

**DALHAM PARISH COUNCIL****Minutes of the meeting held on Thursday 17<sup>th</sup> November 2022**

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

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

- 1. Chair's welcome and opening statement.**
- 2. To receive Apologies of Absence** – Cllrs Fitch and Bolton submitted their apologies, their apologies were accepted.
- 3. To receive Declarations of Pecuniary and local Non-Pecuniary Interests** – Councillor Padman declared an interest for the agenda item 11. 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 29<sup>th</sup> September 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: [Cllr Chester November PC report Dalham.pdf](#)
  - b) County Councillor, Andy Drummond. For a copy of his report: [Cllr Drummond October 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 sent an email to Suffolk Running Club – this was duly noted, as was their response. It was agreed that our point had been made, and no further communication was necessary.
  - b) To note that Highways had cleared the drains on Denham Hill – 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 November
    - Clerk salary - £363.48 for December
    - J Riddell/Key cutting - £12.00
    - ICO - £35.00
    - Suffolk County Council - £3150.00
    - CAS - £60.00
    - K. Hutchinson - £457.20

Cllr Padman and Cllr Aylott will sign 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 01.09.22 – 30.09.22

30.09.22	Mrs A King	Clerk	£207.48	239/9a
<b>Sept close</b>			<b>£207.48</b>	

Receipts received 01.09.22 – 30.09.22: None received

<b>Sept Close</b>			<b>£0.00</b>	

**Instant Savers Account**

Receipts received 01.09.22 – 30.09.22

09.09.22	Lloyds Bank	Interest	£0.19	
<b>Sept close</b>			<b>£0.19</b>	

**Bank Reconciliation at 01.08.22:**

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
<b>SUMMARY</b>		
<b><u>Balance of accounts c/f:</u></b>	<b><u>£8812.81</u></b>	<b><u>£4509.33</u></b>
Payments in	£0.00	£0.19
Payments out	<b>£207.48</b>	£0.00
<b><u>Current balance:</u></b>	<b><u>£8605.33</u></b>	<b><u>£4509.52</u></b>

**Treasurers Account**

Payments made 30.09.22 – 31.10.22

03.10.22	ICO	Data Protection Fee	£35.00	
14.10.22	BHIB	Insurance	£373.58	240/9a
14.10.22	Dalham Warden	Grass cutting	£500.00	240/9a
14.10.22	Dalham Village Hall	Hire £200/Donation £300	£500.00	239/9a
14.10.22	Gazeley Village Hall	Hire costs	£25.00	240/9a
14.10.22	Suffolk County Council	Highways project	£3150.00	239/9a
19.10.22	Mr J Riddell	Key cutting	£12.00	244/9a
25.10.22	Dalham Village Hall	Hire £200/Donation £300	£500.00	239/9a
31.10.22	Mrs A King	Clerk	£207.48	239/9a
<b>October close</b>			<b>£5303.06</b>	

Receipts received since 30.09.22 – 31.10.22

14.10.22	Dalham Village Hall	<b>Correction due to wrong account details</b>	£500.00	
<b>October Close</b>			<b>£500.00</b>	

**Instant Savers Account**

Receipts received 30.09.22 – 31.10.22

10.10.22	Lloyds Bank	Interest	£0.19	
<b>October close</b>			<b>£0.19</b>	

**Bank Reconciliation at 31.10.22:**

	<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>£8605.33</u></b>	<b><u>£4509.52</u></b>
Payments in	£500.00	£0.19
Payments out	<b>£5303.06</b>	£0.00
<b><u>Current balance:</u></b>	<b><u>£3802.27</u></b>	<b><u>£4509.71</u></b>

So signed by Chair of Dalham Parish Council at meeting of 12.01.2023

- c) **To consider and receive the bank reconciliations** - Cllr 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 and receive a 6mth budget review:** it was noted that the precept against budget was as expected, and the costs for the highways work had been taken from the earmarked reserves for road safety and general reserves.
- f) **To consider precept recommendation with the final figure to be authorised at the January meeting:** the clerk advised that the precept should be increased by £450.00 to take into account the additional salary and training costs that the new clerk may require.

**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 after March 2023.
- Discovering Suffolk – to continue discussions regarding the installation of new QR code plaques to rights of way fingerposts and approve the suggested website links: the council were in favour of placing QR footpath codes on the fingerposts. The QR code would link to the Discover Suffolk website. The size required should be 3 inches square, aluminium with drill holes. The clerk is to get a quote from Gipping Press regarding costs.

It was also noted more leaflets were required for the 3 villages walk. The clerk is to speak with Lidgate and Ousden to establish if they require anymore/have any to spare. It was agreed that Dalham would require 3 boxes.

**b) Malt Kiln –**

- To receive an update from Cllr Petchey regarding the approved final draft of the wording for the Malt Kiln sign: the final draft was agreed with just a slight amendment – to remove the Dalham village sign from the bottom left corner.
- To consider a proposal to be put forward by Cllr Petchey regarding QR links to information pertinent to historical sites and/or information related to the parish of Dalham and Dunstall Green: it was agreed the QR code link would be to the parish council website. This would mean that the council could control the information and it would never go out of date. The clerk is to set up a new webpage for the Malt Kiln information.
- Cllr Chester advised he would send the clerk his locality budget form and would fund the cost of the lectern sign.

**c) Speed and Safety:**

- To receive an update from Cllr Petchey and Cllr Padman following their site meeting with Darren Smith, Design Engineer from Suffolk Highways – Cllr Petchey and Padman discussed the plans that had been put forward by Highways following their site visit. The proposal is a final solution to all the parking and safety issues that the village experiences. Whilst the majority of the council were in favour of the double yellow lines on both sides of The Street from the bridge to the Denham Hill junction, 1 councillor opposed it, citing not only would it give an urban feel to a small rural village, but it would not solve the problem, rather move it further down The Street or elsewhere in the village. It was agreed that the proposal will go out to the village for consultation. Cllr Drummond is to feed this back to Darren Smith at Highways.
- Pedestrians in the road signage for Stores Hill was approved by all and will go ahead as a highways improvement.
- To receive an update regarding the possibility of erecting an 'ice' warning sign on Denham Hill – the clerk reported back that the costs would need to be met by the parish council, and a license would also need to be applied for in order to erect the sign on highways land. Cost of the sign, post and fittings are estimated to £100 - £150 and installation costs could range from £200 + dependant on traffic management, contractor, etc. It was agreed that the clerk would revert back to Highways to enquire if the parish could put the sign up themselves as they had with the Quiet lanes.
- To note the email forwarded regarding the schedule for the ANPR deployment -this was duly noted.

**d) Footpaths:**

- To receive an update regarding the old path linking Dunstall Green to Denham Road following an email sent to Mary George, Senior Definitive Map Officer, Suffolk County Council – following the advice from Mary George it was agreed that Cllr Padman would start the research and gather the required evidence before a formal application is made.

**e) Fixed Asset Inspection:**

- Cllr Ward agreed to carry out the asset inspection in the new year. This item was deferred to January 2023.
- Cllr Riddell acknowledged that he was still following up on the email that asked for the defibrillator to be recalled and this item was deferred to January 2023.
- Approval was given to the clerk to buy new pads for the defibrillator as the current ones expire in Jan 23.
- The clerk is to investigate a CPR training course for villagers.

**f) Policies and Procedures:**

- To undertake the annual review of the Council policies and procedures that are published on the parish council website.
  - Standing Orders
  - Financial Regulations
  - Media Policy
  - General Privacy Policy
  - Equality Diversity Policy
  - Environmental Policy
  - Data Security Breach Policy
  - SAR Procedures
  - SAR Policy
  - Data Retention Policy
  - Lawful Processing Policy
  - Communication Policy
  - Contact Privacy Notice
  - Internet banking Policy
  - Complaints Procedure
  - Co Option Policy
  - Protocol for Dealing with Correspondence
  - Procedure for Handling Requests for Information
  - Persistent and Vexatious Complaints and Correspondence Policy
  - Filming and Recording at Meetings Policy
  - Freedom of Information Publication Scheme
  - Data Protection Policy

It was noted that the Standing Orders require amending to show that the parish meetings are held bi-monthly on the third Thursday, rather than the 3<sup>rd</sup> Wednesday. Also noted were some spelling amendments to be made.

The council approved the policies and procedures for the year, with the next review due in November 2023.

**11. Planning Applications to be considered by the council:**

DC/22/1911/TCA Trees in a conservation area notification - one Laburnum (T1 on plan) - fell

**Location - 36 The Street, Dalham, Suffolk, CB8 8TF** – the council raised no objection to this application and resolved to support it. Cllr Padman did not vote or comment on this item.

**12. To receive any items of correspondence not previously circulated:** all correspondence received had been circulated.**13. Items for discussion at the next meeting:**

So signed by Chair of Dalham Parish Council at meeting of 12.01.2023

- QR costings
- Leaflet costings
- Precept authorisation
- PROW update from Cllr Padman
- CPR training

**14. Date of future meetings:**

a) To approve the suggested meeting dates for 2023:

January 19<sup>th</sup>

March 16<sup>th</sup>

May 18<sup>th</sup>

July 20<sup>th</sup>

Sept 21<sup>st</sup>

Nov 16<sup>th</sup>

Cllr Riddell requested that the January meeting date could be changed to January 12<sup>th</sup>. This request was approved. The council approved the meeting dates for 2023. The clerk is to update the website.

b) Next meeting – Thursday 12<sup>th</sup> January 2022, 7.30pm Dalham Village Hall.

**15. Under the Public Bodies (admission to meetings) Act 1960, the public are excluded from the meeting due to the confidential nature of the business to be discussed:**

To receive an update regarding the recruitment of a new clerk – the update was received.

**16. Close of meeting:**

There being no further business to discuss, the meeting closed at 9.00pm

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