

DALHAM PARISH COUNCIL**Minutes of the Annual Meeting of the Parish Council held on Wednesday 19th May 2021**

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

Also present: Joanne Kirk (clerk)

Open Forum

No issues were raised.

1. Election of chairman

John Riddell was nominated and following a vote, it was resolved that he 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 meeting

3. To elect a vice chairman

No vice-chairman was elected.

4. Register of Members' Interests form.

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

5. Acceptance of apologies for absence

Apologies were received from Isobel Aylott.

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 2019 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

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

8. Approval of minutes of meetings held on Wednesday 17th March 2021 and the planning meetings held on Wednesday 31st March 2021 and Wednesday 14th April 2021.

The employer liability figure on P3, item 8K was amended to £10M. It was resolved that the minutes were correct. The chairman signed them.

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

There were no outstanding councillor actions.

10. 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**
- Zoom – annual subscription (1/8) - LGA 1972, s111 - **£17.99**
- J P Kirk – expenses - LGA 1972, s111 - **£7.29**

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	Supplier	Description	Total
13/04/2021	HMRC	VAT refund 2020-21	£316.17
29/04/2021	West Suffolk Council	Precept	£6,832.00

Payments

Date	Minute	Supplier	Description	Total
06/04/2021	194/8f	Suffolk Association of Local Councils	Subscription	£145.25
06/04/2021	190/11e	Suffolk County Council	Footpath leaflets	£360.00
06/04/2021	190/11e	Suffolk County Council	Footpath leaflets	£360.00
06/04/2021	190/11e	Suffolk County Council	Amendment to footpath leaflets	£28.00

Staff costs as per confidential cashbook

d) Bank balances as of 11th May 2021

Current account	£9,591.24
Reserve account	£4,508.56
Total in Banks	£14,099.80

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) Update on the inspection of parish council property carried out by John Gale

Ann Ward completed the inspection of Council property. The following work is needed:

- The batteries on the VAS need replacing. It was resolved that a payment of £200 for two replacement batteries would be permitted.
- New shovels are needed for the grit bins. It was resolved that Ann Ward would order the shovels and the Parish Council will reimburse her. The cost of each shovel is £10.49. It was resolved that this payment would be approved.
- The metal seat needs cleaning. Ann Ward agreed to do this.

f) Internal auditor's report

No issues were raised.

g) To approve Dalham Parish Council's Annual Governance Statement 2020/21 (see separate document) and section 1 of the Annual Governance and Accountability Return 2020/21.

It was resolved that Dalham Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2020/21 would be approved. The Chairman and RFO signed it.

h) To approve and sign section 2 of the Annual Governance and Accountability Return 2020/21 - the Accounting Statements 2020/21

It was resolved that section 2 of the Annual Governance and Accountability Return 2020/21 - the Accounting Statement 2020/21 would be approved. The Chairman and RFO signed it.

i) 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 2020/21 was £9,573 and its expenditure was £6,875 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.

j) To approve the Financial Report 2020/21 which the Council needs to publish as part of the Transparency Code 2015

It was resolved that the Financial Report would be approved.

k) To receive the precept information for 2021/22

A precept payment of £6,832 was received from West Suffolk Council on 29th April 2021.

l) Amendment to standing order for clerk's salary

It was resolved that the standing order for the clerk's salary would be amended to reflect the pay increase agreed at the meeting on 10th November 2020. An additional payment of £12.83 was also approved as the standing order for the April increase was not amended in time.

9. Planning

a) DC/21/0919/TCA - 1 Stores Hill, Dalham - Fell 1 cedar

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

b) DC/21/0922/HH - Ruffles Barn, Brookside, Dalham - a. new gate to side wall to provide access to south courtyard and stabilise existing flint wall; b. construct two buildings to create garden room, gym, studio and store (following demolition of existing outbuildings)

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

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

a) Update on the Quiet Lanes Project

Due to a slow response from Barrow Cum Denham Parish Council, the designated Quiet Lane was shortened to Dalham's original specification from the junction of The Street, Lidgate Rd and Denham Rd to the junction of Ousden Rd (also referred to as the Jillings Farm junction). This section is confirmed in Wave . The cost of the quiet lane will be fully met. Further lanes would require a £50 contribution from the Parish Council.

Public notification will occur on the 24th May, when all residents and businesses on the proposed route will receive a hand delivered notification.

The interest to have Ousden Rd designated has been registered, though some parts are not eligible because they are not single lane.

b) Update on outstanding Highways issues

- **Pedestrians on Road or white lines on Stores Hill**

This request needs to be followed up with Andy Drummond again.

- **40mph lead in signs – Stores Hill and Lidgate end of B1085**

Suffolk County Council undertook a speed survey on Stores Hill during the week commencing 3rd May 2021. The 7 day average mean speeds were recorded to be 31mph in both directions which Suffolk County Council says indicates that there is no justification for a speed restriction on the approach to the village.

- **Danger of ice sign on Denham Hill**

This request needs to be followed up with Andy Drummond again.

- **Review of suitability for large vehicles Denham Hill**

This request needs to be followed up with Andy Drummond again.

c) Response from Dalham Estate to queries raised by Dalham Parish Council – for information only.

The Dalham Estate has responded to a number of queries about trees on the Dalham Estate.

d) Email from Suffolk Road Safe about VAS data

It was resolved that the Parish Council would support an approach to the Police and Crime Commissioner.

11. To discuss the advice from the Joint Panel on Accountability and Governance (JPAG) about the importance of a secure email system for the Parish Council and councillors – for information only.

12. To discuss future meeting dates

The Village Hall wants to move back to a Thursday due to yoga classes on a Wednesday. The clerk was asked to contact the Village Hall Management Committee to say that some councillors can only make meetings on a Wednesday.

13. To discuss ways of communicating between the Parish Council and Dalham residents

It was resolved that the Parish Council email addresses would be included in future newsletters.

14. Email from the Joint Emergency Planning Unit about Dalham's Emergency Plan which needs updating.

This item is ongoing.

15. To discuss any village issues

a) Email from a resident about dog bags being left on the footpath along the Chestnut Avenue.

It was resolved the clerk would find out the cost of emptying a dog bin at the start of the Chestnut Avenue.

b) Email from a resident about issues relating to the re-opening of the Affleck Arms

The Parish Council agreed to monitor the situation.

- c) **Update on the Alms House parking**
There is nothing to update at present.

16. Correspondence

No correspondence has been received.

17. Any other business for noting or including on the agenda

The following items are for including on the next agenda:

- The clerk announced her intention to resign before September 2021. This item will be discussed at the next meeting.

There being no further business the meeting closed at 8pm.

Signed (Chairman) Dated