

DALHAM PARISH COUNCIL**Minutes of the meeting held on Wednesday 21st July 2021**

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

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

Open Forum

No issues were raised.

1. County Councillor's Report

County Councillor Andy Drummond introduced himself and explained a bit about his role. He has locality funding available should Dalham wish to apply for any.

The Parish Council asked Andy Drummond if he could follow up with Highways about the possibility of obtaining a Danger of Ice sign for Denham Hill and a review of the suitability of Denham Hill for large vehicles.

2. District Councillor's Report

Mike Chester presented his report which is available on the Parish Council's website at <http://dalham.onesuffolk.net/parish-council/meetings/meetings-reports/21st-july/>

3. Acceptance of apologies for absence

Apologies were received from Isobel Aylott.

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

No councillors declared an interest in any items on the agenda and no dispensation requests were received.

5. Approval of minutes of the Annual Meeting of the Parish Council Wednesday 19th May 2021

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

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

There were no outstanding councillor actions.

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

It was resolved that the following payments would be approved:

- J P Kirk – expenses - LGA 1972, s111 - **£24.72**
- Dalham Village Hall – village hall rental for meetings - LGA 1972, s111 - **£200.00**

Rachael Padman and David Fitch signed the Schedule of Payments. The Chairman countersigned it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings.

c) Statement of receipts and payments made since 1st April 2021**Receipts**

Date	Description	Supplier	Total
11/05/2021	Refund of 1/3 of cost of Three Villages Walks Leaflet	Ousden Parish Council	£120.00
01/06/2021	Refund of 1/3 of cost of Three Villages Walks Leaflet	Lidgate Parish Council	£120.00

Payments

Date	Description	Supplier	Total
24/05/2021	Clerk's expenses	Joanne Kirk	£0.00
24/05/2021	Clerk's expenses	Dalham Parish Council	£7.29
24/05/2021	Donation	Dalham Village Hall	£300.00
24/05/2021	Churchyard maintenance	Dalham PCC	£500.00
24/05/2021	Internal audit fee	Mrs C Whitaker	£65.00

24/05/2021	Zoom subscription 1/8	J Kirk	£17.99
24/05/2021	Shovels for grit bins	Ann Ward	£37.76
10/06/2021	Pension payment	Risby Parish Council	£15.00
15/06/2021	Verge cutting	K Hutchinson & Son	£457.20
Staff costs as per confidential cash book			

d) **Bank balances as of 12th July 2021**

Lloyds current account	£8,823.32
Lloyds reserve account	£5,927.48
Total in Banks	£14,750.80

Rachael Padman and David Fitch verified and signed the bank statements.

e) **Signatory to complete the checklist of Internal Controls**

Rachael Padman signed the checklist of internal controls.

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

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

g) **Email from West Suffolk Council about the cost of emptying a bin/dog bin at the bottom of the Chestnut Avenue**

The clerk contacted West Suffolk Council about the installation of a litter bin. The Parish Council would need permission from Highways to install the bin. The cost per empty would be £3.08. West Suffolk Council is starting a major litter bin replacement programme and will not have the capacity to install anything until September 2021. They will also need to check whether they have the space on that round to empty the bin.

It was resolved that the Council would install the bin at the bottom of the Chestnut Avenue. The clerk agreed to contact West Suffolk Council again to find out if they would be able to empty the bin fortnightly. If they say they cannot empty the bin, the Parish Council will ask Mike Chester to follow up. Andy Drummond agreed to contact Highways to obtain permission to install it on the verge. Ian Petchey agreed to install the bin.

9. **Planning**

a) **DC/21/1345/TCA - 46 The Street, Dalham - a. one Spruce (green on plan) crown lift to five metres and crown reduce over seat by one metre; b. Conifer hedge, and Lilac hedge, and mixed hedge (on plan) reduce to two metres above ground level; c. one Apple (on plan) overall crown reduction**

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

b) **Letter from Steve Reed MP about planning forms and asking parish councils to support a motion in favour of the principle of protecting residents' right to say over individual planning applications in their own area as detailed in Mike Chester's report.**

Dalham Parish Council decided not to support the motion as the proposal will not have any impact on Dalham.

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

a) **Finding a volunteer to take on responsibility for managing the VAS**

Ian Petchey agreed to take on responsibility for managing the VAS.

b) **Update on the Quiet Lanes Project**

The posters were displayed after the consultation. There were no further objections so the project is proceeding.

c) **Danger of ice sign on Denham Hill**

This request will be followed up by Andy Drummond.

d) **Review of suitability for large vehicles Denham Hill**

This request will be followed up Andy Drummond.

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

a) **Financial Regulations**

It was resolved that no amendments were necessary.

b) **Standing Orders**

It was resolved that the following amendments would be made to section 1c and 1d:

*1c. 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 are welcome to join Zoom meetings. Login details will be included on the published agenda. 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.***

*1d. The Annual Parish Meeting shall normally be held on the first Thursday in May **after** the Annual Parish Council meeting*

12. To approve the Parish Council's Emergency Plan and Emergency Plan leaflet

David Fitch updated councillors about the progress of preparations of the Emergency Plan. He recommended purchasing a back-up generator and two-way radios. The next stage is to identify local resources in the village. The aim is for the completed plan to be ready in September. The clerk agreed to contact Vince Williams at JEPU to ask if they have any more emergency planning kits. Andy Drummond agreed to fund a generator and two-way radios if necessary. David Fitch agreed to research generators and two-way radios. Rachael Padman distributed some Emergency Plan information which can be circulated to residents.

13. To discuss the Parish Council newsletter

John Riddell agreed to produce a village newsletter.

14. To discuss any village issues:

a) The suggestion to organise a post lockdown event for the village

Councillors agreed that it was a good idea to work with the village hall to organise an event. Andy Drummond said he would be willing to give some of his locality budget towards an event. He asked the Parish Council to work out the cost of the event and send him the details. John Riddell agreed to speak to the Village Hall Committee.

b) Possibility of carrying out a wildlife project

Ann Ward explained the ideas for a wildlife project. Ann Ward and Ian Petchey agreed to talk to the Estate Manager about the principle of carrying out a wildlife project.

15. To discuss the following correspondence:

a) Emails from Dalham PCC and Dalham Village Hall thanking the Parish Council for their donations – for information only.

b) Letter from Lord Lieutenant for Suffolk about the Festival of Suffolk 2022 to celebrate the Queen's platinum jubilee and the suggestion to appoint a Festival Community Champion and email from SALC about community celebrations for the Queen's Platinum Jubilee.

John Riddell agreed to discuss the possibility of a village event with the Village Hall Committee.

16. Any other business for noting or including on the agenda of the next meeting

No issues were raised.

17. To resolve to exclude press and public under the Public Bodies (Admissions to Meetings) Act 1960: the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information

a) To discuss staffing matters

It was resolved that members of the public would be excluded to allow confidential staffing matters to be discussed. The clerk left the meeting as the discussions related to the appointment of a new clerk.

There being no further business the meeting closed at 9.15pm.

Signed (Chairman) Dated

