

**DALHAM PARISH COUNCIL****Minutes of the meeting held on Thursday 29<sup>th</sup> September 2022**

**Councillors present: Cllr Riddell (Chairman), Aylott, Bolton, Padman and Ward.**

**Also present: Antonia King (clerk) and County Cllr Drummond.**

- 1. Chair's welcome and opening statement.**
- 2. To receive Apologies of Absence** – Cllrs Fitch and Petchey 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 21<sup>st</sup> 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 his report: [September 2022 District Councillor Dalham PC.pdf](#)
  - b) County Councillor, Andy Drummond. For a copy of his report: [September 2022 Monthly Parish Newsletter.pdf](#)
- 7. Police Matters –**
  - a) None received.
- 8. Matters arising from Minutes of the last meeting that are not an agenda item:**
  - a) To note the clerk has updated the contact details with the pensions regulator and to note the next re-enrolment deadline is 06/06/2023. This was duly noted.
  - b) To note the damaged sign at the junction of Dunstall Green Road has been reported. Public Rights of Way team have added the bridleway fingerpost to their contractors list of works for replacement. This was duly noted. The clerk is to send the reference number to Cllr Drummond for him to monitor.
  - c) To note the B1085 and Stores Hill/Ashley Road were reported for consideration to HIF for vegetation clearance. This was duly noted.
  - d) To note the response from Andrew Harvey regarding the wheelie bin at the church, and that it is now being emptied on the fortnightly collection. This was duly noted.
  - e) To note the ANPR site suitability proforma was completed by Cllr Fitch and has been submitted to Suffolk County Council ANPR team. 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 September
    - Clerk salary - £207.48 for October
    - Dalham Village Hall - £200.00
    - Dalham Village Hall - £300.00

So signed by the Chair, Dalham Parish Council – 17.11.2022

- Shared Community Ground works - £500.00
- BHIB Annual Insurance - £373.58
- Gazeley Village Hall - £25.00

Cllr Padman 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 01.07.22 – 01.08.22

04.07.22	Trevor Brown	Internal Audit	£139.35	233/9a
04.07.22	CAS	Website security	£36.00	233/9a
04.07.22	K Hutchinson	Verge cutting	£457.20	233/9a
01.08.22	Mrs A King	Clerk	£207.48	233/9a
<b>July close</b>			<b>£840.03</b>	

Receipts received 01.07.22 – 01.08.22: None received

<b>July Close</b>			<b>£0.00</b>	

**Instant Savers Account**

Receipts received 01.07.22 – 01.08.22

11.07.22	Lloyds Bank	Interest	£0.04	
<b>July close</b>			<b>£0.04</b>	

**Bank Reconciliation at 01.08.22:**

	<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>£9860.32</u></b>	<b><u>£4509.10</u></b>
Payments in	£0.00	£0.04
Payments out	£840.03	£0.00
<b><u>Current balance:</u></b>	<b><u>£9020.29</u></b>	<b><u>£4509.14</u></b>

**Treasurers Account**

Payments made 01.08.22 – 30.08.22

30.08.22	Mrs A King	Clerks Salary	£207.48	233/9a
<b>August close</b>			<b>£207.48</b>	

Receipts received since 01.08.22 – 30.08.22: None Received

<b>August Close</b>			<b>£0.00</b>	

**Instant Savers Account**

Receipts received 01.08.22 – 30.08.22

09.08.22	Lloyds Bank	Interest	£0.15	
<b>August close</b>			<b>£0.15</b>	

- c) To consider and receive the Bank Reconciliations for the period ending 3.08.22

**Bank Reconciliation at 30.08.22:**

	<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>£9020.29</u></b>	<b><u>£4509.14</u></b>
Payments in	£0.00	£0.15
Payments out	<b>£207.48</b>	£0.00
<b><u>Current balance:</u></b>	<b><u>£8812.81</u></b>	<b><u>£4509.33</u></b>

Cllrs Padman verified and signed the bank reconciliation against the bank statements.

- d) **To approve and sign the internal controls checklist:** Cllr Padman approved and signed the internal controls checklist.
- e) **To consider the option to opt in or opt out of the SAAA central external auditor appointment arrangement:** It was agreed that the council would opt into the external auditor appointment arrangement and procedures would remain the same.

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

- a) **Volunteer projects – to receive an update and consider projects that require attention throughout the village:**
- Erecting footpath posts: Cllr Aylott confirmed that they will be erected soon.

- Discovering Suffolk – the installation of new QR code plaques. Discussions were had regarding linking the QR code to the Parish Council webpage where links could be used to take the user to additional information, for example Historic England. It was agreed that Cllr Petchey would be nominated to investigate this further. The clerk reported that after her conversation with Gipping Press, producing QR codes would not be a problem, but to bear in mind they should always be square.
- Quiet Lane signs – Cllr Aylott confirmed that no additional work is required.
- Malt Kiln, to receive an update from Cllr Petchey regarding approval of the amendments suggested at the meeting held on July 21<sup>st</sup> 2022. To receive an update from the clerk regarding the longevity of the wooden posts and sun bleaching of the sign – In his absence, Cllr Petchey submitted the draft that had been approved by the Armstrongs. There were 2 minor punctuation amendments that need to be addressed, otherwise the text was approved by the council for use. The clerk reported that the wooden posts were likely to last about 5 years depending on weather conditions, and the sign is printed using UV inks to help keep sun bleaching at bay. All agreed that this was acceptable. The clerk is to liaise with Cllr Petchey to move this project forward.

#### **b) Wildlife Friendly Village:**

- Cllr Ward reported that she was reticent to focus on rewilding verges, as they represent a fraction of the village. It is better to educate and encourage the village to utilise the space in their gardens to attract more wildlife. It was agreed that this would be deferred until the new year, when Cllr Ward would have more time to invest in the project.
- To discuss and approve the purchase of spring bulbs to be planted along the riverbank, and if approved discuss the logistics of the project – It was agreed that the riverbanks would be monitored to see what is already growing in them, and then to make a more informed decision regarding planting.

#### **c) Speed and Safety:**

- To note the response from Highways regarding the points raised at the meeting held on July 21<sup>st</sup> 2022 regarding the double yellow lines and potential site visit -this was duly noted.
- Following the email from Cllr Drummond regarding costs being match funded, to reconsider 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 – it was noted that the wording in the email referenced ‘significant proportion’ of funding to be provided by Cllr Drummond. Cllr Drummond agreed to follow this up and clarify if 50/50 split was enough to fulfil this obligation. With the assumption that this was the case, the council approved the costings, with the funds to come out of general reserves.
- To discuss the possibility of erecting an ‘ice’ warning sign on Denham Hill – it was agreed that the clerk would approach highways regarding this matter and report back.
- To note the drains on Denham Hill have not been cleared despite the clerk has reporting the problem to Highways following an email from a resident – the council disagreed with the response sent by highways: *“In periods of very heavy rain most drainage systems will take much longer to drain away surface water. Many gullies are connected to soakaways which are permeable materials which means that the surface water will drain away at a steady rate. All of our gullies are due to be cleaned every 12 months. In periods of heavy rain our drainage resources are directed to emergency situations such as risk to life or property”* It was noted that the gullies were not connected to soakaways but drained into the rivers. In period of freezing weather, the ice very much posed a risk of life. It was agreed that the clerk would revert back to highways regarding this, and cc Cllr Drummond into the email trail.

#### **d) Dog Bins:**

- To receive an update from Cllr Riddell regarding his request to the village hall committee to install an outside tap and water bowl for walkers and their dogs and to install a dog bag dispenser on the outside wall of the village hall – Cllr Riddell reported that the village hall committee had declined the request to install a tap or a dog bin as these facilities were already available at the church. It was agreed that a notice would be put up on the village noticeboard to inform walkers of this, and to include an article in the newsletter regarding dog fouling.

**e) Footpaths:**

- To receive an update regarding the old path linking Dunstall Green to Denham Road and to establish if it is a PROW – Historically the maps of Dalham show it as a path, with plenty of evidence to show it was used by the children of the village to get to school. Cllr Drummond provided the name of the person within Suffolk County Council that would be able to advise if it is shown on the definitive map and if it is not, how the parish council could start the process of claiming it. The clerk is to make contact and report back at the next meeting.

**f) Fixed Asset Inspection:**

- Cllr Ward agreed to carry out the inspection before the next meeting.

**g) Disaster Recovery Policy:**

- To formally adopt Denham Parish Council Disaster Recovery Policy – this was formally adopted, the clerk is to update the policies on the website.

**h) Suffolk Running:**

- To discuss the way markers left on parish street furniture and consider any appropriate action required -it was agreed that the stickers left on the street furniture were not acceptable, and a letter would be sent to the running club to be more mindful and remove them after the event. The clerk is to action.

**11. To discuss items to be included in the village newsletter:** It was agreed that the following would be included in the next newsletter:

- Dog walker information
- Defibrillator training
- Vulnerable person information – warm homes, grants, etc

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

**13. Items for discussion at the next meeting:** None received

**14. Dates of next meeting:**

- a) Next meeting – Thursday 17<sup>th</sup> November 2022, 7.30pm Dalham Village Hall.

**15. There being no further business to discuss, the meeting closed at 8.55pm**

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