

## DALHAM PARISH COUNCIL

Minutes of the meeting held on Thursday 21<sup>st</sup> July 2022

**Councillors present: John Riddell (Chairman), Isobel Aylott, David Fitch, Ian Petchey.**

**Also present: Antonia King (clerk).**

- 1. Chair's welcome and opening statement.**
- 2. To receive Apologies of Absence** – Cllrs Padman, Ward, 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 interest for the agenda under discussion and no requests for dispensation were received.
- 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 19<sup>th</sup> May 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. No report submitted, expected before end of July.
  - b) County Councillor, Andy Drummond. For a copy of his report: [June 2022 Monthly Parish Newsletter Andy Drummond.pdf](#)
- 7. Police Matters –**
  - a) None received.
- 8. Matters arising from Minutes of the last meeting that are not an agenda item:**
  - a) To receive an update following an email request to Strutt and Parker regarding the condition of the private road leading to Garden House: The clerk reported that Strutt and Parker had inspected the site and agreed to make repairs to the centre of the road. The wear to the side of the roads was deemed expected due to the farm vehicles and machinery that use it, and whilst they will monitor it, no immediate action will be taken.
  - b) To note that the Dalham Parish Council website is now secure following purchase of an SSL certificate: This was duly noted.
- 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 - £207.48 for July
    - Clerk salary - £207.48 for August
    - CAS website security - £35.00
    - K Hutchinson & Son, verge cutting - £457.20
    - Trevor Brown, Internal Audit - £139.35

Cllr Aylott 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.

**Treasurers Account**

Payments made 29.04.22 – 31.05.22

03.05.22	Mrs King	Clerks Salary	£207.48	229/10a
30.05.22	Mrs King	Clerks Salary	£207.48	229/10a
31.05.22	SALC	Annual subscription	£145.61	229/10a
<b>May close</b>			<b>£560.57</b>	

Receipts received 29.04.22 – 31.05.22: None received

<b>May Close</b>			<b>£0.00</b>	

**Instant Savers Account**

Receipts received 29.04.22 – 31.05.22

09.05.22	Lloyds Bank	Interest	£0.03	
<b>May close</b>			<b>£0.03</b>	

**Bank Reconciliation at 31.05.22:**

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
<b><u>SUMMARY</u></b>		
<b><u>Balance of accounts c/f:</u></b>	<b><u>£10628.37</u></b>	<b><u>£4509.07</u></b>
Payments in	£0.00	£0.03
Payments out	<b>£560.57</b>	£0.00
<b><u>Current balance:</u></b>	<b><u>£10067.80</u></b>	<b><u>£4509.10</u></b>

**Treasurers Account**

Payments made 01.06.22 – 30.06.22

30.06.22	Mrs A King	Clerks Salary	£207.48	229/10a
<b>June close</b>			<b>£207.48</b>	

Receipts received since 01.06.22 – 30.06.22: None Received

<b>June Close</b>			<b>£0.00</b>	

**Instant Savers Account**

Receipts received 01.06.22 – 30.06.22

09.06.22	Lloyds Bank	Interest	£0.04	
<b>June close</b>			<b>£0.04</b>	

c) To consider and receive the Bank reconciliations for period ending 30.06.22:

**Bank Reconciliation at 30.06.22:**

	<b><u>Treasurers Account</u></b>	<b><u>Instant Savers Account</u></b>
<b><u>SUMMARY</u></b>		
<b><u>Balance of accounts c/f:</u></b>	<b><u>£10067.80</u></b>	<b><u>£4509.10</u></b>
Payments in	£0.00	£0.04
Payments out	£207.48	£0.00
<b><u>Current balance:</u></b>	<b><u>£9860.32</u></b>	<b><u>£4509.14</u></b>

Cllrs Aylott and Riddell verified and signed the bank reconciliation against the bank statements.

d) To approve and sign the internal controls checklist: Cllr Aylott approved and signed the internal controls checklist in Cllr Padman's absence.

**10. Internal Audit 221/2022:**

a) To discuss the findings of the Internal Audit and consider any recommendations that were highlighted:

- The clerk confirmed that the ICO contact address had been updated.
- Whilst the current clerk was unable to locate the document that had been published to display the notice of public rights, the councillors confirmed that it had indeed been published.
- The clerk confirmed that she would re declare compliance to the pensions regulator to ensure the council complies with its duties as an employer.

b) To note the ICO details have been updated: this was duly noted (see 10a).

- c) **To review the effectiveness of the internal audit:** the annual review of the effectiveness of Internal Audit was approved and signed by the Chair and the RFO.

11. **Planning Application:** DC/22/1043/TPO TPO 04 (1991) - Tree preservation order - two Elm (072, 097 on plan) fell; two Beech (087, 088 on plan) fell; five Sycamore (090, 091, 092, 093. 096 on plan) fell; one Ash (095 on plan) fell; one Lime (099 on plan) fell

**Location:** Dalham Hall Church Lane Dalham Suffolk CB8 8TB – The council raised no objections to this application.

12. **To receive and consider matters relating to the following:**

a) **Volunteer projects – to receive an update and consider projects that require attention through out the village:**

- Erecting footpath posts: Cllr Aylott confirmed that they will be erected soon.  
Also discussed was cleaning of the existing walking signs, and a litter pick to ensure there were no fire risks on the footpaths (for example - glass) due to the extremely dry and hot conditions. Cllr Aylott is to action this in August.
- Discovering Suffolk – the installation of new QR code plaques to rights of way fingerposts: whilst the Discover Suffolk QR codes will be useful, they are generic. It was discussed that a more specific QR code for walks in Dalham would be more useful and informative, they could include information about landmarks and roadside reserves. It was agreed that the following would be actioned and bought back to the next meeting:
  - What it involves
  - Links to website
  - Information to be provided
  - Production of QR codes and associated costs
  - Contact Discover Suffolk to enquire how they produced their QR codes and how straightforward the project may or may not be.

Cllr Petchey and Fitch are to investigate the production of the QR codes and the clerk is to investigate the costs.

- Quiet Lane signs – confirmation of collection and formulation of a plan (including volunteers) to erect them: Cllr Riddell confirmed that the signs had been collected and already been erected. Cllr Aylott is to check if confirmation of installation is required.
- Malt Kiln, to receive an update from Cllr Petchey regarding cleaning work being carried out, the proposed lectern sign, and to formally agree the wording to be put forward to the Armstrongs for final approval: Cllr Petchey reported that the Malt Kiln had been cleaned and the Armstrongs were pleased with the results. The owners are also happy with the proposed lectern board and location. Minor amendments to the text and layout were discussed and agreed upon, as well as changes to the suggested photograph and the inclusion of a QR code to give a link to further history, photographs and information. These amendments are to be presented to the Armstrongs for final approval.

The quotes for the lectern board were discussed and it was agreed that Gipping Press would be used. The clerk is to check how long the wooden posts are expected to last and the risk of sun bleaching if the sign was to be south facing. She will report back at the next meeting.

b) **Dustall Green Road junction:**

- To discuss the damaged signage at the junction of Dunstall Green Road and consider necessary replacements – It was confirmed that this had been reported some time ago, Cllr Riddell is to confirm the date. The clerk will re-report and submit photos alongside.

c) **Wildlife Friendly Village:**

- Due to Cllr Wards absence, it was agreed that this item would be deferred to the next meeting.

d) **HIF:**

- To consider the email regarding Highways Investment Fund (HIF) regarding potential high-risk locations where vegetation can be skirt back and cleared from busy footways – It was agreed that the B1085 towards Lidgate between the permissive path and the footpath that runs alongside the river Kennett would be put forward, as well as Stores Hill and the road that veers left onto the Ashley Road. The clerk is to action.

- e) **Speed and Safety: to consider the cost of the scheme (RE7595 – waiting restrictions & warning signs, Dalham) submitted by Suffolk Highways and formally approve the order to proceed if everyone is in agreement** – The scheme and cost was approved by the council, however some points were raised that would also be fed back to highways for consideration:

- The proposed double yellow lines would encroach on a bus stop.
- Would consideration be given to painting double yellow lines at the Denham Road junction at the same time.
- When Highways attend site, would they make the council aware, so a representative could be in attendance.

The clerk is to let Cllr Drummond that the Parish Council have given approval to move forward.

**f) Dog Bins:**

- To consider the email received from Mark Walsh at West Suffolk regarding an alternative option put forward to Dalham to help control the dog fouling issues – it was agreed that this option was not something that the council would like to consider. It was raised that a dog bin had originally been located outside the Affleck Arms (within the past 5 years – the clerk is to search previous minutes and asset register for exact dates) which contradicts West Suffolk Councils impression the Dalham have never had a bin. The clerk will report back at the next meeting regarding her findings.  
Also highlighted was the wheelie bin at the church that is used by dog walkers – it is not emptied regularly, the clerk is to let West Suffolk know.
- To consider the request to install an outside tap and water bowl at the village hall to provide water for walkers and their dogs – as the village hall is on a water meter, it was deemed likely that this request would not have a favourable outcome. An alternative idea was to provide a water butt at the village hall for the use of walkers. Also noted was a tap at the church that can also be used. It was suggested that a sign could be put up at the village hall directing walkers up to the church if they needed water to refresh and/or dispose of their dog waste. The clerk is to investigate possible dog information signs, and Cllr Riddell will put forward a request to the village hall committee regarding their support for walkers.
- To consider the request to install a dog bag dispenser on the outside wall of the village hall – as with the previous item, Cllr Riddell will put forward a request to the village hall committee.

**g) Footpaths:**

- To consider the resurrection of the old path linking Dunstall Green to Denham Road – it was noted that this is on estate land, however it is marked on the ordnance survey map. Evidence needs to be gathered to establish if it is a PROW. The clerk will investigate this and see what the legal implications maybe. It was used by children when they attended the village school and is an important link to the residents of Dunstall Green. The clerk will report findings at the next meeting.
- To discuss the possibility of a designated path up Stores Hill with reference to an image circulated to all Councillors by Cllr Petchey via email on 13/06/22 – it was agreed that this item would be deferred until after Highways had completed the line painting.
- It was noted that more footpath leaflets were needed, it was agreed that they would not be ordered until the dog walking support information highlighted in item 12f was clarified and could therefore be included.

**h) Rural Services Survey:**

- To discuss and approve the answers to be submitted to the Rural Services Survey questionnaire that was sent via email to Dalham from CAS – Cllr Riddell clarified his answers with the council and will submit them.

**i) Dalham ANPR site suitability proforma:**

- To establish who is to complete the checklist on the ANPR Proforma that has been previously circulated to councillors in order to apply for the ANPR – Cllr Fitch volunteered and agreed to send the completed proforma to the clerk for submission.

**j) Fixed Asset Inspection:**

- To receive an update from Cllr Ward following her recent inspection of fixed assets within the village and consider appropriate action where necessary – due to the absence of Cllr Ward, this item was deferred until the next meeting.

**k) To discuss a disaster recovery plan and consider a proposed formal policy submitted by the clerk that can be adopted at the next meeting:** The council approved the draft formal policy that the clerk submitted, and it was resolved that this would be brought back to council at the next meeting for formal adoption.

**l) To note the clerk is now ILCA qualified:** This was duly noted.

**13. To receive any items of correspondence not previously circulated:** all correspondence received had been circulated.

**14. Items for discussion at the next meeting:**

- Request for ice warning sign on Denham Hill.
- Newsletter.
- Clerk annual review.

**15. Dates of next meeting:**

a) Next meeting – Thursday 15<sup>th</sup> September 2022, 7.30pm Dalham Village Hall.

**16. There being no further business to discuss, the meeting closed at 9.26pm**

Signed ..... (Chairman) Dated .....