

DALHAM PARISH COUNCIL**Minutes of the meeting held on Thursday 17th March 2022**

Councillors present: John Riddell (Chairman), David Fitch, Ian Petchey and Ann Ward.

Also present: Antonia King (clerk), District Councillor Mike Chester.

1. **Chair's Welcome** - Chair opened the meeting at 7.30pm.
2. **To receive Apologies of Absence** – Cllrs Padman, Aylott and Bolton 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 – Parking issues on the junctions and kerbs outside the Affleck Arms were discussed, and issues raised. See 10d.
 - b) Matters regarding Dalham in general –
 - Noise levels in the village from pub users late at night – Cllr Petchey to speak with the landlord and report at the next meeting.
 - Guard dogs at the Mill – Excessive noise from dogs barking – resident expressed concern regarding excessive noise from dogs barking at the Mill. Councillors also noted the dogs on the property can be intimidating for those walking past. Cllr Riddell to contact the owner and report back at the next meeting.
 - Condition of Denham Road due to water erosion caused by flooding from blocked drains – Cllr Fitch is to forward photos and exact location of drains to Clerk and District Cllr Chester for action.
5. **To receive and approve the minutes of the last meeting held on 22nd February 2022.**
 - 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: [District Councillor report](#)
Discussions were had regarding available locality funding. It was agreed that costs would be established regarding an A3 lectern sign for the Malt Kiln. The clerk and Cllr Petchey to follow up.
 - b) County Councillor, Andy Drummond. For a copy of the report go to: [County Councillor report](#)
7. **Police Matters –**
 - a) None received.
8. **Matters arising from Minutes of the last meeting that are not an agenda item:**
 - a) To confirm that photographs showing the condition of the footpath leading to Ousden have been taken and forwarded to James Pickerin, Area Rights of Way Officer. The clerk confirmed that Cllr Aylott had taken these photographs and forwarded them via email for action.
 - b) Confirm receipt of the title plan to accompany the register of title documents. The clerk confirmed receipt, and Cllr Ward took the plans for perusal and will return them at a later meeting.
 - c) To confirm the Emergency Plan e-mail has been set up. Cllr Fitch and the Clerk both have access to the e-mail, Cllr Riddell confirmed his intention to do so imminently.

So signed by the Chair on 19.05.2022

- d) To receive and update regarding the dog fouling complaints that were reported to Ashley Parish Council. The clerk informed the council that Ashley had approved an additional dog bin. They are now waiting for Cambridge County Council to approve the additional bin on their collection rounds before going ahead and installing it.

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 February
- Clerk salary - £207.48 for March
- Clerk salary back pay - £21.40 (Mrs King)
- Clerk salary back pay - £21.87 (Mrs Kirk)
- Land searches - £33.48
- Computer purchase - £279.00
- CAS Web hosting annual fee - £60.00
- Gipping Press, printing costs - £51.60

CLlr Petchey (in CLlr Padmans absence) 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
09.01.22	Interest	Lloyds Bank	£0.04
10.02.22	Interest	Lloyds Bank	£0.04

Payments

Date	Description	Supplier	Total	Min, Ref
31.01.2022	Salaries	Antonia King	£203.84	216/9a
21.02.2022	Land searches	Antonia King	£ 33.48	214/11a
28/02/2022	Salaries	Antonia King	£203.84	223/9a

c) Bank reconciliation for period ending 08.11.21:

Lloyds Treasurers Account against bank statement	£3961.72
Lloyds reserve account	£4509.00
Total in Banks	£8470.72

CLlr Fitch (in CLlr Padmans absence) and CLlr Petchey verified and signed the bank statements.

d) To approve and sign the checklist of Internal Controls

In CLlr Padmans absence, CLlr Fitch, Petchey and Riddell signed the checklist of internal controls.

e) To note the 1.75% clerk pay award from 01.04.21 – 31.03.22 as agreed by the GMB and UNISON, and to approve the backdated pay owed to Mrs A King and Mrs J Kirk –

The clerk advised of the pay award and the pay increase was approved and will be reflected in the March salary.

So signed by the Chair on 19.05.2022

The monies owed to Mrs Kirk were authorised for payment.

f) To formally appoint an internal auditor for 2021/2022:

The appointment of Mr Trevor Brown was authorised by the council, and it was understood that his travel expenses would be shared with Hargrave Parish Council.

g) To approve and sign the updated fixed asset register:

To include the addition of a clerks computer, the fixed asset register was updated, approved and signed off by the Chair and Proper Officer.

It was also confirmed that the annual inspection of the fixed assets had been carried out on May 15th 2021 by Cllr Ward.

10. To receive and consider matters relating to the following:

a) Volunteer projects – to consider organising volunteer groups to take on projects:

- **Footpath posts:** Cllr Ward confirmed that the posts were diarised for erection in May.
- **Malt Kiln:** Following an informal conversation between Cllr Riddell and Mr and Mrs Armstrong regarding the ongoing upkeep of the Malt Kiln it was confirmed that they would be keen for volunteers to help remove plant growth. They were also very open to the idea of an information plaque to be erected on the roadside verge beside the kiln. Cllr Petchey confirmed he would be happy to take this project forward and will speak to Mr and Mrs Armstrong directly as there are specific criteria which must be adhered to. The Malt Kiln is a listed building. The clerk is to liaise with Cllr Petchey regarding sourcing prices for the information lectern that is to be installed. District Cllr Chester has pledged £200.00 from his locality budget for 21/22 if the costs and quotes can be established before April 1st.

b) Wildlife Friendly Village:

- **To receive an update from the clerk following a conversation with Doug James in Moulton, and to consider his suggestions for the edges of the riverbanks:** Doug James advised that Moulton plant spring bulbs into their riverbanks, which give early seasonal colour and food for pollinators. The bulbs are usually over before the first cut by K. Hutchinson. He was happy to share that wholesaler that they use to buy the bulbs from. The council were very open to this idea, the clerk is to get some bulb prices from the recommended wholesaler, and it was resolved that it be bought back to the agenda for further discussion in July.
- **To discuss the viability of a riverside footpath along the B1085:** on further investigation, it was discovered that the proposed footpath would not be on Highways land but would be on Dalham Estate land. The clerk is to contact Strutt Parker and ask if the estate would be open to allowing a permissive path along the roadside of the river. It was hoped they would be favourable to the idea as the land is currently wasteland and it would mean road safety for any walkers.

c) Speed and Safety: To receive an update from Cllr Drummond and discuss the options available to the village:

Unfortunately, Cllr Drummond was unable to attend the meeting but had forwarded all relevant emails to the council. Following a speed survey that had been carried out in May 21, the Speed and Safety team commented that the results would make it very hard to justify a 20mph limit or the installation of a TRP buffer. Options open to the council would be 1) a SID scheme for the village, 2) a white picket fence gateway where the 30mph limit starts to emphasise to drivers that they are coming into a village or 3) erect an information sign in the verge coming down the hill giving advanced warning of a 30mph limit. Alongside the sign would be a SLOW paint marking on the road. It was considered that option 3 would be the best and most cost effective for the village. The council would also like to request additional signage to focus on why drivers were being asked to slow down such as people in road, narrow road, etc. Similar signs were also requested for Gazeley Road by the Malt Kiln. The clerk is to feed these requests back to Cllr Drummond for consideration.

ANPR site suitability: following an email send to Suffolk ANPR team regarding the impracticality of the constraints imposed by the site suitability checks, they advised that if Dalham had SID's in operation the ANPR could be set up

So signed by the Chair on 19.05.2022

on one of the posts. They were also prepared to allow the device to be put up if the post was 50m within the speed limit. It was discussed that the VAS sign on the bridge over the River Kennett at The Sounds would fall within these conditions, Cllr Fitch confirmed he would double check before sending the location to the clerk to forward to the ANPR team.

Also noted were the poor markings on the road beside the bridge outside the Affleck Arms ordering traffic to give way. Cllr Petchey to forward a photo to the clerk, who will report it on the Suffolk Highways reporting tool.

- d) To discuss the recent e-mail received from a resident detailing ongoing dangerous parking problems on junctions and kerbs outside the Affleck Arms:** It was agreed that the parking along the road and at junctions was a big problem. Photographs have been submitted to Suffolk Highways with details of the number plates and problem. The resident was given the e-mail link and will report any problems when they occur. The clerk advised the resident to send as many photographs as possible to the parish council, these would then be forwarded to District Councillor Chester and County Councillor Drummond as evidence of the ongoing problems. A road traffic order would then be applied for, for signage and lines.
As a more immediate solution to the issue, it was suggested that leaflets could be left on offending cars to highlight the inconvenience their parking has caused and to ask them not to park there again. The clerk is to draft a leaflet for comment.
- e) Community Governance Review – to discuss the most recent email from CGR regarding the consultation:** The clerk advised that Ousden had stated they were happy to accept the views of the residents in Dunstall Green Road and were withdrawing their request for the boundary to be amended. However, the CGR team had met before receiving this email and agreed to take the consultation forward. It was agreed that this would be a pointless and confusing exercise, and the clerk is to respond to the CGR team to feed this back. Cllr Chester requested that he be copied into the e-mail as he sat on the review board.
- f) Warden appointments: to consider any potential volunteers that have come forward as a result of the request put into the newsletter:** The clerk confirmed that no one had come forward to volunteer, Cllr Riddell said that he would approach a resident that lived close to the nature reserve who may consider the Roadside Nature Warden position. It was agreed that the Tree Warden position would remain open.
- g) Dog Bins – to consider the update received from Andrew Harvey at West Suffolk regarding installation and emptying of dog bins:** The clerk advised that waste services were still unable to add Dalham to their collection route. Cllr Chester asked for the emails to be sent to him for further investigation. The clerk is to mention the church bin problem as well, it was emptied regularly, but recently has not been emptied and is now overflowing.
- h) Great British Spring Clean Up – to discuss and approve the involvement of Dalham in this annual event:** the event was fully supported and is normally a popular event. The date is to be confirmed and once agreed will be advertised to the village. The clerk and Cllr Petchey to action.
- i) Suffolk Walking Festival – Moulton Three Churches Nordic Walk Tuesday 24th May 2022:** The date was noted and an e-mail sent to Mrs Mack-Smith to record on the village e-mail.
- j) To formally acknowledge the passing of former Parish Councillor John Aldus:** The council sent a card of condolence to Mrs Aldus.
- 11. To receive any items of correspondence not previously circulated:** The clerk is to circulate the hard copy required to collect the Quiet Lanes signage and circulate to Cllr Petchey.

12. Items for discussion at the next meeting:

So signed by the Chair on 19.05.2022

- Disaster recovery for DPC cloud.
- Website security
- Possibility of resurrecting the old path from Dunstall Green to Denham Road

13. Dates of next meeting:

a) Next meeting – APM Thursday 19th May 2022, 7.00pm Dalham Village Hall, followed by the AGM at 7.30pm.

14. There being no further business to discuss, the meeting closed at 9.29pm

Signed (Chairman) Dated