

DALHAM and DUNSTALL GREEN PARISH COUNCIL**Minutes of the Annual General Meeting of the Parish Council held on Wednesday 14th May 2025**

Councillors present: John Riddell (Chair), Isobel Aylott, Mark Corby, Ian Petchey, Ann Ward and Francine Wilkins-Smith.
Also present: Antonia King (clerk), County Councillor Drummond and District Councillor Chester.

- 1. Election of Chair including signing of the Declaration of Acceptance of Office for the position** – Cllr Riddell was nominated and elected to the position of Chair. All in favour. The Declaration of Acceptance of Office was made and signed before the clerk in her capacity as the proper officer
- 2. To receive Apologies of Absence** – None received, all 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** – No members of the public were 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 12/03/2025, 09/04/2025 and 23/04/2025 -**
 - a) Approval was given by all present, the Chair signed the paper copy of the minutes for the meetings held on 12/03/2025, 09/04/2025 and 23/04/2025.
- 6. Reports for information –**
 - a) District Councillor, Mike Chester present. For a copy of his report go to: [Dalham APM-AGM May 2025.pdf](#)
 - b) County Councillor, Andy Drummond was not present. For a copy of the report go to: [April 2025 Monthly Town Parish Newsletter.pdf](#)
- 7. Police Matters –**
 - To receive reports of interest to Dalham – None received.
 - To receive any reports from the community police team – None received.
- 8. Matters arising from Minutes of the last meeting that are not an agenda item -**
 - To note the installation of the new bench – it was noted and appreciated the bench had been installed in April. All involved were thanked for their time and effort.
- 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 - £253.07 for May
 - Clerk salary - £253.07 for June
 - SALC membership fees – £146.62
 - Lloyds bank account charges x 4 - £4.25 for Jan, Feb, March, April
 - b) To note the accounts paid since the last meeting:**
 All accounts paid had been previously authorised with the approval minute noted.
 - c) To discuss the new monthly charges imposed by Lloyds Bank:** Whilst the charges were not welcomed it was agreed that the council would continue using Lloyds Bank services.
 - d) To consider and receive the Bank Reconciliations for period ending 31.03.25 (year end) and 30.04.25:** Cllr Corby verified and signed the bank reconciliations against the bank statements.

Sosigned by the Chair at the meeting on July 9th 2025

DALHAM PARISH COUNCIL**BANK RECONCILIATION AS AT 31 March 2025****Treasurers Account****Payments made 01/03/25 – 31/03/25:**

18.03.25	Lloyds Bank	Charges	£4.25	9a/350
31.03.25	Mrs A King	Salary	£253.07	9a/340

March total payments	£257.32	
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Receipts received 01/03/25 – 31/03/25:

05.03.25	HMRC	VAT refund	£809.66	
24.03.25	West Suffolk Council	Locality budget	£775.00	
March total receipts			£1,584.66	

Instant Savers Account**Receipts received 01/03/25 – 31/03/25:**

09.03.25	Lloyds	Interest	£3.54	
March total receipts			£3.54	

Year End Bank Reconciliation at 31/03/25:

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£1,573.64	£4,613.09
Payments in	£1,584.66	£3.54
Payments out	£257.32	£0.00
Current balance:	£2,900.98	£4,616.63

Signed by the Chair at the meeting on July 9th 2025

DALHAM PARISH COUNCIL
BANK RECONCILIATION AS AT 30 April 2025

Treasurers Account

Payments made 01/04/25-30/04/25:

22.04.25	Lloyds Bank	Charges	£4.25	9a/350
23.04.25	Mr I. Petchey	Expenses	£22.50	9a/340
30.04.25	Mrs A King	Salary	£253.07	9a/340
April total payments			£279.82	

Receipts received 01/04/25-30/04/25:

28.04.25	West Suffolk Council	Precept	£7871.00	
April total receipts			£7871.00	

Instant Savers Account

Receipts received 01/04/25-30/04/25:

09.04.25	Lloyds		£3.79	
April total receipts			£3.79	

Bank Reconciliation at 30/04/25

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£2,900.98	£4,616.63
Payments in	£7871.00	£3.79
Payments out	£279.82	£0.00
Current balance:	£10492.16	£4,620.42

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e) To approve and sign the checklist of Internal Controls checklist, report and statement:

Cllr Corby, as the Internal Control Officer duly signed the internal control checklist and report for the upcoming year. Cllr Riddell and Mrs King signed and approved the Internal Control statement for the upcoming year.

f) To receive and approve the year end accounts for 2024/2025: the clerk advised the year end statement recorded the receipts as £9215.60 and the payments as £9730.00. Total in the bank was £7517.61. The statement was approved as a fair representation of the financial position of the council and signed by the Chair and Responsible Finance Officer.

g) To note the budget to actual position for year ending 31.03.2025 including variances – this was duly noted and no queries were raised.

h) To consider and approve the Certificate of exemption for external audit – as the gross income or expenditure does not exceed £25000 it was agreed that Dalham and Dunstall Green Parish Council met the requirements to certify themselves exempt from limited assurance review under Section 9 of the Local Audit Regulations 2015 and the Certificate of Exemption was approved and signed by the Chair and Responsible Finance Officer.

i) To consider and approve the Annual Governance Statement 2024/25 – it was acknowledged that there was a sound system of internal controls, including arrangements for the preparation of the Accounting Statements. The Annual Governance Statement was approved and signed by the Chair and Clerk.

j) To consider and approve the Accounting Statement 2024/25 – the RFO presented the signed accounting statement to the council who approved it as a fair representation of the financial position of the authority. It was then signed by the Chair.

k) To note the date set for exercise of public rights – the dates set as the period for the exercise of public rights were Monday June 3rd 2025 – Monday 14th July 2025. This was duly noted and Cllr Riddell is to display the rights on the village noticeboards. The clerk will post on the council website.

l) To reconfirm acceptance of BACS (Bank Transfer) for the settlement of invoices/requests for payment, (provided that such payments are authorised by two bank signatories, the evidence of such authorisation is retained, and payments are reported to council) as the preferred method of payment – duly approved for the year.

m) To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2025-26 – the following list of regular payments presented to the council, it was duly approved.

2025/2026 Regular payments:

Frequency of expenditure incurred	Payment Method	Beneficiary	Summary of the purpose of the expenditure	Amount excl. VAT
Monthly	BACS	Clerk	Salary	£253.07
Annual	BACS	SALC	Annual subscription	£146.62
Annual	BACS	ICO	Data protection fee	£35.00
Annual	BACS	Business services at CAS	Insurance	£264.00
Annual	BACS	One Suffolk	Website hosting	£60.00
Quarterly	BACS	K Hutchinson & Son	Verge Cutting	Estimate: £500.00

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Annual	BACS	Dalham Village Hall	Hire	£200.00
Annual	BACS	Dalham Village Hall	Donation	£300.00
Annual	BACS	Dalham Church Wardens	Donation	£500.00
Annual	BACS	SALC	Internal Audit	£170.00
Annual	BACS	Microsoft 365	Annual subscription	£71.00
Annual	BACS	One Suffolk	Mailboxes	£216.00
Annual	BACS	Lloyds	Account fees	£4.25

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

a) To discuss access to OneDrive, Shared files, access to view files and to consider any further access or folders if required:

Cllr Aylott reported that she intends to have a meeting in June with Mr Fitch and will update further at the next meeting.

b) To discuss the email received from the Village Recorder and to establish how the Parish Council will be able to assist: it was agreed that the clerk would contact the Village Recorder and advise of the Parish Council website where all the minutes and agendas can be accessed.

c) To receive an update from Highways regarding the concerns raised at the meeting held on April 9th and to confirm that Cllr Drummond will cover the cost of a speed survey on Lidgate Road: following concerns raised at the April meeting regarding the HGV's coming through the village, Highways provided the following advice:

With regard to HGV movements, there are two main approaches to this – both subject to funding and permission from our Safety and Speed Team and our Asset Team:

- 1. Consider a 7.5t weight restriction on the areas in question. This would be a fully enforceable Traffic Regulation Order prohibiting any vehicle above 7.5t entering the village (there would be an exception for loading, access and agricultural traffic etc).*

It is more likely that this would be accepted on the road passing the Malt Kiln towards Gazeley than the main road through the village – as despite the narrowness of Stores Hill and the tight bend at the bridge, this is still a “B” road and classed as a secondary distributor road.

However, as the alternative “B” road would be the B1063 (from Newmarket, through Cheveley and Ashley and meeting the B1085 on the Lidgate side of Dalham), the disruption and diversion of this would be relatively minor. We would of course need the permission of Cambs Highways and consult with the villages above.

As with any Traffic Regulation Order, this is a very lengthy process and a costly one – and the funds would need to be identified before we could start the process. It is tricky to estimate this as each location is different, but I would expect this to cost no less than £8000.

- 2. The second approach is far cheaper and easier to implement (although would still require permission from Suffolk Highways Safety and Speed/Asset Teams).*

This is to consider some additional advisory signs across the areas in question – “Unsuitable for HGV’s”. I’ve attached examples of these above (there are other versions available that give similar information). These are typically

installed at the start of narrow sections of rural roads, those with multiple tight bends, those with buildings/structures in close proximity to the carriageway or areas with pinch-points.

While these are non-enforceable signs, they have proven to reduce the amount of “through-traffic” in certain areas.

There would still be the issue of the main route being a “B” road – so the location of the signs here may not be particularly straight forward – particularly on the Stores Hill side. However, the road past the Malt Kiln towards Gazeley would be relatively simple (one sign at the bridge, another at the junction on the other end of the road). A pair of these signs would cost around £800 installed if approved.

It was agreed that due to cost restrictions the only option available to the council would be advisory signs. Although it was acknowledged that the location of signs for Stores Hill would be complicated, the council were keen to establish if this would be possible as Stores Hill was the main problem. Councillor Drummond generously committed £500 from his locality budget towards the cost of the advisory signs.

Both Cllr Drummond and Chester advised that if the lorries were travelling to a particular site (for example Highpoint Prison development) there would be a major infrastructure route in place for these HGV's. If the lorries were not adhering to that route, enforcements could be applied to stop them using Dalham.

To establish if the HGV's were not using the authorised route, photographic evidence of their numberplates would need to be recorded. It was agreed that this request would be circulated to Dalham residents on the village email. Cllr Drummond also agreed to ascertain if Dalham was on any major infrastructure route.

Cllr Drummond confirmed that he would fund a speed survey along Lidgate Road to determine the speed of cars approaching the village. The clerk is to organise with Highways.

- d) **To discuss the River Kennet project, the email received from RCLP (previously circulated) and the next step forward for this project:** following a very supportive and encouraging email from the chair of trustees at the River Lark Catchment Partnership it was agreed that the clerk would organise for them to come to Dalham to have a look at the proposals that have drawn up. It was agreed that Cllr Petchey would lead the project with Cllr Aylott and Wilkins-Smith as support.
- e) **To note the response from West Suffolk planning regarding fencing and enclosure restrictions for listed buildings:** the following response was received from planning regarding restrictions that are in place for listed buildings, with attention drawn to point A.1 (d).

PART 2
Minor operations

Class A – gates, fences, walls etc

Permitted development

A. The erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure.

Development not permitted

A.1 Development is not permitted by Class A if—

- (a) the height of any gate, fence, wall or means of enclosure erected or constructed adjacent to a highway used by vehicular traffic would, after the carrying out of the development, exceed—
 - (i) for a school, 2 metres above ground level, provided that any part of the gate, fence, wall or means of enclosure which is more than 1 metre above ground level does not create an obstruction to the view of persons using the highway as to be likely to cause danger to such persons;
 - (ii) in any other case, 1 metre above ground level;
- (b) the height of any other gate, fence, wall or means of enclosure erected or constructed would exceed 2 metres above ground level;
- (c) the height of any gate, fence, wall or other means of enclosure maintained, improved or altered would, as a result of the development, exceed its former height or the height referred to in paragraph (a) or (b) as the height appropriate to it if erected or constructed, whichever is the greater; or
- (d) it would involve development within the curtilage of, or to a gate, fence, wall or other means of enclosure surrounding, a listed building.

Sosigned by the Chair at the meeting on July 9th 2025

- 11. Planning Applications to be considered by the council:** none received.
- 12. To receive any items of correspondence not previously circulated:** none received.
- 13. Items for discussion at the next meeting:**
- Welcome pack for new residents to the village
 - River Kennett project update
 - 20's Plenty leaflet draft
 - HGV routes update
 - Community Speedwatch update
- 14. Dates of next meeting:**
- a) Next meeting** – Wednesday July 9th 2025, 7.45pm Dalham Village Hall.
- 15. There being no further business to discuss, the meeting closed at 9.26pm**

Signed (Chair) Dated