

## DALHAM PARISH COUNCIL

Minutes of the meeting held on Thursday 16<sup>th</sup> September 2021

**Councillors present: John Riddell (Chairman), Rachael Padman, Ann Ward, David Fitch, Ian Petchey and Isobel Aylott.**

**Also present: Antonia King (clerk), County Councillor Andy Drummond and District Councillor Mike Chester, and 1 member of the public – Phil Brown.**

1. **Chair's Welcome** - Chair opened the meeting at 7.30pm.
2. **To receive Apologies of Absence** – Cllr Bolton submitted her apologies due to work commitments, her apologies were accepted.
3. **To receive Declarations of Pecuniary and local Non-Pecuniary Interests** – there were no declarations of pecuniary and/or local non-pecuniary interest for the agenda under discussion.
4. **To receive comment from the members of the public present:**
  - a) On the agenda under discussion – Village biodiversity. See item 11a.  
Verges. See 11b.  
Anti-social behaviour. See 7a.
  - b) Matters regarding Dalham in general – none received.
5. **To receive and approve the minutes of the last meeting held on 21<sup>st</sup> July 2021.**
  - a) Approval of the minutes was given by all present, Chair signed the paper copy of the minutes.
6. **Reports for information –**
  - a) District Councillor, Mike Chester. For a copy of the report go to: [16th September 2021 » Dalham Parish Council \(onesuffolk.net\)](#)
  - b) County Councillor, Andy Drummond. For a copy of the report go to: [16th September 2021 » Dalham Parish Council \(onesuffolk.net\)](#)
7. **Police Matters –**
  - a) The PC have been made aware of problems with quad racing and overnight stays at the triangle, also reports of people lamping in the field across from the Mill. The PC will monitor the reported problems but advise that 101 should be called for such matters. Dalham estate will be advised of the lamping reports.
8. **Matters arising from Minutes of the last meeting that are not an agenda item:**
  - a) Dog Bin – The Clerk to chase West Suffolk to establish if they will add the proposed bin to their emptying rounds.
9. **To receive and consider all financial matters:**
  - a) **To approve items for payment – future and retrospective:**  
It was resolved that the following payments would be approved:
    - Clerk salary - £203.84
    - Scribe Accounting - £154.80
Cllr Padman and Cllr Fitch signed the Schedule of Payments. The Chairman countersigned it.
  - b) **To note the accounts paid/received since the last meeting:**  
All accounts paid had been previously authorised with the approval minute noted.

**Receipts**

None received
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**Payments**

<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Total</b>	<b>Min, Ref</b>
22.07.2021	Clerk's expenses	Joanne Kirk	£24.72	204/7a
22.07.2021	Village Hall rental	Dalham Village Hall	£200.00	204/7a
30.07.2021	Salaries	Joanne Kirk	£249.95	194/7f
10.08.2021	Pension payment	Risby Parish Council	£15.00	194/8f
12.08.2021	Post supports with spikes	Great Little Garden	£172.88	184/10c
16.08.2021	Verge cutting	K Hutchinson & Son	£457.20	168/8e
30.08.2021	Salaries	Joanne Kirk	£249.95	194/7f

**c) Bank reconciliation for period ending 15.09.21:**

Lloyds Treasurers Account against bank statement 31.08.21	£6531.40
Lloyds reserve account	£4508.56
<b>Total in Banks</b>	<b>£11039.96</b>

Cllr Padman and Cllr Fitch verified and signed the bank statements.

**d) To approve and sign the checklist of Internal Controls**

Cllr Padman signed the checklist of internal controls.

**e) To receive a 6mth budget review –**

The clerk advised the position, for a copy of the report go to: [16th September 2021 » Dalham Parish Council \(onesuffolk.net\)](https://www.onesuffolk.net)

**f) To review and approve the bank mandate detailing the new clerk as service administrator and future payment authorisations:**

- a) The clerk advised that she currently does not have access to the bank account and is waiting for Lloyd's bank to update the records. It is very much hoped that this will be sorted by the end of the month.
- b) To ensure the adherence to the national guidelines and to keep strict financial controls in place, the clerk advised that there should be 3 members of the council who have access to the council's accounts and are able to view transactions online, of which 2 out of the 3 authorised members of the council will approve any online payments. The clerk will only be able to set up the payments, NOT authorise them. It was agreed that once the clerk has access to the online account and can establish who is set up with authorising powers, this matter can be rectified.
- c) Cllr Padman is in the process of setting up her online access.
- d) It was agreed that the clerk will adjust the policy for Online Banking and the Standing Orders to reflect the changes and bring them to council for approval at the next meeting.

**g) To approve the Online Banking policy – see item 9f.**

**h) To consider and approve Insurance quotes:**

Cllr Riddell presented a detailed overview of the 4 quotes that had been received. It was concluded that the most appropriate quotes that would fit the needs of Dalham came from BHIB and Zurich. The clerk is to contact BHIB to double check a detail regarding the need for an annual external audit, and if this proves satisfactory it was agreed that the council adopt this policy at a cost of £373.58 (LTU) and approval was given for this payment to be made.

**10. Planning – None received.****11. To receive and consider matters relating to the following:****a) Update on plans for the wildlife project:**

Cllr Ward had previously circulated a number of meeting report to the council detailing discussions had with Strutt and Parker who act for Dalham Estate, and Phil Brown regarding the village pond project. To see the reports go to: [16th September 2021 » Dalham Parish Council \(onesuffolk.net\)](https://www.onesuffolk.net).

A draft proposal for village pond plans has been sent to the estate but despite reminder e-mails, a response has not been forthcoming. The clerk will chase.

Phil Brown (member of the public present) presented his recommendations to the council regarding improved village biodiversity and felt that the most immediate, effective and simple way forward is to promote green gardening within the village. It was agreed that this would be an agenda item for the next meeting.

**b) Verges – to consider a request from a resident regarding problems near to the Windmill, Stores Hill:**

Concerns have been raised by a resident on Stores Hill caused by the verge being cut back so far that a lay-by has been created. It has resulted in cars stopping to use it as a rest area, creating littering and anti-social use.

The clerk confirmed that the contractor when contacted on 23.08.21 did cut that verge back further.

It was agreed that the contractor would be contacted and asked to only cut it back to 1.2m as he does with the rest of the verges.

Strutt and Parker contact details will also be passed on to the resident in order for him to report to them directly should he witness any further anti-social behaviour that is being carried out on their land.

**c) Update on Quiet Lanes project:**

Cllr Aylott reported that the traffic officers had undertaken their assessment of the proposals for Denham Road, Dalham, and will be erecting 4 posts to indicate the location of the Quiet Lane.

**d) Footpath Spikes:**

Cllr Aylott and Cllr Ward confirmed their intention of erecting the footpath post supports and spikes over the next few weeks.

**e) To consider re-routing the footpath from Dunstall Green to School Lane:**

Requests to the Dalham Estate for re-routing of the footpath have not been successful, however it was agreed that land registry and boundaries should be examined before a request for a permissive path be dismissed. Cllr Aylott and Cllr Padman to investigate and report back at the next meeting.

**12. To receive an update on the Emergency Plan from Cllr Fitch:****a) Cllr Fitch reported that the best option for Dalham would be to simplify the Emergency Plan. He proposed:**

- There is one emergency response group who would be called upon should the plan need to be activated.
- The red backpack with all the recommended equipment be stored in the village hall.

The emergency plan will be ready for formal approval and adoption at the next council meeting.

**13. To review and note any comments regarding the West Suffolk Local Plan – No comments were made.****14. To receive any items of correspondence not previously circulated – None received.**

**15. Items for discussion at the next meeting:**

Cllr Petchey requested that the sign at the bottom of The Avenue be added.

**16. Dates of future meetings:**

- a) Next meeting – Thursday 18<sup>th</sup> November 2021, 7.30pm Dalham Village Hall.  
 b) Meeting dates for 2022 approved in principle, but may be subject to change:

January	20 <sup>th</sup>	7.30pm
March	17 <sup>th</sup>	7.30pm
May	05 <sup>th</sup> (AGM)	7.30pm
May	19 <sup>th</sup> (APM)	7.30pm
July	21 <sup>st</sup>	7.30pm
September	15 <sup>th</sup>	7.30pm
November	17 <sup>th</sup>	7.30pm

**17. There being no further business to discuss, the meeting closed at 9.30pm**

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