

## Dalham and Dunstall Green Parish Council

Parish Clerk: Antonia King

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

Email: [clerk@dalhamparishcouncil.gov.uk](mailto:clerk@dalhamparishcouncil.gov.uk)

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

**The Parish Councillors of DALHAM and DUNSTALL GREEN PARISH COUNCIL are summoned to a meeting of the Parish Council on Wednesday 08<sup>th</sup> May 2024 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

1.	Election of Chair including signing of the Declaration of Acceptance of Office for the position.
2.	Apologies – To receive and accept apologies and reason for absence.
3.	Declarations of pecuniary and local non-pecuniary interests.
4.	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>
5.	To receive and approve the minutes of the last meeting held on 13/03/2024 ( <i>Paper copies to be signed off by the Chairman for the file</i> )
6.	REPORTS FOR INFORMATION – <ul style="list-style-type: none"><li>Report from County Councillor</li><li>Report from District Councillor</li></ul>
7.	Police Matters – <ul style="list-style-type: none"><li>To receive reports of interest to Dalham.</li><li>To receive an update from the community police officer designated to Dalham.</li></ul>
8.	Matters arising from Minutes of the meeting – This covers any updates of actions agreed at the last meeting which are not an agenda item. <ul style="list-style-type: none"><li>To receive an update from the clerk regarding the Discover Suffolk leaflets.</li><li>To receive an update regarding the defibrillator training session booked for May 20<sup>th</sup> at 7.45pm.</li></ul>
9.	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 31.03.24 and 30.04.24.</li><li>To approve and sign the internal controls checklist and statement.</li><li>To receive and approve the year end accounts for 2023/2024.</li><li>To note the budget to actual position for year ending 31.03.2024 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 2023/24</li><li>To consider and approve the Accounting Statement 2023/24</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.

03.05.2024

**Dalham and Dunstall Green Parish Council**

Parish Clerk: Antonia King

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

Email: [clerk@dalhamparishcouncil.gov.uk](mailto:clerk@dalhamparishcouncil.gov.uk)

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

	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 2024-25.
10.	Internal Audit 2023/2024: a) To discuss the findings of the Internal Audit and consider any recommendations that were highlighted. b) To review the effectiveness of the internal audit.
11.	To receive and consider matters relating to the following: a) To consider nominations for co-option to the parish council to fill 1 casual vacancies 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. c) To receive an update on speeding figures throughout the village. d) To receive an update regarding the verge and ditch maintenance following further communications from Dalham Estate and Highways. e) To consider forming a working party to clear the ditch at the bottom of Denham Hill. f) To receive an update from the clerk and Cllr Ward regarding the verge cutting. g) To discuss access to OneDrive, Shared files, access to view files and to consider any further access or folders if required. h) To receive an update from Cllr Ward regarding any progress on the historic footpath up to Dunstall Green. i) To consider the quote received from Gipping regarding the roundel permissive path signs.
12.	Newsletter: a) To discuss the draft newsletter previously circulated by Cllr Riddell and approve the final draft.
13.	Volunteer projects for the year: a) To discuss and approve any additional ideas submitted.
14.	Planning Applications to be considered by the council – None received
15.	To receive any items of correspondence not previously circulated.
16.	Items for discussion at the next meeting.
17.	Date of future meetings: a) Next meeting - Wednesday July 10 <sup>th</sup> , 7.45pm Dalham Village Hall.
18.	Close of meeting.

*Antonia King*

Antonia King, Proper Officer to the Council.

03.05.2024