

**DALHAM and DUNSTALL GREEN PARISH COUNCIL****Minutes of the meeting of the Parish Council held on Wednesday 13<sup>th</sup> March 2024**

**Councillors present: John Riddell (Chair), Isobel Aylott, Mark Corby, David Fitch, Ann Ward and Francine Wilkins-Smith.**  
**Also present: Antonia King (clerk) 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 Petchey submitted his apologies with reasons, which were duly accepted.
- 3. To receive Declarations of Pecuniary and local Non-Pecuniary Interests** – Cllr Riddell declared an interest in all matters relating to item 12 on the agenda.
- 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 17/01/2024 and 07/02/2024 (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 gave a verbal summary of his report. For a copy of the report go to: [Dalham-March-2024.pdf \(dalhamparishcouncil.gov.uk\)](https://dalhamparishcouncil.gov.uk/Dalham-March-2024.pdf)
  - b) County Councillor, Andy Drummond gave a verbal summary of his report. For a copy of the report go to: [February-2024-Monthly-Town-Parish-Newsletter.pdf \(dalhamparishcouncil.gov.uk\)](https://dalhamparishcouncil.gov.uk/February-2024-Monthly-Town-Parish-Newsletter.pdf)
- 7. Police Matters –**
  - To receive reports of interest to Dalham – the metal crash barriers at the junction of Dunstall Green Road and Denham Hill have been forcibly removed. The vandalism occurred on Saturday night, and has been reported to Highways who have since erected temporary fencing around the barriers. The clerk agreed to report the incident to the community police officer.
  - To receive an update from the community police officer designated to Dalham – none received. The clerk was requested to get a further update on the progress with the break-ins over Christmas.
- 8. Matters arising from Minutes of the last meeting that are not an agenda item -**
  - To receive an update from the clerk regarding the Discover Suffolk leaflets – the clerk reported that the leaflets will be ready by the end of March.
  - To note the precept paperwork was submitted before the January 22<sup>nd</sup> deadline – this was duly noted.
  - To note the new domain and associated emails are now live – this was duly noted.
  - To note the emergency plan had been updated and circulated – this was duly noted, the clerk is to update the members with the new email address.
  - To note the new meeting dates are on the parish council website – 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 - £242.15 for March
    - Clerk salary - £242.15 for April
    - Mrs A King - £59.99 for annual Microsoft 365 subscription

- Mrs A King for purchase of round footpath markers
- CAS IT Services for the Domain change work

Cllrs Aylott, 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.

The clerk advised that a VAT claim for the year had been submitted to HMRC for £372.88

- c) To consider and receive the Bank Reconciliations for period ending 31.01.24 and 29.02.24:** Cllr Fitch verified and signed the bank reconciliations against the bank statements.

**DALHAM PARISH COUNCIL**

**BANK RECONCILIATION AS AT 31 January 2024**

**Treasurers Account**

**Payments made 01/01/24 – 31/01/24:**

02.01.24	Mrs A King	Salary	£242.15	281/9a
12.01.24	K Hutchinson	Verges	£457.20	290/9a
30.01.24	Mrs A King	Salary	£242.15	290/9a
<b>January total payments</b>			<b>£941.50</b>	

**Receipts received 01/01/24 – 31/01/24:**

<b>January total receipts</b>				

**Instant Savers Account**

**Receipts received 01/01/24 – 31/01/24:**

09.01.24	Lloyds	Interest	£4.70	
<b>January total receipts</b>			<b>£4.70</b>	

**Bank Reconciliation at 31/01/24:**

Dalham Parish Council – 13.03.2024  
So signed by the Chair at the meeting on May 08<sup>th</sup> 2024

	<b>Treasurers Account</b>	<b>Instant Savers Account</b>
<b>Balance of accounts c/f:</b>	<b>£5,172.08</b>	<b>£4,550.92</b>
Payments in	£0.00	£4.70
Payments out	<b>£941.50</b>	<b>£0.00</b>
<b>Current balance:</b>	<b>£4,230.58</b>	<b>£4,555.62</b>

**DALHAM PARISH COUNCIL****BANK RECONCILIATION AS AT 29 February  
2024****Treasurers Account****Payments made 01/2/24 – 29/02/24:**

26.02.24	CAS IT services	Website	£354.00	
28.02.24	Mrs A King	Salary	£242.15	290/9a
29.02.24	Mrs A King	Signs	£28.85	
	Mrs A King	Microsoft 365	£59.99	
<b>February total payments</b>			<b>£684.99</b>	

**Receipts received 01/2/24 – 29/02/24:**

<b>February total receipts</b>				

**Instant Savers Account****Receipts received 01/2/24 – 29/02/24:**

			£5.03	
<b>February total receipts</b>			<b>£5.03</b>	

**Bank Reconciliation at 29/02/24:**

	<b>Treasurers Account</b>	<b>Instant Savers Account</b>
<b>Balance of accounts c/f:</b>	<b>£4,230.58</b>	<b>£4,555.62</b>
Payments in	£0.00	£5.03
Payments out	<b>£684.99</b>	<b>£0.00</b>
<b>Current balance:</b>	<b>£3,545.59</b>	<b>£4,560.65</b>

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

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

**e) To formally appoint Mrs A King as the RFO for the year 2024/25:** All in favour.**f) To approve the recommendation from the clerk to appoint SALC as the internal auditor for the 2023/2024 audit:**  
All in favour.**g) To approve and sign the updated fixed asset register for the year ending 2023/24:** With the addition of shovels noted, the fixed asset register was approved and signed as an accurate representation.  
Cllr Aylott agreed to undertake an inspection of all council assets and report back at the next meeting.**h) To review and approve the financial risk assessment for 2023/2024:** An addition to the assessment regarding cyber security was discussed and approved. The clerk is to update the risk assessment accordingly.**i) To review and approve the financial regulations:** The revised thresholds were duly noted and the Financial Regulations were approved. Next review is March 2025.**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:** Cllr Chester reported that the Waste team were still reviewing the rounds and remained firm regarding their lack of capacity to add to their existing route. The waste team also commented that they did not have a statutory responsibility to collect dog waste.

Cllr Chester is to continue pushing the waste team on this matter.

The council further discussed the current situation which involves 2 volunteers emptying the village bin of dog waste. It was agreed that this is potentially a biosafety hazard for the volunteers, it was resolved that the bin would be removed with immediate effect and walkers would need to find an alternative disposal means.

**b) To receive further information from Cllr Corby regarding the 20's Plenty campaign following input from Moulton regarding their progress to date and Highways:** Cllr Corby advised that he had not yet met with Moulton to discuss their progress. It was agreed that this item would be deferred to the May meeting to allow for the meeting to take place.

- c) **To receive an update on speeding figures throughout the village:** Cllr Ward referred to her summary report that she had previously circulated to councillors regarding the data that had been collected from the SID machine between 07/11/23 and 05/03/24.

								Max. speed	
Location	Direction of traffic	From	To	Number of days	Total no. of vehicles	85% Speed	Average speed	Speed	Date
Village Hall	Northbound	07/11/23	29/11/23	22	10,611	31.3	20.63	65	27/11/23
Old Chapel	Northbound	15/01/24	06/02/24	22	11,883	33.2	25.64	60	28/01/24
Gazeley Road	Southbound	07/02/24	05/03/24	27	8,179	32.9	20.78	50	08/02/24

It was noted that whilst there did not appear to be a general speeding problem within the village there were a few very dangerous drivers.

Discussions were had regarding installing physical impediments as deterrents, but it was decided that further information regarding southbound traffic speeds needs to be gathered. Ultimately a pattern of activity needs to be established to take into consideration time of day offences occur, repeat offenders, etc.

The council approved the acquisition of 2 new brackets for the SID machine posts. Cllr Ward is to supply the relevant information to the clerk for ordering purposes.

- d) **To receive an update regarding the verge and ditch maintenance following on site meetings with Highways and representatives from Dalham Estate:** the clerk reported that the meeting had been very positive with representatives from Dalham Estate agreeing to the works that need to be carried out. However, the increased waterflow that the cleared ditches will create means that the ditch at the bottom of the hill located beside Maltings Barn, Makins Barn and Barrow Hill House also needs to be cleared. Ownership of this ditch has yet to be established, Highways Records Team are currently being chased to confirm if it is their responsibility.
- e) **To consider the cost and installation of verge markers beside the river alongside B1085, Lidgate Road where it is prone to flooding following advise from Highways:** the council voted against this proposal in light of the riverbank erosion.
- f) **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:** With reference to the report that Cllr Ward had submitted following a visual survey of the road verges in Dalham Cllr Ward proposed that the centre of the village which receives the heaviest footfall (Coppers to Malt Kiln), a regular wide cut would be carried out 4x per year. On the outskirts of the village where the verges are much wider, a safety strip for pedestrians would be cut, but the remainder of the verge would be left to grow wild.  
The council voted as a majority to approve this recommendation, with one councillor objecting. The clerk is to liaise with K. Hutchinson for verges to be cut mid May, July, Sept and November.
- g) **To discuss and authorise investigation into the ownership of Brookside following concerns from residents regarding the maintenance of the track and the trees:** Cllr Aylott circulated a report (that can not be published due to data protection) that showed research dating back 1966 regarding ownership investigations. As it stands, unless new information and records come to light ownership of Brookside track and trees cannot be established. Professional advise given to the council has been that Brookside Residents should take ownership in order to resolve any concerns.

**h) To discuss the changes made following swap to a gov.uk domain, and identify and resolve any problems that may have arisen as a result:** the clerk reported that all the relevant contacts to the council had been advised of the new email and the new website address had been circulated. No councillors had identified any problems with the change over. The council thanked Cllr Fitch for his involvement in the changeover.

**i) To discuss access to OneDrive, Shared files, access to view files and to consider a working document the can be shared via invite for input and comment when needed:** It was agreed that it would be very useful for councillors to be able to view files when researching projects. Councillors would only be able to view the files, not edit them. The clerk is to set up a shared drive for working files that will be view only accessed by councillors. Each councillor will have their own folder to work from which the clerk will have access to. A new policy will need to be drawn up to reflect this new procedure.

**j) To receive an update from Cllr Ward regarding any progress on the historic footpath up to Dunstall Green:** Cllr Ward advised that she was still in the process of gathering evidence and this item was deferred to the May meeting.

**11. Volunteer projects for the year:**

**a) To further discuss plans for a volunteer spring litter pick and agree to a suitable date:** all agreed to the weekend of March 23<sup>rd</sup>, as with previous years a village email would be circulated for volunteers. Cllr Ayott to action.

**b) To discuss and approve any additional ideas submitted:** none submitted.

**12. Planning Applications to be considered by the council:**

**a) DC/24/0303/TCA:**

**PROPOSAL** Trees in a conservation area notification - two Lawson cypress (T1 and T2 on plan) reduce height by three meters

**LOCATION** The Old Manor The Street Dalham Suffolk

No objections, approval given.

**b) DC/24/0304/TCA:**

**PROPOSAL** Trees in a conservation area notification - one Hazel (T1 on plan) coppice at 50 centimetres from ground level; one Birch (T2 on plan) crown raise to 2 metres from ground

level and prune in lower canopy to narrow the crown width; remove any crossing branches and formatively prune as required; three Whitebeam (T3, T4, and T5 on plan) crown raise to 2 metres from ground level and narrow the crown width; remove any crossing branches and formatively prune as required, remove co-dominant stem if present; one Quince (T6 on plan) thin crown by 20%, lift to 2 metres from ground level and formatively prune as required; one Sweet Chestnut (T7 on plan) raise crown to 2 metres from ground level; one Mulberry (T8 on plan) raise crown to 2 metres from ground level

**LOCATION** Chapelfield Barn 28 The Street Dalham Suffolk

No objections, approval given.

**c) DC/24/305/TPO:**

**PROPOSAL** TPO 363(1974) tree preservation order - one Yew (T1 on plan, within area G2 on order) reduce height by one and a half metres, reduce lateral growth on northern aspect by 80 centimetres; one Horse chestnut (T2 on plan, within area G2 on order) crown raise by four metres above ground level; one Horse chestnut (T3 on plan, within area G2 on order) crown raise by four metres above ground level, installation of non-invasive single bracing at nine metres from ground level connecting the main stem to the western upright scaffold limb

**LOCATION** 27 The Street Dalham Suffolk

No objections, approval given.

13. **To receive any items of correspondence not previously circulated:** following an email received from West Suffolk regarding Dalham Parish changing its name to include Dunstall Green, the council delegated power to the clerk to advise that they do not wish to follow this up. This action will be retrospectively approved at the May meeting. Cllr Fitch tendered his resignation and this was duly accepted by the Chair with immediate effect. All on the council thanked Cllr Fitch for his commitment and time over the years.
14. **Items for discussion at the next meeting:** none raised
15. **Dates of next meeting:**
  - a) Next meeting – Wednesday May 8<sup>th</sup> 2024, 7.45pm Dalham Village Hall.
16. **There being no further business to discuss, the meeting closed at 9.50pm**

Signed ..... (Chair) Dated .....