

The Annual Meeting of Dalham Parish Council will take place on Wednesday 19th May 2021 at 7pm in Dalham Village Hall.

Members of the public are welcome to join the meeting.

The meeting will take place in line with COVID guidelines, and we ask you to adhere to the following:

- **Please use hand sanitiser on entering the village hall**
- **Please wear a face covering and sit two metres apart from anyone outside your household.**
- **Avoid sitting face-to-face with people outside your household**
- **Please follow any signage on the floor**
- **The meeting will be kept as short as possible to reduce the risk of infection**

AGENDA

1. To elect a Chairman.
2. Chairman to sign a Declaration of Acceptance of Office and agreement to abide by Dalham Parish Council's Code of Conduct.
3. To elect a vice chairman.
4. To update Register of Members' Interests forms
5. To accept apologies and reason for absence.
6. To confirm Dalham Parish Council's eligibility for General Power of Competence
7. Declaration of interest by Councillors in items on the agenda.
8. To approve the minutes of the meeting held on Wednesday 17th March 2021 and the planning meetings held on Wednesday 31st March 2021 and Wednesday 14th April 2021.
9. To receive an update on the list of actions agreed at the last meeting
10. To discuss the following financial issues:
 - a) Approval of any payments and signing of Schedule of Payments
 - b) Approval of payments authorised between meetings
 - c) To receive a statement of receipts and payments made since the last meeting
 - d) To receive a summary of bank balances as of 11th May 2021
 - e) Councillor to complete the checklist of Internal Controls
 - f) Update on the inspection of Parish Council property
 - g) Internal audit of the Parish Council's accounts
 - h) To complete and sign sections 1 and 2 (Annual Governance Statement and Accounting Statements 2020/21) of the Annual Governance and Accountability Return 2020/21
 - i) To decide whether Dalham PC should submit a Certificate of Exemption from an external audit
 - j) To approve the Financial Report 2020/21 which the Council needs to publish as part of the Transparency Code 2015
 - k) To receive the precept information for 2021/22
 - l) Amendment to standing order for clerk's salary
11. To discuss any planning issues
 - a) DC/21/0919/TCA - 1 Stores Hill, Dalham - Fell 1 cedar
 - b) DC/21/0922/HH - Ruffles Barn, Brookside, Dalham - a. new gate to side wall to provide access to south courtyard and stabilise existing flint wall; b. construct two buildings to create garden room, gym, studio and store (following demolition of existing outbuildings)
12. To discuss any highways/Rights of Way issues/tree/transport issues
 - a) Update on the Quiet Lanes Project
 - b) Update on outstanding Highways issues
 - c) Response from Dalham Estate to queries raised by Dalham Parish Council
 - d) Email from Suffolk Road Safe about VAS data

13. To discuss the advice from the Joint Panel on Accountability and Governance (JPAG) about the importance of a secure email system for the Parish Council and councillors.
14. To discuss future meeting dates
15. To discuss ways of communicating between the Parish Council and Dalham residents
16. Email from the Joint Emergency Planning Unit about Dalham's Emergency Plan which needs updating
17. To discuss any village issues
 - a) Email from a resident about dog bags being left on the footpath along the Chestnut Avenue.
 - b) Email from a resident about issues relating to the re-opening of the Affleck Arms
 - c) Update on the Alms House parking
18. To discuss any correspondence
15. Any other business for noting or including on the agenda of the meeting on Monday 21st July 2021.