

DALHAM PARISH COUNCIL**Minutes of the meeting held on Thursday 3rd October 2019**

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

Also present: Joanne Kirk (Clerk), District Councillor Mike Chester and County Councillor Robin Millar.

1. Acceptance of apologies for absence

Apologies were received from Simon Bates.

2. District Councillor's Report

District Councillor Mike Chester spoke about the following:

- Several surveys have been set up at West Suffolk Council, including a parking survey and a rural issues survey.
- The rural task force. A number of public meetings were held which were well attended.

He agreed to speak to planning about the progress of the application for the Woodyard.

3. County Councillor's Report

Robin Millar spoke about the following:

- The criteria for moving 30mph signs have been changed and it was unlikely that the 30mph sign up Stores Hill could be moved unless there was a significant change such as a new development.
- He agreed to contribute locality funding for 50% of the cost of the village sign.

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

John Riddell declared an interest in item 9a - planning application DC/19/1881/TCA.

5. Approval of minutes of the meeting held on Thursday 18th July 2019

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

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

There were three outstanding councillor actions.

The Parish Council has given Alpha Signs a deadline of the end of October to complete the village sign. If the sign is not received by 31st October, it was resolved that the clerk would write to Ben Temple at Alpha Signs, giving a date when the sign and a refund of the deposit will be collected.

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 - $\frac{1}{6}$ of the cost of a print cartridge - LGA 1972, S111 - **£6.24**
- Risby Parish Council – phone costs - LGA 1972, S111 - **£21.61**
- Stansfield Parish Council – 50% of cost of 125 bin stickers – GPC - **£99.50**
- Business Services at CAS Ltd – insurance premium (new Parish Protect Policy)- LGA 1972, S111 - **£234.08**
- J P Kirk - expenses – LGA 1972, s111 – **£9.95**

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

b) Approval of payments authorised between meetings

One payment was authorised between meetings – Suffolk County Council – footpath map – Highways Act 1980, ss44, 50- **£180.00**

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

Receipts		Details		Amount
Payments	Minute reference	Details	Method	Amount
10/07/19	138/8g	Risby PC - pension payment	S/O	£15.00
19/07/19	151/8a	J P Kirk - expenses	Online	£11.08

19/07/19	151/8a	Risby PC - 1/6 of cost of print cartridge	Online	£6.24
19/07/19	151/8a	SALC - councillor training	Online	£27.60
29/07/19	144/10a	K Hutchinson and Son - verge and hedge cutting	Online	£541.20
30/07/19	138/8e	Staff costs	S/O	
12/08/19	138/8g	Risby PC - pension payment	S/O	£15.00
30/08/19	138/8e	Staff costs	S/O	
10/09/19				

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

d) Bank balances as of 30th August 2019 and confirmation of bank reconciliation

Current account: £3,757.73 **Reserve account:** £6,004.90

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.

f) Six-month budget review

Dalham Parish Council is within budget.

g) Scribe accounting software

It was resolved that the Council would subscribe to Scribe's accounting software for parish councils for one year initially. It will be a single user licence shared between the clerk's six parish councils. The cost will be £56.16 including VAT (LGA 1972, s111).

h) Changing account signatories

It was resolved that John McDonagh and Jackie Bolton would be removed as account signatories and Claire McDonagh added.

i) Planning

a) DC/19/1881/TCA - (i) 1no. Yew (T1 on plan) - reduce complete crown by 1.2 metres (ii) 1no. Yew (T2 on plan) - reduce complete crown by 1.2 metres Yew (T2 on plan) (iii) 1no. Yew (T3 on plan) - reduce crown by 2 metres to merge canopy with T1 (iv) Hazel (T4 on plan) - remove overhanging growth to fence line

John Riddell withdrew from the discussions about this application. It was resolved that no objection would be made to this application.

b) Update on recent planning applications

The clerk updated councillors about the progress of recent applications. Planning decisions can be viewed on the West Suffolk Website under the weekly planning lists.

c) Update on the planning application for the Woodyard

Robin Millar updated the Parish Council. He spoke to Planning at West Suffolk Council, who told him that application is still ongoing.

d) The proposal for holiday homes in Ashley

Councillors submitted individual responses.

j) Highways/rights of way matters/tree or transport issues:

a) Letter from Suffolk CC about the Dalham Roadside Nature Reserve

The letter asks the Parish Council to notify Suffolk County Council if they notice any issues with the Dalham Roadside Nature Reserve.

b) Letter from SCC Highways re grit bins

Isobel Aylott agreed to check the grit levels and email a map showing their exact location to the clerk.

c) Pedestrian safety in the village

The constraints of Suffolk County Council's Highways policy and the potential cost limit the Parish Council's options, however Robin Millar agreed to Highways about possible options for Dalham.

d) Quote from Suffolk County Council for bus timetable cards

Suffolk County Council has confirmed that Mulley's will replace their bus timetable cards themselves.

e) Claimed footpath in Denham/Dalham

SCC has recommended that it be added to the Definitive Map

k) To discuss any village issues:**a) Emailing the newsletter to residents**

It was resolved that the clerk would contact Rachel Mack Smith to find out how many households are currently on the village hall email list. The decision whether or not to email the newsletter will be discussed at the next meeting.

b) Possible village projects

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

l) To discuss the following correspondence:**a) Letter from Robert Everitt the newly appointed portfolio holder for Families and Communities**

It was resolved that the clerk would respond on behalf of the Parish Council explaining that the most useful events for parish councils are smaller events with parishes of a similar size as issues vary considerably from parish to parish. Workshops or 'meet up's with other parishes allow councillors to share experiences about local issues. The most successful way to bridge the gap between the District and County Council is when councillors attend meetings and listen to village specific issues. A possible idea would be to link up neighbouring parishes at small, informal meetings attended by councillors and or clerks as they are usually aware of issues affecting their parish council.

b) Email from IHT giving information about CCTV technology

It was resolved that the clerk would respond saying that the Parish Council does not own any buildings and therefore has no requirement for CCTV.

m) Any items for noted or including on the next agenda

The following items will be added to the next agenda:

- Update on the Boundary Commission Meeting on 10th October 2019
- Bin stickers for Dunstall Green Road

There being no further business the meeting closed at 8.15pm.

Signed (Chairman) Dated