

## DALHAM PARISH COUNCIL

Minutes of the meeting held on Thursday 16<sup>th</sup> July 2020 via Zoom

**Councillors present: John Riddell (Chairman), David Fitch, Rachael Padman, Isobel Aylott and Jackie Bolton**

**Also present: Joanne Kirk (Clerk), County Councillor Andy Drummond and District Councillor Mike Chester.**

**Open Forum**

No issues were raised.

**1. Acceptance of apologies for absence**

Apologies were received from Claire McDonagh and the reason for absence accepted.

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

Rachael Padman declared a non-pecuniary interest in item 9b on the agenda.

**3. Approval of the minutes of the Annual Meeting of the Parish Council held on Tuesday 19<sup>th</sup> May 2020 and the planning meeting held on 24<sup>th</sup> June 2020.**

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

**4. County Councillor's Report**

County Councillor Andy Drummond sent a written report prior to the meeting. He also updated councillors about the Home but Not Alone Service which is still running.

**5. District Councillor's report**

District Councillor Mike Chester emailed a report ahead of the meeting which was circulated to councillors.

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

There were four outstanding councillor actions.

The defibrillator has been cleaned and location details rewritten on it.

**7. Police issues**

17 dogs and puppies were stolen from a boarding kennel near Barton Mills. An attempt was also made to steal a dog from the owner on Warren Hill near Newmarket.

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

It was resolved that the following payments would be approved:

- J P Kirk - expenses - LGA 1972, s111 – **£4.50**

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****Receipts**

| Date       | Description                       | Supplier               | Total            |
|------------|-----------------------------------|------------------------|------------------|
| 22/05/2020 | Locality funding for village sign | Suffolk County Council | £1,965.00        |
|            |                                   |                        | <b>£1,965.00</b> |

**Payments**

| Date       | Minute  | Description                    | Supplier                  | Total   |
|------------|---------|--------------------------------|---------------------------|---------|
| 20/05/2020 | 147/12a | Clerk's expenses               | Joanne Kirk               | £29.31  |
| 20/05/2020 | 171/12a | Donation                       | Dalham Village Hall       | £300.00 |
| 20/05/2020 | 171/12a | Churchyard maintenance         | Dalham PCC                | £500.00 |
| 26/05/2020 | 170/11b | Defibrillator pads and battery | Community Heartbeat Trust | £252.00 |

|            |        |                 |                      |                  |
|------------|--------|-----------------|----------------------|------------------|
| 30/05/2020 | 167/8e | Clerk's salary  | Joanne Kirk          |                  |
| 11/06/2020 | 167/8e | Pension payment | Risby Parish Council | £15.00           |
| 30/06/2020 | 167/8e | Clerk's salary  | Joanne Kirk          |                  |
|            |        |                 |                      | <b>£1,570.55</b> |

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

**d) Bank balances as of 16<sup>th</sup> July 2020 and confirmation of bank reconciliation**

|                       |                   |
|-----------------------|-------------------|
| Current account       | £6,828.58         |
| Reserve account       | £4,507.56         |
| <b>Total in Banks</b> | <b>£11,336.14</b> |

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) Internal auditor's report**

No issues were raised by the Internal Auditor Cathy Whitaker and the Annual Internal Audit Report 2019/20 has been completed. The clerk has submitted the Certificate of Exemption to the external auditor PFK Littlejohn.

**g) Approval of the continued use of electronic banking**

It was resolved that Dalham Parish Council would continue to use electronic banking.

**h) Disposal of Parish Council documents**

It was resolved that the clerk would be authorised to spend up to £60 to dispose of parish council documents with the cost split between her six councils. The clerk was asked to keep a high-level record of the types of information which is being destroyed.

**9. Planning**

**a) DC/20/0889/TCA - Trees in a Conservation Area Notification- (i) 1no. Horse Chestnut and 1 no. Pear tree (T4 and T5 on plan) fell (ii) 1no. Willow and 2 no. Sycamores (T2 and T3 on plan) pollard (iii) 1 no. Ash (T1 on plans) crown lift to 5 metres**

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

**b) DC/20/1048/TCA - Meadow Barn, 38 The Street, Dalham - 1no. Willow (T1on plan) - Re-pollard back to previous pollard points**

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

**c) Confirmation of TPO/016 2019 – The Street, Dalham – for information only**

**d) Update on the Woodyard**

A Development Control meeting will take place on Wednesday 22<sup>nd</sup> July at 10am. It was resolved that John Riddell would make a representation on behalf of the Parish Council objecting to the approval of the application. The Parish Council's main objections are that the Case Officer's argument, based on the principle of the development being suitable for affordable housing, is flawed as three-bedroom properties sold at a minimum of 20% below market rates would not be affordable to first time buyers. Dalham Parish Council is also concerned about highways safety on Stores Hill and would like an explanation as to why Suffolk County Council Highways changed the criteria for visibility splays from 150m to 90m so late in the planning process.

**e) Email from a resident asking if the Parish Council has considered a judicial review if the Woodyard application is approved.**

It was resolved that the Clerk would respond to the resident and explain that the Parish Council has no experience of judicial reviews but carried out some initial research which was discussed at the meeting. The cost of a Judicial Review would likely be very high (potentially in excess of £20,000) and the probability of success likely to be low (this is because a judicial review does not look at the merits of the decision, only the legal basis upon which it has been made). There is also the risk of it being unsuccessful which would require payment of the other side's costs. As the Parish Council has limited resources with reserves of approximately £6,500 it is not in a financial position to initiate a judicial review.

f) **DC/19/0708/HH & DC/19/0709/LB - 2 Church Lane, Dalham - Replace existing windows with French windows - amended plans**

As the planning notification for 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 30<sup>th</sup> July at 7pm.

10. **To review the following policy documents**

a) **Financial Regulations**

It was resolved that the following amendment would be made to section 4.5:

*~~In cases of extreme risk to the delivery of council services, The clerk in conjunction with the Chairman may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.~~*

NALC has not yet issued advice regarding their model financial regulations, however it was resolved that following footnotes would be added to the bottom of **section 11** to show the correct thresholds for contracts:

**Section 11 – Contracts**

The footnotes should now read

- **For public supply and public service contracts £189,330**
- **For public works contracts £4,733,252**

b) **Standing Orders**

It was resolved that the following amendments would be made to the Standing Orders:

- Section 1a - A public forum will be held at the start of the meeting at which members of the public are invited to speak to councillors *about any items on the agenda, or as otherwise agreed by the Chair of the meeting.*
- Section 1a - *If public meetings are not allowed (as for example during the Coronavirus outbreak in 2020), remote meetings will be held via Zoom. Members of the public can request the meeting login details and join the meeting. A public forum will be held at the start of the meeting at which members of the public are invited to speak to councillors about any items on the agenda, or as otherwise agreed by the Chair of the meeting.*
- Section 4d - ***If a member reasonably believes another member is in breach of the Code of Conduct, that member is under a duty to report the breach to the Monitoring Officer at West Suffolk Council***

It was also resolved the following amendments would be made as recommended by NALC:

Section 17 – Financial controls and Procurement (parts f and g)

f) ***A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.***

g) ***A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.***

c) **Equal Opportunities Policy**

It was resolved that no amendments were necessary.

**d) Protocol for Dealing with Correspondence**

It was resolved that the revised Protocol for Dealing with Correspondence would be approved and uploaded onto the website.

**e) Filming and Recording at Meetings Policy**

It was resolved that the revised Filming and Recording at Meetings Policy would be approved and uploaded onto the website.

**f) Persistent Complainants' Policy**

It was resolved that the revised Persistent and Vexatious Complaints and Correspondence Policy would be approved and uploaded onto the website.

**11. Approval of the following policy documents:**

**a) Email Policy for Councillors**

It was resolved that the Email Policy for Councillors would be approved with one amendment. The first paragraph would be amended to *Each councillor is encouraged to set up a separate account for Parish Council emails*. The clerk was asked to find out if it is possible to set up email addresses under the *dalham.onesuffolk.net* or *gov.uk* domains.

**b) Planning applications and how to respond and the role of the Parish Council in dealing with planning applications**

It was resolved that the document Planning Applications and How to Respond would be approved and uploaded onto the website along with an explanation of the role of the Parish Council in dealing with planning applications.

**c) Procedure for Handling Requests for Information**

It was resolved that the Procedure for Handling Requests for Information would be approved and uploaded onto the website.

**d) Co-option Policy**

It was resolved that the Co-option Policy would be approved and uploaded onto the website.

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

No issues were raised.

**13. Local Government Association (LGA) consultation on a new model member code of conduct.**

It was resolved that no comments would be submitted.

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

**a) How the Parish Council can work with and support volunteer groups in the village**

It was resolved that Isobel Aylott and John Riddell would discuss possible options and report back at the next meeting.

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

**a) Email from District Councillor Mike Chester offering locality funding of £475.**

It was resolved that Isobel Aylott would ask the new Village Hall Chairman Jonathan Aylott whether they have any projects which need funding and report back at the September meeting.

**16. Any items for noted or including on the next agenda**

Dalham Village Hall is carrying out a risk assessment on 18<sup>th</sup> July to decide whether to re-open following the relaxing of Government Coronavirus guidance for village halls.

**There being no further business the meeting closed at 8.53pm.**

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