

DALHAM PARISH COUNCIL**Minutes of the Annual Meeting of the Parish Council held on Tuesday 19th May 2020 via Zoom (due to Coronavirus restrictions)**

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

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

1. To elect a 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 and agreement to abide by the Council's Code of Conduct by the chairman

The chairman agreed to sign a Declaration of Acceptance of Office after the current restrictions have been lifted.

3. To elect a vice chairman

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

4. Register of Members' Interests form.

Councillors confirmed that their Register of Interest forms did not need updating.

5. Acceptance of apologies for absence

No apologies were received.

6. 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.

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

John Riddell declared an interest in item 13b – planning application DC/20/0704/TCA

8. County Councillor's report

Andy Drummond introduced himself. He has agreed some locality funding for the Dalham village sign. He sent a written report through ahead of the meeting.

9. District Councillor's report

Mike Chester sent a written report ahead of the meeting. He asked if there was anything he could do to help during the current Coronavirus outbreak. Councillors said that things were running smoothly in Dalham. He has locality funding available for the village as well.

10. Approval of minutes of meeting held on Thursday 19th March 2020

It was resolved that the minutes were correct. The chairman agreed to sign them after the current restrictions have been lifted.

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

There were no urgent outstanding councillor actions. The defibrillator battery has been replaced and replacement pads purchased. The clerk has asked Community Heartbeat Trust to notify the East of England Ambulance Service that the defibrillator is now back in service.

12. Finance

a) Approval of any payments and signing of 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**
- Cathy Whitaker – internal audit - LGA 1972, s111- **£65.00**

- J P Kirk - expenses – LGA 1972, s111 – **£29.31**

Rachael Padman and Claire McDonagh agreed to sign the Schedule of Payments after the current restrictions have been lifted. The Chairman agreed to countersign the Schedule of Payments after the current restrictions have been lifted.

b) Approval of payments authorised between meetings

One payment was authorised between meetings, a payment of **£19.07** to CE McDonagh for print cartridges to print coronavirus flyers to distribute to residents – LGA 1972, s111

c) Statement of receipts and payments made since 1st April 2020

Receipts	Date	Bank	Description	Total
Bank interest	09/04/2020	Reserve account	Bank interest received	£0.21
Precept	27/04/2020	Current account	Precept payment	£6,572.00
				£6,572.21

Payments	Minute	Description	Supplier	Total
Village hall rental	168/8f	Village hall rental for meetings	Dalham Village Hall	£200.00
Pension costs	167/8e	Pension payment	Risby Parish Council	
Salaries	138/8e	Clerk's salary	Joanne Kirk	
Subscriptions	167/8e	SALC membership	Suffolk Association of Local Councils	£140.72
Verge cutting	167/8e	Verge cutting	K Hutchinson & Son	£457.20
				£1,050.04

d) Bank balances as of 6th May 2020

Current account	£6,426.40
Reserve account	£4,507.56
Total in Banks	£10,933.96

Rachael Padman and Claire McDonagh agreed to verify and sign the bank statements after the current restrictions have been lifted.

e) Signatory to complete the checklist of Internal Controls

Rachael Padman and Claire McDonagh agreed to complete and sign the checklist of internal controls after the current restrictions have been lifted.

f) Update on the inspection of parish council property carried out by Isobel Aylott

There are no urgent issues. The following actions are required:

- Kissing gate - Tighten and fix bottom hinge of gate. Monitor condition of posts
- Walks noticeboard – Clean/wipe down wooden surround. Clean Perspex
- York stone plaque - Possible gentle clean of lichen and moss to make the wording more legible
- Parish Council notice board, The Street - Clean/wipe down wooden surround. Clean Perspex.
- Parish Council notice board Dunstall Green Road – replace latch
- Grit bins – two shovels are missing
- Defibrillator - surface clean the casement and remark the Box and Post Code Number details.
- VAS and brackets – report instability of mounting post outside the village hall to SCC.

f) Internal auditor's report

The internal audit will be carried out after the current restrictions have been lifted.

g) To approve the accounts for the financial year 2019-20

It was resolved that the accounts would be approved. The chairman agreed to sign them after the current restrictions have been lifted.

h) To complete and sign section 1 of the Annual Governance and Accountability Return 2019/20 - the Annual Governance Statement 2019/20

Councillors completed section 1 of the Annual Governance and Accountability Return 2019/20 - the Annual Governance Statement 2019/2020. The Chairman and RFO agreed to sign them after the current restrictions have been lifted.

i) To complete and sign section 2 of the Annual Governance and Accountability Return 2019/20 - the Accounting Statements 2019/20

Councillors completed section 2 of the Annual Governance and Accountability Return 2019/20 - the Accounting Statement 2019/20. The Chairman and RFO agreed to sign them after the current restrictions have been lifted.

j) 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 2019/20 was £6,747 and its expenditure was £8,343 which is below the £25,000 threshold for an external audit. The Chairman and RFO agreed to sign the Certificate of Exemption after the current restrictions have been lifted.

k) 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 from 1st – 30th September 2020.

l) 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.

m) Precept information for 2020/21

A payment of £6,572 was received from West Suffolk Council on 27th April 2020.

9. Planning

a) DC/20/0668/FUL – NP Nunn Yard, Dunstall Green Road, Ousden – 1 office building with employee rest facilities.

It was resolved that the following response would be submitted:

Dalham Parish Council has no objections to the actual office building however the Parish Council notes that the covering letter says that the office building is for business use. Dalham PC has concerns about this change of use as it is not aware of planning permission being sought for change of use from agricultural to business use. There has been an increase in Nunn's Equine Feed lorries travelling through Dalham already and the concern is that lorry traffic will increase further as a result of this business use.

b) DC/20/0704/TCA - The Old Manor, The Street, Dalham - (i) 1no. Cypress (T1 on plan) - remove 1no. limb on north/east side (ii) 1no. Hazel (T2 on plan) - reduce height to 3 metres from ground

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

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

A number of trees that were blocking footpaths have been removed and the footpaths cut which has improved the local footpaths.

11. To discuss any urgent village issues

Dunstall Green is getting fibre broadband in July.

The clerk was asked to record the Parish Council's thanks to volunteers who have supported people during the current Coronavirus crisis.

12. Correspondence

a) Email from the Boundary Commission about a delay in the implementation date of new electoral arrangements for Suffolk County Council from 2021 to 2025 due to the difficulty in carrying out a proper consultation during the COVID 19 outbreak – for information only

There being no further business the meeting closed at 8.23pm.

Signed (Chairman) Dated