

## Dalham Parish Council

Parish Clerk: Antonia King

Cocks Head House, Wickhambrook Road, Hargrave, Suffolk, IP29 5JB

Email: [dalhamparishcouncil@yahoo.co.uk](mailto:dalhamparishcouncil@yahoo.co.uk)

Website: <http://dalham.onesuffolk.net/>

**The Parish Councillors of DALHAM PARISH COUNCIL are summoned to attend the annual meeting of the Parish Council meeting on Wednesday 10<sup>th</sup> May 2023 commencing at 8.15pm in Dalham Village Hall. Members of the public are welcome to join the meeting and can speak during the public forum, thereafter, the public are welcome to stay and observe the meeting but may not address the council.**

### AGENDA

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| 1.  | Election of Chair including signing of the Declaration of Acceptance of Office for the position.   |
| 2.  | Election of Vice-Chair (if considered necessary) incl. signing of the Declaration of Acceptance of Office for the position.  |
| 3.  | Apologies –<br>To receive and accept apologies and reason for absence.   |
| 4.  | Declarations of pecuniary and local non-pecuniary interests.   |
| 5.  | PUBLIC FORUM – <ul style="list-style-type: none"><li>To receive questions and matters of concern from members of the public in attendance on the agenda.</li><li>To receive comments or questions relating to Dalham in general.</li></ul>   |
| 6.  | To receive and approve the minutes of the last meeting held on 16.03.2023.<br><i>(Paper copies to be signed off by the Chairman for the file)</i>  |
| 7.  | REPORTS FOR INFORMATION – <ul style="list-style-type: none"><li>Report from County Councillor</li><li>Report from District Councillor</li></ul>  |
| 8.  | Police Matters –<br>To receive reports of interest to Dalham.  |
| 9.  | Matters arising from Minutes of the meeting –<br>This covers any updates of actions agreed at the last meeting which are not an agenda item. <ul style="list-style-type: none"><li>Confirmation that the clerk has added signs and shovels to the fixed asset register.</li></ul>  |
| 10. | To receive and consider all financial matters coming forth from the RFO – <ol style="list-style-type: none"><li>To approve items for payment – future and retrospective.</li><li>To note the accounts paid since the last meeting.</li><li>To consider and receive the Bank Reconciliations for period ending 31.03.23 and 30.04.23.</li><li>To approve and sign the internal controls checklist and statement.</li><li>To receive and approve the year end accounts for 2022/2023.</li><li>To note the budget to actual position for year ending 31.03.2023 including variances</li><li>To consider and approve the Certificate of exemption for external audit</li><li>To consider and approve the Annual Governance Statement 2022/23</li><li>To consider and approve the Accounting Statement 2022/23</li><li>To note the date set for exercise of public rights</li><li>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.</li></ol> |

*Antonia King*

Antonia King, Proper Officer to the Council.

02.05.2023

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|     | l) 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 2023-24.   |
| 11. | To receive and consider matters relating to the following:<br>a) To consider nominations for co-option to the parish council to fill 2 casual vacancies<br>b) Speed and Safety: To discuss the finds of the ANPR project and consider options to reduce speeding in the village.<br>c) To discuss the email received from Highways regarding improving the road markings and signage (to include a no parking sign), and approve the costs for this work to be carried out.<br>d) To discuss access issues caused by the steps on the footbridge over the river and to consider any options that may alleviate the issue some residents have as a result.<br>e) To discuss the broken branches on trees in Brookside, and consider who is responsible for them, and if responsibility cannot be established what the options available are.<br>f) To receive an update regarding the email received from JPM Tree services referencing a Horse Chestnut located outside the Affleck Arms.<br>g) To discuss ongoing village projects; to include an update on the Malt Kiln, Ice sign, and Footpath QR signs work.<br>h) To receive an update from Cllr Ward regarding the old path linking Dunstall Green to Denham Road.<br>i) To note the Parish Clerk is appointed as the Council's Responsible Finance Officer for the Council as part of her contract of employment.<br>j) To discuss the draft newsletter previously circulated by Cllr Riddell and approve the final draft. |
| 12. | Planning Applications to be considered by the council – None recieved  |
| 13. | To receive any items of correspondence not previously circulated.  |
| 14. | Items for discussion at the next meeting.  |
| 15. | Date of future meetings:<br>a) Next meeting - Wednesday 12 <sup>th</sup> July 2022, 7.45m Dalham Village Hall.   |
| 16. | Close of meeting.  |

*Antonia King*

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02.05.2023