

DALHAM PARISH COUNCIL**Minutes of the meeting held on Thursday 18th November 2021**

Councillors present: John Riddell (Chairman), Rachael Padman, Jackie Bolton, Ian Petchey and Isobel Aylott.

Also present: Antonia King (clerk).

1. **Chair's Welcome** - Chair opened the meeting at 7.30pm.
2. **To receive Apologies of Absence** – Cllrs Ward, Fitch, Drummond and Chester submitted their apologies, their 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 – none received.
 - b) Matters regarding Dalham in general – none received.
5. **To receive and approve the minutes of the last meeting held on 16th September 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: [November-2021-District-Councillor-report-for-Dalham-PC43167.pdf \(onesuffolk.net\)](#)
 - b) County Councillor, Andy Drummond. For a copy of the report go to: [October-2021-Monthly-Parish-Newsletter42679.pdf \(onesuffolk.net\)](#)
7. **Police Matters –**
 - a) None received.
8. **Matters arising from Minutes of the last meeting that are not an agenda item:**
 - a) Quiet Lanes – following a survey undertaken by Quiet Lanes Suffolk for Dunstall Green route C622, traffic speeds were shown to be well in excess of the DfT recommended guidelines, and therefore cannot be considered.
 - b) Cllr Aylott confirmed that the footpath posts had been delivered but not yet erected.
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 for Oct and November
 - BHIB Insurance - £373.58
 - ICO Data Protection Fee - £35.00
 - Risby Parish Council - £13.58
 - K. Hutchinson - £457.20
Cllr Padman and Cllr Riddell signed the Schedule of Payments.
 - b) **To note the accounts paid/received since the last meeting:**
All accounts paid had been previously authorised with the approval minute noted.

Receipts

Date	Description	Supplier	Total
09.04.2021	Interest	Lloyds Bank	£0.04
10.05.2021	Interest	Lloyds Bank	£0.04
09.06.2021	Interest	Lloyds Bank	£0.04
09.07.2021	Interest	Lloyds Bank	£0.04
09.08.2021	Interest	Lloyds Bank	£0.04
09.09.2021	Interest	Lloyds Bank	£0.04
11.10.2021	Interest	Lloyds Bank	£0.04

Payments

Date	Description	Supplier	Total	Min, Ref
30.09.2021	Salaries	Antonia King	£203.84	208/9a
12.10.2021	Insurance	BHIB	£373.58	208/9a
30.10.2021	Salaries	Antonia King	£203.84	208/9a
03.11.2021	Scribe subscription	Starboard Systems	£154.80	208/9a

c) Bank reconciliation for period ending 08.11.21:

Lloyds Treasurers Account against bank statement	£5560.34
Lloyds reserve account	£4508.84
Total in Banks	£10069.18

Cllr Padman and Cllr Riddell 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 consider the precept budget for 2022/2023 –

The clerk advised that although there are some changes to the budget is not likely to change and advised that it should remain at £6832.00.

f) To approve an additional signatory for payment authorisations:

Cllr Padman and Cllr Riddell both confirmed they were able to authorise online payments, to ensure the adherence to the national guidelines and to keep strict financial controls in place, the council approved Cllr Ian Petchey become the 3rd members of the council who would have full authorised access to the council's accounts and approve any online payments.

10. Planning:**a) DC/21/2007/FUL**

The council supported the application, but raised concerns regarding the overflow of cars onto surrounding roads, and called for a parking mitigation strategy to be put in place.

b) DC/21/2250/TCA

No comment was submitted.

11. To receive and consider matters relating to the following:**a) Update on plans for the wildlife project:**

Cllr Petchey advised that following correspondence received from Strutt Parker, the Dalham Estate is not keen to pursue the village pond project - they raised concerns over littering and misuse. It was agreed that the clerk would follow up with Land Registry to establish the land ownership, and a final decision will be made at the next meeting. A biodiversity plan was undertaken some years ago, it was agreed that this plan would be searched for and brought to the next meeting for discussion.

b) Verges – to consider the frequency of cuts:

Currently the verges are cut back 3 - 4 times a year. It was agreed that safety of pedestrians must be considered above anything else. The clerk is to establish how many times West Suffolk cut, before an informed review can be undertaken. At this stage it was agreed that the verges should be cut back no more than 1m to encourage biodiversity and rewilding.

c) Draft Police and Crime Plan – to receive any comments:

No comments were submitted.

d) Forest Heath Parish Alliance – to establish the level of interest:

No interest.

e) To consider and agree to participate in the ANPR Pilot project:

The three suggested locations relating to speeding concerns in Dalham are:

- The Street
- Stores Hill
- Lidgate Road

The council also raised Dunstall Green Road as an area of concern due to the concealed entrances.

The clerk was authorised to complete the forms required to participate in the project.

12. To agree and formally adopt the Emergency Plan:

With one amendment to contact details for councillors (e-mail rather than telephone number) the council approved and adopted the Emergency Plan. A copy of it is to be posted on the Parish Council website and information about it is to be added to the village noticeboards.

The clerk will investigate quotes to produce leaflets that can be distributed to the village.

13. To approve and formally adopt the following policies and procedures:

- Contact Privacy notice – Approved and adopted.
- Complaints Procedure - Approved and adopted.
- Communication Policy - Approved and adopted.
- DPC Data Retention Policy - Approved and adopted.
- DPC Lawful Processing Policy - Approved and adopted.
- Environmental Policy - Approved and adopted.
- General Privacy Policy - Approved and adopted.
- DPC Internet Banking Policy - Approved and adopted.
- DPC Data Security Breach Policy - Approved and adopted.
- DPC SAR Procedure - Approved and adopted.
- Equality and Diversity Policy - Approved and adopted.
- Media Policy - Approved and adopted.

14. To receive any items of correspondence not previously circulated:

- a) Planning Inspectorate – notified parties – addition of a public footpath grid reference 57506,26070 to 57524,26116.
- b) Roadside Nature Reserve Warden - notification of vacancy.
- c) Community Governance Review – Dunstall Green Road to be moved to the parish of Ousden.

13. Items for discussion at the next meeting:

- Community Governance Review – Dunstall Green Road.
- Roadside Nature Reserve Warden vacancy.
- Submissions for the parish newsletter.
- Footpath to Ousden – requires attention.
- Malt Kiln – to gather a volunteer group to tidy its appearance, to erect an information plaque.

14. Dates of next meeting:

- a) Next meeting – Thursday 20th January 2022,7.30pm Dalham Village Hall.

15. There being no further business to discuss, the meeting closed at 9.09pm

Signed (Chairman) Dated