

DALHAM PARISH COUNCIL**Minutes of the Annual General Meeting of the Parish Council held on Thursday 19th May 2022**

Councillors present: John Riddell (Chairman), Rachael Padman and Ann Ward.

Also present: Antonia King (clerk), County Councillor Andy Drummond, District Councillor Mike Chester and Mrs K. Rose.

- 1. Election of Chair including signing of the Declaration of Acceptance of Office for the position** – Cllr Riddell was nominated for re-election which was seconded. Cllr Riddell accepted the nomination and signed the paperwork.
- 2. Election of Vice-Chair (if considered necessary) incl. signing of the Declaration of Acceptance of Office for the position** – It was agreed that a Vice-Chair was unnecessary, and no Vice-Chair was elected.
- 3. To receive Apologies of Absence** – Cllrs Petchey, Aylott, Fitch and Bolton submitted their apologies, their apologies were accepted.
- 4. 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.
- 5. To receive comment from the members of the public present -**
 - a)** On the agenda under discussion – None received.
 - b)** Matters regarding Dalham in general –
 - Dog fouling and litter – The council were asked to consider the need for more bins throughout the village. The council explained to Mrs Rose that the issue was with the collection schedule rather than the provision of bins – West Suffolk have no spare capacity to be able to add Dalham to their route. Cllr Chester and Drummond are to liaise with the Operations team and report back. Also requested was a dog bag dispenser be provided for walkers and an outside tap and water bowl be located at the village hall for dogs. It was advised that the village hall should be approached regarding this matter. To address the litter and fouling problems – it was suggested that an article be circulated in the newsletter.
 - Conditions on the concrete road leading up to the Garden House – whilst it was acknowledged that this is privately owned and a permissive path, concerns were raised over the verges that are being churned up the large industrial traffic that uses it, and the large pot holes and gullies appearing in the road. Residents that use the road for access to their properties are having to fix the problems caused by the erosion themselves otherwise risk damaging their cars or worse. It was suggested that an email be sent to the estate, and an agenda item be set for the next meeting.
- 6. To receive and approve the minutes of the last meeting held on 17.03.22 and 12.04.22.**
 - a)** Approval of the minutes was given by all present, Chair signed the paper copy of the minutes.
- 7. Reports for information –**
 - a)** District Councillor, Mike Chester. No report submitted. 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: [April Andy Drummond.pdf](#)
- 8. Police Matters –**
 - a)** None received.
 - b)**

9. Matters arising from Minutes of the last meeting that are not an agenda item:

- a) To note the response from Strutt Parker regarding a permissive path along the B1085, roadside of the river - The clerk updated the council regarding the e-mail request that was sent. The estate is not willing to consider the request.
- b) To receive an update on the Quiet Lanes signs – Logistic and paperwork problems have meant that the signs are yet to be collected from Ipswich.
- c) To note the response from Suffolk Highways regarding the road markings on the junction of The Street and the bridge – The clerk informed the council that Highways will monitor the situation, but do not think any remedial action is required at this stage.

10. 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 - £207.48 for April
- Clerk salary - £207.48 for May
- Clerk salary - £207.48 for June
- SALC annual subscription - £145.61
- Trevor Brown - £120.00 plus travel for Internal Audit.

Cllr Padmans 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
11.04.22	Interest	Lloyds Bank	£0.04
29.04.22	Precept	West Suffolk	£7029.00
09.03.22	Interest	Lloyds Bank	£0.03

Payments

Date	Description	Supplier	Total	Min, Ref
07.03.22	Business Services	CAS	£60.00	223/9a
24.03.22	Clerk	Mrs A King	£21.40	223/9a
24.03.22	Printing Costs	Gipping Press	£51.60	223/9a
30.03.22	Clerk	Mrs A King	£207.48	223/9a
31.03.22	Clerk	Mrs J Kirk	£21.87	223/9a

c) Bank reconciliation for period ending 31.03.22:

Lloyds Treasurers Account against bank statement	£3599.37
Lloyds reserve account	£4509.03
Total in Banks	£8108.40

Bank reconciliation for period ending 30.04.22:

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So signed by the Chair at the meeting held on 21st July 2022

Lloyds Treasurers Account against bank statement	£10628.37
Lloyds reserve account	£4509.07
Total in Banks	£15137.44

Cllr Padman verified and signed the bank statements.

- d) **To approve and sign the checklist of Internal Controls, Internal Control Statement and the Financial Risk assessment for year ending 31.03.22:**
Cllr Padman signed the checklist of internal controls. Cllr Riddell, Padman and Mrs King signed the statement. The risk assessment was approved and signed by Cllr Riddell.
- e) **To receive and approve the year end accounts for 2021/2022** The clerk advised the year end statement recorded the receipts as £7388.64 and the payments as £7390.07. Total in bank was £8108.40. Year End statement recorded as £15498.47. The statement was approved as a fair representation of the financial position of the council and signed by the Chair and the Responsible Finance Officer.
- f) **To note the budget to actual position for year ending 31.03.2022 including variances:** this was duly noted, with no queries raised.
- g) **To consider and approve the Certificate of exemption for external audit:** as the gross income or expenditure does not exceed £25000 it was agreed that Dalham Parish Council met the requirements to certify themselves exempt from a limited assurance review under Section 9 of the Local Audit Regulations 2015 and the Certificate of Exemption was approved and signed by the Chair and the Responsible Finance Officer.
- h) **To consider and approve the Annual Governance Statement 2021/22:** it was acknowledged that there is a sound system of internal controls, including arrangements for the preparation of the Accounting Statements and the Annual Governance Statement was approved and signed by the Chair and Clerk.
- i) **To consider and approve the Accounting Statement 2021/22:** the responsible finance officer presented the signed accounting statement to the council who approved it as a fair representation of the financial position of the authority. It was then signed by the Chair.
- j) **To note the date set for exercise of public rights:** The dates set for the period for the exercise of public rights were – Monday 13th June 2022 to Friday 22nd July 2022
- k) **To reconfirm acceptance of BACS (Bank Transfer) for the settlement of invoices/requests for payment, (provided that such payments are authorised by two bank signatories, the evidence of such authorisation is retained, and payments are reported to council) as the preferred method of payment:** All in favour of continuing with this method of payment.
- l) **To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2022-23:** The following list of regular payments was presented to the council, it was duly approved by all for regular payments in the upcoming year.

Frequency of expenditure incurred	Payment Method	Beneficiary	Summary of the purpose of the expenditure	Amount excl. VAT
Monthly	SO	Clerk	Salary	£207.48
Annual	BACS	Dalham Village Hall	Donation	£300.00

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Annual	BACS	Dalham Village Hall	Rent	£200.00
Annual	BACS	Dalham PCC	Grounds maintenance	£500.00
Annual	BACS	SALC	Annual subscription	£145.61
Annual	BACS	Trevor Brown	Internal Audit	Variable
4 x a season	BACS	K. Hutchinson & Son	Verge cutting	Variable
Annual	DD	ICO	Data protection fee	£35.00
Annual	BACS	BHIB Councils Insurance	Insurance	£373.58
Annual	BACS	Business Services	Website hosting	£60.00

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

- a) Speed and Safety: to receive an update from Cllr Drummond and discuss the options available to the village:** The clerk confirmed that the council's decision to opt for the erection of an information sign in the verge coming down Stores Hill giving advanced warning of a 30mph limit along with a SLOW paint marking on the road had been fed back to Cllr Drummond from the last meeting. Cllr Drummond advised that this had been passed onto the speed and safety team, but he had not heard from David Chenery regarding the installation of signage and markings on the road and would chase.
- b) To discuss the parking issues and the solution offered by Highways regarding double yellow lines, costs and funding options should the solution be considered viable:** Following an email from Highways Support dated 13 April 2022 reference CR:356412 it was advised that double yellow lines across the bridge and continuing round the sharp bend (excluding the junction of The Street) which are enforceable – both by Suffolk Police and the district council's Parking Enforcement Officers would be best solution to the issue of parking on the junction of Stores Hill/Lidgate Road and The Street. Funding of the scheme would need to be sourced. The council agreed that this was the best solution and Cllr Drummond pledged £5000.00 of his locality budget towards the cost of both the signage/road marking scheme and this scheme. The Parish Council agreed to fund any difference from their earmarked projects and road safety funds (within reason).
- c) To discuss the ongoing email correspondence between Cllr Riddell and Mr Carr, and to discuss parking issues near the Windmill that Mr Carr has highlighted:** It was agreed that the Parish Council had done as much as it could to highlight concerns some residents may have with the barking dogs. Anything more needs to be handled by the complainants themselves and passed over to Environmental Services at West Suffolk. Overnight parking in the triangle has been an ongoing concern of Mr Carr, the parish council have previously acknowledged this and requested that the verge cutting be minimal as a parking deterrent. There is little the parish council can do to stop overnight parking and if it is illegal, it requires an enforcement officer to issue any relevant fines. The clerk is to investigate overnight parking rules further and pass it back to Mr Carr as advice.
- d) To discuss ongoing village projects; to include an update on works to the Malt Kiln, Footpath post replacement work and a wildlife friendly village:** Cllr Riddell updated the council regarding the cleaning work that had been carried out at the Malt Kiln. The Armstrongs are very pleased with the results. The clerk advised all present of the quotes that had been received for an information lectern to be installed and agreed to circulate them to all ahead of the next meeting. The wording for the lectern still needs to be agreed, with the final version being authorised by the Armstrongs. It was confirmed that the footpath posts are to be erected before the end of the summer. It was agreed that Cllr Ward would report back to the July meeting regarding areas in the village that could be left to grow. The areas chosen would not impact on pedestrians, visibility or road safety.

- e) **To note the Parish Clerk is appointed as the Council's Responsible Finance Officer for the Council as part of her contract of employment:** This was duly noted.
- f) **To consider and formally adopt the Model Councillor Code of Conduct 2020 as produced by the LGA:** This was formally adopted, and the Clerk is to update the website accordingly.
- g) **Website security – to consider and approve the one-off cost of £36.00 offered by One Suffolk to ensure the site is secure:** Approval was given to the clerk to purchase the SSL certificate to ensure website security. The clerk is to action accordingly.
- h) **To nominate councillors to undertake the annual inspection of the fixed assets:** Cllr Ward volunteered to carry out the annual inspection and report back at the next meeting.
12. **Planning Applications to be considered by the council –**
 DC/22/0539/LB (separate application to DC/22/0438/HH: Householder planning application for the same property):
Application for listed building consent - a. single storey extension to north elevation (following demolition of conservatory and existing lean-to), b. one dormer to first floor west elevation, c. replacement doors to east and west elevation, d. replacement of cement render with lime render to existing dwelling, e. repairs and replacements to timber framing and rafters and replacement insulation.
Location: Appletree Cottage Dunstall Green Ousden Suffolk CB8 8TZ
 The council had no objection to this application and resolved to support it.
13. **Items for discussion at the next meeting:**
- Disaster recovery for DPC cloud.
 - Malt Kiln lectern sign.
 - Possibility of resurrecting the old path from Dunstall Green to Denham Road
14. **Dates of next meeting:**
 a) Next meeting – APM Thursday 21st July 2022, 7.30pm Dalham Village Hall.
15. **There being no further business to discuss, the meeting closed at 9.20pm**

Signed (Chairman) Dated