

DALHAM PARISH COUNCIL**Minutes of the Annual Meeting of the Parish Council held on Wednesday 8th May 2019**

Councillors present: John Riddell (Chairman), David Fitch, Isobel Aylott, Rachael Padman and Claire McDonagh

Also present: Joanne Kirk (Clerk)

1. Election of chairman

John Riddell was nominated and following a vote, it was resolved that John Riddell would be Chairman.

2. Signing of Declaration of Acceptance of Office form and agreement to abide by the Council's Code of Conduct by the chairman

John Riddell signed the Declaration of Acceptance of office form.

3. Signing of Declarations of Acceptance of Office form by councillors

Councillors signed their Declaration of Acceptance forms.

4. Election of a vice-chairman

Isobel Aylott was nominated and following a vote, it was resolved that she would be vice-chairman.

5. Register of Members' Interests form.

The councillors updated their Register of Interest forms.

6. Acceptance of apologies for absence

Apologies were received from Jackie Bolton.

7. General Power of Competence

It was resolved that Dalham Parish Council meets the criteria for the General Power of Competence as $\frac{2}{3}$ of the councillors were elected on 2nd May and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.

8. Agreement to receive the summons to meetings and other information by email

Councillors signed a form agreeing to receive the summons to meetings and other information by email.

9. Declaration of Interest in items on the agenda

John Riddell and Claire McDonagh declared an interest in item 13a on the agenda, planning application DC/19/0684/HH.

10. Approval of minutes of meeting held on Thursday 21st March 2019

One amendment was made - section 12a the first sentence 'the meeting was very successful' was deleted and signed by the Chairman. It was resolved that the rest of minutes were correct. The chairman then signed them.

11. Update on list of actions agreed at the last meeting

There were three outstanding councillor actions.

Two of the Dalham walks have been uploaded to the 'All Trails' app.

12. Finance

a) Approval of any payments and signing of the Schedule of Payments

It was resolved that the following payments would be approved:

- Dalham PCC – churchyard maintenance as agreed in the budget– Local Government Act 1972, s214(6)- **£500.00**
- Dalham Village Hall – donation as agreed in budget - Local Government (Miscellaneous Provisions) Act 1976 s 19 - **£300.00**
- SALC membership – LGA 1972- S111 - **£136.43**
- J P Kirk - expenses - LGA 1972, s111 – **£29.80**
- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£65.00**

Rachael Padman and David Fitch the Schedule of Payments. The Chairman then countersigned it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings.

c) **Statement of receipts and payments (including online payments) made since the last meeting**

Receipts		Details		Amount
10/04/19		HMRC - VAT refund		£467.78
25/04/19		West Suffolk Council – precept payment		£6,276.00
Payments	Minute reference	Details	Method	Amount
02/04/19	144/10c	Suffolk County Council - footpath leaflets	Online	£480.00
08/04/19	141/8a	HMRC - PAYE	Online	£2.40
09/04/19	141/8g	Dalham Village Hall - rental for meetings	Online	£200.00
10/04/19	138/8g	Risby PC - pension payment	S/O	£15.00
30/04/19	138/8e	Staff costs	S/O	

d) **Bank balances as of 30th April 2019**

Current account: £6,812.56

Reserve account: £6,004.41

Rachael Padman verified and signed the bank statements.

e) **Councillor to complete the checklist of internal controls**

Rachael Padman completed the checklist of internal controls.

e) **Internal auditor's report**

No issues were raised.

f) **To approve the Income and Expenditure accounts for the financial year 2018-2019**

One amendment was made. Payments to Dalham Village Hall were amended to a donation of £300 and £200 for rental of the village hall for meetings. The Chairman amended the figures and signed the correction. It was resolved that the amended Income and Expenditure accounts would be approved. The chairman then signed them.

g) **To complete and sign section 1 of the Annual Governance and Accountability Return 2018/19 - the Annual Governance Statement 2018/19**

Councillors completed section 1 of the Annual Governance and Accountability Return 2018/19 - the Annual Governance Statement 2018/19. The Chairman and RFO then signed it.

h) **To complete and sign section 2 of the Annual Governance and Accountability Return 2018/19 - the Accounting Statements 2018/19**

Councillors completed section 2 of the Annual Governance and Accountability Return 2018/19 - the Accounting Statement 2018/19. The Chairman and RFO then signed it.

i) **To decide whether Dalham PC should submit a Certificate of Exemption from an external audit**

It was resolved that Dalham Parish Council would submit a Certificate of Exemption from an external audit as its income in 2018/19 was £7,103 and its expenditure was £7,579 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.

j) **To confirm the dates for the notice of the period for the exercise of public rights**

It was resolved that the dates for the notice of the period for the exercise of public rights would be 17th June – 26th July 2019.

k) **To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2015**

It was resolved that the financial report would be approved.

l) **Precept information for 2019/120**

West Suffolk Council has approved the precept request made by Dalham Parish Council. A payment of £6,276 was received on 25th April 2019.

13. **Planning**

a) **DC/19/0684/HH - (i) Metal pergola located in front garden**

It was resolved that no objection would be made to this application.

b) **DC/19/0708/HH & DC/19/0709/LB - Replace existing windows with French windows**

As this application was received after the agenda for this meeting had been published, it was resolved that a planning meeting would be held on Thursday 23rd May to which the applicant and neighbours would be invited.

- c) DC/19/0948/TCA - Ford Cottage, 14 The Street, Dalham - Fell 1 leylandii

As this application was received after the agenda for this meeting had been published, it was resolved that a planning meeting would be held on Thursday 23rd May to which the applicant and neighbours would be invited.

14. Highways/rights of way matters/tree or transport issues:

- a) **Quote for a new walk's noticeboard**

It was resolved that the clerk would contact David Falk at Suffolk County Council to find out if they would be able to provide a map which includes all the walks in Dalham (three churches and three villages) not just the walks in the footpath leaflet.

- b) **Email from Ramblers re wooden sign next to the kissing gate**

It was resolved that a copy of the photograph of the missing sign would be included in the next newsletter along with a request for information.

- c) **Letter from SCC re claimed footpath in Denham**

It was resolved that no specific comments would be submitted other than to say the Dalham Parish Council supports the claim.

- d) **Damaged footpath sign near Dunstall Green**

John Riddell agreed to send details of the location and a photograph to the clerk so that she can report the damaged sign.

- e) **Way markers for the three walks included in the Dalham footpath leaflet**

It was resolved that the clerk would contact Suffolk County Council to request way markers.

- f) **Village sign**

The clerk was asked to contact Alpha Signs to check the progress of the village sign.

15. To discuss the following correspondence:

- a) **Letter from SARS requesting a donation**

It was resolved that no donation would be made.

- b) **Email from Community Engagement Officer Jon Gerrish re 2-day County Lines training on 5th and 6th August**

No councillors are able attend.

There being no further business the meeting closed at 8.05pm.

Signed (Chairman) Dated