummond would contact the County Councillor who represents Higham to get further feedback from all angles. At this stage it was agreed that there would be no harm in registering an interest with the 20' Plenty campaign.
- g) **To receive an update from the clerk regarding communications with Highways about improving the road markings and signage project –** The clerk confirmed that the project had been handed over to the Operations team for scheduling. The construction order has been raised and works will be delivered within 14 weeks (of 15/12/23).
- h) **To discuss changing to a gov.uk domain and consider the associated ongoing costs for emails should it be approved –** The council agreed to change to a gov.uk domain with 8 mailboxes associated with it. The costs approved were: .gov.uk domain name - £138 with 2 year renewal and 8 x mailboxes - £192 with 1 year renewal. The preferred domain name would be: dalhampc.gov.uk. The clerk and Cllr Fitch are to contact One Suffolk to action.

- i) **To discuss and submit comments on the revised diversion proposal of Denham Public Footpath No 10 (Denham FP10-T232)** – The council confirmed their support of the revised diversion submitted. They were very pleased with the compromise proposed and explanations given.
- j) **To receive an update from Cllr Ward regarding any progress on the historic footpath up to Dunstall Green** – Cllr Ward reported that user evidence progress had been made. Residents that had lived in the village their whole life had been contacted to submit evidence that they had used the path. Whilst some had already submitted their forms, ideally Cllr Ward would like to have evidence from 20 separate individuals. Cllr War also reported that she had been in contact with the Ramblers Association who have experience of these type of claims. The next step will be to contact residents via the village hall community email, via a leaflet drop and potentially through Facebook dependant on privacy restrictions, etc.
- k) **To review the current Emergency Plan and approve any updates and changes needed** – All changes were approved, the clerk is to make the changes and finalise the plan. It will then be circulated to all on the Emergency Plan working group for their reference. Changes made included – parish boundary following the changes made after the boundary review to Dunstall Green, update on members within the working group, updates on how the plan will be triggered and a change to the annual review month.
- l) **To approve costs to run a CPR training course for Dalham and Dunstall Green residents** – The cost to run a 2-hr session for up to 50 people to attend would be £250.00. The council approved the cost and the clerk is to action. Once the date had been agreed an email will be circulated to the village to advise that a space must be booked if they wish to attend.

11. Volunteer projects for the year – to discuss and approve any ideas submitted – the following ideas were submitted for attention this year:

- Annual litter pick – Cllr Aylott was nominated to organise this event.
 - Bridge cleaning.
 - Footpath management – highlighting areas that are overgrown or require repair.
 - Create a ramp on the footbridge to improve access for older residents – Cllr Petchey to action in the spring.
- The clerk will email the resident that made the request to let them know of timescales.

This item will be revisited at the next meeting.

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

13. To receive any items of correspondence not previously circulated – Correspondence regarding funding for phase two of Plug In Suffolk had been received. It was agreed that this should be forwarded to the village hall committee for their interest.

Also received was a request for help with Library Service Consultation response. All were in favour for the correspondence to be circulated via the village email as a notice from the parish council.

14. Items for discussion at the next meeting:

- **Update on speeding within the village**
- **Update on feedback from Higham and Moulton 20's Plenty campaign**
- **Update from Dalham Estate on their woodland strategy**
- **Verge cutting and spring bulb location**
- **Domain name change**
- **Historic footpath**
- **Volunteer projects**

15. Dates of next meeting:

- a) Next meeting – Wednesday March 13th 2024, 7.45pm Dalham Village Hall.
- b) Future meeting dates 2024/2025:
 - May 8th (AGM and APM) 2024
 - July 10th 2024
 - September 11th 2024
 - November 13th 2024
 - January 8th 2025
 - March 12th 2025

16. There being no further business to discuss, the meeting closed at 9.52pm

Signed (Chair) Dated