

**DALHAM PARISH COUNCIL****Minutes of the meeting held on Thursday 23<sup>rd</sup> January 2020**

**Councillors present: Isobel Aylott (Vice-chairman), Rachael Padman, David Fitch and Simon Bates**

**Also present: Joanne Kirk (Clerk) and one member of the public**

**Open Forum**

No issues were raised during the open forum

In the absence of the Chairman, Isobel Aylott chaired the meeting.

**1. Acceptance of apologies for absence**

Apologies were received from John Riddell and Claire McDonagh. District Councillor Mike Chester also sent his apologies.

**2. Declaration of Interest in items on the agenda and dispensation requests**

No councillors declared an interest and no dispensation requests were received.

**3. Approval of minutes of the meeting held on Thursday 21<sup>st</sup> November 2019 and the planning meeting held on 9<sup>th</sup> December 2019.**

It was resolved that the minutes of both meetings were correct. The chairman then signed them.

**4. Update on list of actions agreed at the last meeting**

There were four outstanding councillor actions.

**5. County Councillor's Report**

No report was received as the post of county councillor is currently vacant with elections due to be held on Thursday 30<sup>th</sup> January 2020.

**6. District Councillor's Report by Mike Chester**

The Rural task Force, which he chairs, has presented its final report and recommendations to the West Suffolk District Council Cabinet. He has asked for feedback on the report.

Due to a delay by the applicant in getting the required information together, the Woodyard application (DC/18/1425/FUL) will not come before the Development and Control Committee until March. Mike Chester will keep the Parish Council informed of further any developments.

**7. Police issues**

There were no police issues to report.

**8. Finance****a) Approval of any payments and signing of the Schedule of Payments**

It was resolved that the following payments would be approved:

- Risby Parish Council –print cartridge (1/6) - LGA 1972, s111 - **£6.24**
- J P Kirk - expenses – LGA 1972, s111 - **£11.17**

Rachael Padman and David Fitch signed 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.**

| Date       | Minute | Payment No | Description         | Supplier                 | Total     |
|------------|--------|------------|---------------------|--------------------------|-----------|
| 11/11/2019 | 138/8g | 036/a      | Pension payment     | Risby Parish Council     | £15.00    |
| 22/11/2019 | 158/8a | 037        | Clerk's expenses    | Joanne Kirk              | £12.45    |
| 30/11/2019 | 138/8e | 038        | Clerk's salary      | Joanne Kirk              | £237.12   |
| 04/12/2019 | 160/9c | 039        | Village sign        | Alpha Signs              | £1,293.00 |
| 09/12/2019 | 142/8e | 040        | Website hosting fee | Community Action Suffolk | £60.00    |
| 11/12/2019 | 138/8g | 041        | Pension payment     | Risby Parish Council     | £15.00    |

|            |        |     |                |             |                        |
|------------|--------|-----|----------------|-------------|------------------------|
| 30/12/2019 | 138/8e | 042 | Clerk's salary | Joanne Kirk | £237.12                |
|            |        |     |                |             | <b>Total £1,869.69</b> |

It was resolved that the statement of receipts and payments would be approved.

**d) Bank balances as of 31<sup>st</sup> December 2019 and confirmation of bank reconciliation**

**Current account:** £247.28      **Reserve account:** £6,006.17

Rachael Padman verified and signed the bank statements. The clerk has transferred £500 from the reserve account to top up the current account.

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

Rachael Padman completed the checklist of internal controls.

**f) Update on the progress of the bank mandate form**

The bank mandate has now been amended.

**g) The Pensions Regulator - re-declaration of compliance**

The clerk confirmed that she has completed a re-declaration of compliance. She is not eligible for automatic enrolment as she does not meet the requirements.

**7. Planning**

**a) Email from Freckenham PC requesting support in the non-statutory consultation on Sunnica's application for a solar farm**

Councillors felt that it does not have grounds as a Parish Council to object as the application will not impact directly on Dalham however individual residents can submit their own responses.

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

**a) Pedestrian safety in the village**

It was resolved that this item would be postponed until the next meeting.

**b) Notification of a provisional Tree Preservation Order – TPO/016 (2019) – Yew tree, The Street, Dalham**

It was resolved that no objections would be made to the TPO.

**c) Damaged 30mph sign on Denham Road**

Rachael Padman agreed to report it via the Suffolk County Council website.

**9. To discuss any village issues:**

**a) To confirm dates for the following events:**

- **Village litter pick**

It was agreed that a spring clean would be organised on Saturday 14<sup>th</sup> March 2020

- **Village maintenance day 1**

It was agreed that the first maintenance day would take place on 14<sup>th</sup> June 2020.

- **Village maintenance day 2**

It was agreed that the second maintenance day would take place on 20<sup>th</sup> September 2020.

**b) VE Day commemorations on 8<sup>th</sup> May 2020**

Isobel Aylott agreed to pass on the information about the possible activities to the Village Hall Committee.

**10. To discuss the following correspondence:**

**a) Letter from Headway requesting a donation**

It was resolved that no donation would be made.

**b) Email from Suffolk Lifelink about their project to tackle loneliness and social isolation**

It was resolved that details of the scheme would be included in the newsletter once the project is running more locally.

**c) Email from Suffolk Neighbourhood Watch Association requesting a donation.**

It was resolved that no donation would be made.

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

It was resolved that a donation of £50 would be made to Suffolk Accident Rescue Service

**There being no further business the meeting closed at 7.30pm.**

Signed ..... (Chairman) Dated .....