

**DALHAM and DUNSTALL GREEN PARISH COUNCIL****Minutes of the meeting of the Parish Council held on Wednesday 08<sup>th</sup> January 2025**

**Councillors present:** John Riddell (Chair), Isobel Aylott, Mark Corby, Ian Petchey, Ann Ward and Francine Wilkins-Smith.  
**Also present:** Antonia King (clerk), County Councillor Drummond.

- 1. Chair's welcome and opening statement** – The Chair opened the meeting at 7.45pm.
- 2. To receive Apologies of Absence** – No apologies submitted, all councillors present.
- 3. To receive Declarations of Pecuniary and local Non-Pecuniary Interests** – None received.
- 4. To receive comment from the members of the public present** – No members of the public were 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 13/11/2024 and 27/11/2024 -**
  - a) An amendment was made to show that Cllr Drummond was present see item 6b/325 at the meeting held on 13/11/2024.
  - b) Approval was given by all present, the Chair signed the paper copy of the minutes for the meetings held on 13/11/2024 and 27/11/2024.
- 6. Reports for information –**
  - a) District Councillor, Mike Chester was not present.
  - b) County Councillor, Andy Drummond was present. For a copy of the report go to: [December 2024 Monthly Town & Parish Newsletter.pdf](#)  
 Cllr Drummond also explained the recommended support for the devolution priority programme and the possible postponement of the May elections as a result. The vote will be held on 09/01/2025.
- 7. Police Matters –**
  - To receive reports of interest to Dalham – reports of an intruder were received.  
 To contact the Community Police team the following link should be used: [cpt.forestheath@suffolk.police.uk](mailto:cpt.forestheath@suffolk.police.uk)  
 The clerk is to contact Suffolk Police to receive an update regarding the community police presence in rural areas and will report back at the next meeting.
- 8. Matters arising from Minutes of the last meeting that are not an agenda item -**
  - To receive an update regarding the drainage and ditches along Denham Road – following the recent weather conditions correspondence has been received from concern villagers regarding the build up of debris and flooding. See item 13.
  - To receive an update regarding the CSW scheme – the clerk reported that 3 volunteer forms had been returned to Suffolk Police. The clerk reported that she will chase those volunteers that have not returned their forms and update at the next meeting.
  - To receive an update regarding the street furniture license and bench delivery – the clerk reported that the street furniture license had been issued and Cllr Riddell reported that the bench was expected to be delivered within the next week.
  - To receive an update regarding the fly tipping reported to WSC on 02/01/2025 – the fly tipping is on private land, the clerk reported that she will write to the land owners to inform them.
- 9. To receive and consider all financial matters:**

**So signed by the Chair at the meeting on March 12th 2025**

**a) To approve items for payment – future and retrospective:**

It was resolved that the following payments would be approved:

- Clerk salary - £253.07 for January
- Clerk salary - £253.07 for February
- K. Hutchinson - £593.40 (verges)
- One Suffolk – £216.00 (.gov.uk mail boxes)
- Glasdon - £978.67 (community bench)
- Suffolk County Council - £160.00 (street furniture license)

Cllrs Aylott, Riddell and Corby signed the Schedule of Payments.

**b) To note the accounts paid since the last meeting:**

All accounts paid had been previously authorised with the approval minute noted.

- c) To consider and receive the Bank Reconciliations for period ending 30.11.24 and 31.12.24:** Cllr Corby verified and signed the bank reconciliations against the bank statements.

**DALHAM PARISH COUNCIL****BANK RECONCILIATION AS AT 30 November 2024****Treasurers Account****Payments made 01/11/24 – 30/11/24:**

25.11.24	K. Hutchinson	Verges	£593.40	9a/334

<b>November total payments</b>	<b>£593.40</b>	
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**Receipts received 01/11/24 – 30/11/24:**

<b>November total receipts</b>	<b>£0.00</b>			

**Instant Savers Account****Receipts received 01/11/24 – 30/11/24:**

11.11.24	Lloyds	Interest	£4.16	
<b>November total receipts</b>	<b>£4.16</b>			

So signed by the Chair at the meeting on March 12th 2025

**Bank Reconciliation at 30/11/24:**

	<b>Treasurers Account</b>	<b>Instant Savers Account</b>
<b>Balance of accounts c/f:</b>	<b>£4,966.82</b>	<b>£4,597.45</b>
Payments in	£0.00	£4.16
Payments out	<b>£593.40</b>	<b>£0.00</b>
<b>Current balance:</b> -	<b>£4,373.42</b>	<b>£4,601.61</b>

**DALHAM PARISH COUNCIL**  
**BANK RECONCILIATION AS AT 31 December**  
**2024**

**Treasurers Account****Payments made 01/12/24 – 31/12/24:**

02.12.24	Mrs A King	Salary	£329.51	9a/326
30.12.24	Mrs A King	Salary	£253.07	9a/326
<b>December total payments</b>			<b>£582.58</b>	

**Receipts received 01/12/24 – 31/12/24:**

<b>December total receipts</b>			<b>£0.00</b>	

**Instant Savers Account****Receipts received 01/12/24 – 31/12/24:**

09.12.24	Lloyds		£3.53	
<b>December total receipts</b>			<b>£3.53</b>	

So signed by the Chair at the meeting on March 12th 2025

**Bank Reconciliation at 31/12/24:**

	<b>Treasurers Account</b>	<b>Instant Savers Account</b>
<b>Balance of accounts c/f:</b>	<b>£4,373.42</b>	<b>£4,601.61</b>
Payments in	£0.00	£3.53
Payments out	<b>£582.58</b>	<b>£0.00</b>
<b>Current balance:</b> -	<b>£3,790.84</b>	<b>£4,605.14</b>

**d) To approve and sign the checklist of Internal Controls:**

Cllr Corby, as the Internal Control Officer duly signed the internal control checklist.

**e) To receive a Q3 budget review:**

The clerk presented the Q3 review, and it was noted that whilst there had been some overspend there were reserves in place to cover these costs. The council accepted the review as a fair representation of the council's financial position and no queries were raised.

**f) To approve the precept final figure for Dalham and Dunstall Green Parish 2025/2026:**

The clerk advised that a further annual expense had presented itself – the annual cost of the .gov.uk mailboxes, and recommended that the proposed precept budget for 2025/2026 agreed in November should be increased from £7705.00 to £7871.00 to reflect this. In real terms it would mean a 1.27% increase (a rise of 80p to £63.96 for a Band D property). The council agreed to this increase and the Chair and Clerk signed the precept application form for submission.

**10. To receive and consider matters relating to the following:****a) To consider nominations for co-option to the parish council to fill 1 casual vacancy:**

No one has come forward for consideration. It was agreed that a notice would be put in the upcoming newsletter.

**b) Village biodiversity:**

- **To discuss the advice received from the Biodiversity event that Cllr Riddell attended and establish where it can be used effectively within Dalham and Dunstall Green:** Suffolk Wildlife Trust advised the most effective thing that a village can do is to establish what is in the village already and to survey and record this. The council discussed this advice and concluded that the Church is already doing this. The village actively records all fauna and flora on a national database. It was felt that any further surveying of the village would detract from this important resource.
- **To discuss the river wildlife and biodiversity and consider any improvements that can be implemented to help:** Unusually the river had water in it through out the year 23/24 and it was noted that wildlife such as Egrets, Kingfishers and Herons had returned to the village. Discussions were had regarding ways to maintain the water throughout the coming years to support the returning wildlife. It was agreed that Anglian Water and Environment Agency should be contacted to initiate discussions and to organise a possible meeting to talk through the feasibility of the project on site, the clerk is to action. It

**So signed by the Chair at the meeting on March 12th 2025**

was also agreed that potential grant monies would be explored for funding. Cllr Petchey is to report his findings back at the next meeting.

- c) **To discuss and approve the contents of a leaflet that will be distributed to all villagers to establish if there is any support for the 20's Plenty Campaign:** this item was deferred to the March meeting to allow time for Cllr Corby to distribute possible drafts that are available on the 20's Plenty website. Cllr Drummond agreed to discuss the matter with the Cabinet Member for Transport at a meeting that was to be held on 09/01/2025 and report back at the March meeting.
- d) **To discuss and agree on potential contents for the next village newsletter as well as timescales for production and delivery to the village:** It was agreed that the following topics be included in the next newsletter:
- Daffodil planting project
  - New bench
  - 20's Plenty Campaign
  - Community Speedwatch
  - Traffic calming measures
  - Almshouse Trustees
  - New Planning Policy

It was agreed that a realistic timescale for production and delivery would be end of January. Cllr Riddell, Petchey and the Clerk are to action.

- e) **To receive an update from Highways regarding their advice about the speeding problem at Sound End:** The clerk reported that the advice from Highways regarding the speeding problem at Sounds End was similar to the advice given for Stores Hill. A speed survey would need to be carried out to establish the extent of the problem before any firm decisions could be made. Cllr Ward is to order some extra brackets for the signpost to allow for the erection of the SID machine to collate speed data. Cllr Ward agreed to report the speeding figures at the next meeting.
- f) **To discuss any quotes received for SID machines:** The clerk reported that to date 2 quotes had been received which had been circulated to the councillors prior to the meeting. A 3<sup>rd</sup> quote would need to be garnered before a decision could be made. In terms of funding Cllr Drummond agreed to match fund any costs. Moulton Parish Council have recently purchased a new SID machine, the clerk is to contact the clerk to discuss any recommendations.
- Given the expected cost of a new SID machine it was agreed that the Clerk would contact Highways to establish what other traffic calming measures are available to us with the associated costs. The clerk is to report back at the next meeting. Discussions were also had regarding the possibility of an extra ordinary meeting being held where speeding and traffic calming alternatives would be the only items on the agenda. It was felt that this would allow for ample time and consideration to be given to an important and divisive village subject.

## 11. Policies and Procedures:

- a) **To receive and authorise the amended Planning policy and procedures:** All amendments were approved and the new policy was adopted. The clerk is to publish on the Parish website and it will be referenced in the upcoming newsletter.

## 12. Planning Applications to be considered by the council: None received.

13. **To receive any items of correspondence not previously circulated:** The parish council were made aware of an email that had been sent to Highways regarding the recent flooding at the bottom of Denham Road. Works that had

So signed by the Chair at the meeting on March 12th 2025

previously carried out or agreed by Highways and Dalham Estate were discussed. Ditch debris caused the pipe at the bottom of the hill to block and subsequently flood the road. It was agreed that the debris should be cleared and the ditch would be monitored carefully.

The clerk is to write a letter to Dalham Estate to notify them of the ongoing problem at the top of the hill which causes ice to form on the road, to make them aware that the increased drainage from the fields is causing footpaths to become damaged and saturated. Fly tipping on their land has also been reported and as land owners it is their responsibility to clear it.

The clerk is also to respond to the villager who contacted the parish council to let them know their concerns had been discussed. The clerk will also follow up with Highways regarding the complaint.

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

- Bench installation
- River biodiversity
- Newsletter feedback
- Sound End and Stores Hill speed data
- Community Speed Watch
- 20's Plenty support through a village survey
- SID machine quotes
- Receive an update on the hedgerow replanting at the old Anglian Water site.

**15. Dates of next meeting:**

**a) To approve meeting dates for 2025/2026:**

- March 12<sup>th</sup> 2025
- May 14<sup>th</sup> 2025
- July 09<sup>th</sup> 2025
- September 10<sup>th</sup> 2025
- November 12<sup>th</sup> 2025
- January 14<sup>th</sup> 2026
- March 11<sup>th</sup> 2026

Dates for 2025/2026 meetings were approved. The clerk is to update the website and advise the village hall.

**b) Next meeting – Wednesday March 12<sup>th</sup>, 7.45pm Dalham Village Hall.**

**16. There being no further business to discuss, the meeting closed at 9.38pm**

Signed ..... (Chair) Dated .....