

DALHAM PARISH COUNCIL**Minutes of the meeting held on Thursday 16th March 2023**

Councillors present: Cllr Riddell (Chair), Aylott, Fitch, Petchey and Ward.

Also present: Mrs A King (Clerk) and District Councillor Chester

- 1. Chair's welcome and opening statement.**
- 2. To receive Apologies of Absence** – Cllr Bolton and Padman submitted their apologies, their apologies were accepted. It was noted that County Councillor Drummond was unable to attend.
- 3. To receive Declarations of Pecuniary and local Non-Pecuniary Interests** – Cllr Aylott declared an interest for agenda item 11. No requests for dispensation were received.
- 4. To receive comment from the members of the public present:** None present.
- 5. To receive and approve the minutes of the last meeting held on 12th January 2023 and 16th February 2023 (Planning).**
 - a) Approval of the minutes was given by all present, Chair signed the paper copy of the minutes.
- 6. Reports for information –**
 - a) District Cllr, Mike Chester. A copy of his report had been previously circulated. No questions were raised. [Leader's Statement West Suffolk Council .pdf](#)
 - b) County Cllr, Andy Drummond. A copy of his report had been previously circulated. No questions were raised regarding the report. [February 2023 Monthly Parish Newsletter - County Councillor 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 regarding the footpath leaflet order with Discover Suffolk – the clerk reported that there had been a problem with the printers, but it is hoped the leaflets will be delivered by mid to end of April.
 - b) To note the response to a resident concerning dog waste bins in the village - this was duly noted. District Councillor Chester asked for the email trail regarding the bins/emptying of the bin to be forwarded on to him to follow up with waste management.
- 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 - £224.81 for March
 - Clerk salary - £224.81 for April
 - Gipping Press - £120.00
 - Microsoft 365 subscription – 59.99
 - Ice signs – 92.88
 - Printer ink – 275.92

Cllr Petchey and Cllr Aylott 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 01.01.23 – 31.01.23: None made

Jan close			£0.00	

Receipts received 01.01.23 – 31.01.23:

16.01.23	West Suffolk	Locality budget	£450.00	
09.01.23	HMRC	VAT refund	£511.67	
Jan Close			£961.67	

Instant Savers Account

Receipts received 01.01.23 – 31.01.23:

09.01.23	Lloyds Bank	Interest	£1.93	
Jan close			£1.93	

Bank Reconciliation at 31.01.23:

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
<u>SUMMARY</u>		
<u>Balance of accounts c/f:</u>	<u>£2666.17</u>	<u>£4511.22</u>
Payments in	£961.67	£1.93
Payments out	£0.00	£0.00
<u>Current balance:</u>	<u>£3627.84</u>	<u>£4513.15</u>

Treasurers Account

Payments made 01.02.23 – 01.03.23:

06.02.23	HMRC	PAYE	£12.43	251/9a
06.02.23	Mrs A. King	Salary	£212.05	251/9a
06.02.23	Gipping Press	Lectern sign	£540.00	251/9a
16.02.23	Mrs A. King	Microsoft 365	£59.99	257/9a
01.03.23	Mrs A. King	Salary	224.81	251/9a

Dalham Parish Council – 16.03.2023
Signed by the Chair at the meeting of May 10th 2023

Feb close			£1049.28	

Receipts received since 01.02.23 – 28.02.23: None made

Feb close			£0.00	

Instant Savers Account

Receipts received 01.02.23 – 28.02.23:

	Lloyds Bank	Interest	£2.30	
Feb close			£2.30	

Bank Reconciliation at 28.02.23:

	<u>Treasurers Account</u>	<u>Instant Savers Account</u>
<u>SUMMARY</u>		
<u>Balance of accounts c/f:</u>	<u>£3627.84</u>	<u>£4513.15</u>
Payments in	£0.00	£2.30
Payments out	£1049.28	£0.00
<u>Current balance:</u>	<u>£2578.56</u>	<u>£4515.45</u>

- c) **To consider and receive the bank reconciliations** - Cllr Fitch verified and signed the bank reconciliation against the bank statements.
- d) **To receive an update regarding the appointment of Cllr Ward as a full signatory on the Lloyds bank accounts** – Cllr Ward confirmed that she had received the card machine and paperwork. She is just waiting for the PIN number to be sent.
- e) **To formally appoint a new internal control officer** – Cllr Fitch was appointed, all in favour of his appointment.
- f) **To approve and sign the internal controls checklist:** Cllr Fitch approved and signed the internal controls checklist.
- g) **To formally appoint Mrs A King as the RFO for the year 23/24** – All in favour, Mrs A King was duly appointed.
- h) **To approve the recommendation from the clerk to appoint SALC as the internal auditor for the 2022/2023 audit** – All in favour. The clerk is to appoint SALC for the audit year 2022/2023.
- i) **To approve and sign the updated fixed asset register for the year ending 2022/23** – the updates to the asset register were noted, and the fixed asset register for 2022/23 was approved and signed by the chair and clerk.

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:**
 - To receive an update regarding the QR codes for the footpath post, and to agree on a volunteer to install them – it was confirmed that the QR codes had been received and checked. Cllr Petchey agreed to install them on the footpath posts.

b) Malt Kiln –

- To receive an update regarding the lectern board and post installation and consider if anything further needs to be carried out – Cllr Petchey advised that the landowners were away at the moment, but on their return a date will be organised to meet, confirm the lectern board location and site it. It will be covered, and officially unveiled by Cllr Chester in his capacity as Chair of the Council at a date to be confirmed.

c) Speed and Safety:

- To consider the two options proposed by the design engineer at Suffolk Highways regarding waiting restrictions on B1085, The Street, Dalham – after much discussion it was agreed that the opposition voiced by the village meant that the yellow lines proposal would be rejected. It was agreed that repainting of the faded road markings on the junction beside the bridge and Stores Hill would be carried out, as well as a 'Slow' road marking. The clerk is to establish the costings for this, and if the budget allows paint an additional single white 'H' line on both sides of the road over the bridge, extending a further 6m to stop parking on the corner. The clerk is also to investigate costs for a permanent 'No parking' sign which would be erected on the bus stop post.
- To receive an update on the purchase of an 'ice' warning signs for Denham Hill and to agree on a volunteer to erect them – the ice signs had been received. Cllr Petchey and Riddell are to erect them.
- To discuss the figures generated by the ANPR project – whilst the figures were informative, council wanted to know a breakdown of the speeds, understand the consequences of the data received, to know what happens with repeat offenders, know the enforcement options and to compare the overall vehicle count in relation to speeding drivers. The clerk is to report back at the May meeting.

d) Footpaths:

- To discuss the plans for the old path linking Dunstall Green to Denham Road – Cllr Ward agreed to follow up on the work that Cllr Padman had already carried out. The clerk is to forward the contact details of Mary George, Senior Definitive Map Officer, Suffolk County Council to Cllr Ward. Cllr Petchey advised to contact the Ramblers Association regarding lost paths.

e) 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 – Cllr Ward reported that all the assets were in good condition, although it was noted that the grit bin at the bottom of Denham Road had a misaligned lid. Despite this, the grit bin remains water tight and no action was necessary. Also noted for the next inspection were the additions of the new ice warning signs, lectern board and grit shovels.

11. Planning Applications to be considered by the council:

DC/23/0333/TCA: **Trees in a conservation area notification - one Conifer (circled on plan) fell**

LOCATION: **4 The Street Dalham Suffolk CB8 8TF**

The council had no objection to this application and fully supported the work to be carried out.

12. To review the meeting dates for 2023 and consider moving the meeting day to Wednesday evenings – the new meetings dates are to be:

May 10th

July 12th

September 13th

November 8th

January 17th

March 13th

The clerk is to update the website and inform the village hall.

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Signed by the Chair at the meeting of May 10th 2023

13. **To receive an update from the clerk regarding the upcoming elections in May 2023** – this was duly noted.
14. **To receive any items of correspondence not previously circulated:** all correspondence received had been circulated.
15. **Items for discussion at the next meeting:**
 - **Community lunches – charity donation**
 - **Bridge over the river – access issues and options**
 - **Broken branches on trees in Brookside**
16. **Date of next meeting:**

The next meeting will be held at Dalham Village Hall on May 10th 2023 at 7.45pm (APM and AGM).
17. **Close of meeting**

There being no further business to discuss, the meeting closed at 9.14pm

Signed (Chairman) Dated