

DALHAM and DUNSTALL GREEN PARISH COUNCIL**Minutes of the meeting of the Parish Council held on Wednesday 12th March 2025**

Councillors present: John Riddell (Chair), Mark Corby, Ian Petchey and Francine Wilkins-Smith.

Also present: Antonia King (clerk), District Councillor Chester.

- 1. Chair's welcome and opening statement** – The Chair opened the meeting at 7.45pm.
- 2. To receive Apologies of Absence** – Apologies were received from Cllr Ward and Aylott, these were duly accepted. County Councillor Drummond also send his apologies to the council.
- 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 08/01/2025 and 29/01/2025 -**
 - a) Approval was given by all present, the Chair signed the paper copy of the minutes for the meetings held on 08/01/2025 and 29/01/2025.
- 6. Reports for information –**
 - a) District Councillor, Mike Chester present. For a copy of his report go to: [Dalham-March-2025.pdf](#)
 - b) County Councillor, Andy Drummond was not present. For a copy of the report go to: [February-2025-Monthly-Town-Parish-Newsletter.pdf](#)
- 7. Police Matters –**
 - To receive reports of interest to Dalham – None received.
To contact the Community Police team the following link should be used: cpt.forestheath@suffolk.police.uk
It was noted that the clerk contacted Suffolk Police to receive an update regarding the community police presence in rural areas but had received no response.
- 8. Matters arising from Minutes of the last meeting that are not an agenda item -**
 - To receive an update regarding the letter sent to Dalham Estate – it was noted that the Estate had or were in the process of carrying out all of the works highlighted in the letter.
 - To receive an update regarding the installation of the new bench – it was noted that Cllr Chester had found £775.00 in his locality budget to put towards the cost of the bench. The council thanked Cllr Chester. A review of the ground will be carried out at the end of March and Cllr Petchey is to organise a working party to move and install the bench in April.
- 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 - £253.07 for March
 - Clerk salary - £253.07 for April
 - Costs incurred for the bench installation were authorised up to a maximum of £100.00
 Cllrs Wilkins -Smith, 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.

So signed by the Chair at the meeting on May 14th 2025

- c) To consider and receive the Bank Reconciliations for period ending 31.01.25 and 28.02.25: Cllr Corby verified and signed the bank reconciliations against the bank statements.

DALHAM PARISH COUNCIL

BANK RECONCILIATION AS AT 28 February 2025

Treasurers Account

Payments made 01/01/25 – 31/01/25:

07.01.2025	Dalham Village Hall	Rent	£200.00	9a/326
07.01.2025	Glasdon UK	Bench	£978.67	9a/334
13.01.2025	Mrs A King	Street furniture license	£160.00	9a/334
22.01.2025	Westcotec	Brackets	£71.40	10e/337
31.01.25	Mrs A King	Salary	£253.07	9a/334
January total payments			£1,663.14	

Receipts received 01/01/25 – 31/01/25:

January total receipts			£0.00	

Instant Savers Account

Receipts received 01/01/25 – 31/01/25:

09.01.25	Lloyds	Interest	£3.91	
January total receipts			£3.91	

Bank Reconciliation at 31/01/25:

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£3,790.84	£4,605.14
Payments in	£0.00	£3.91
Payments out	£1,663.14	£0.00
Current balance:	£2,127.70	£4,609.05

So signed by the Chair at the meeting on May 14th 2025

DALHAM PARISH COUNCIL**BANK RECONCILIATION AS AT 28 February 2025****Treasurers Account****Payments made 01/02/25-28/02/25:**

24.02.25	Mrs A King	Microsoft Office subs	£84.99	9a/326
28.02.25	Mrs A King	Salary	£253.07	9a/334
28.02.25	CAS IT Services	Mailboxes	£216.00	9a/334
February total payments			£554.06	

Receipts received 01/02/25-28/02/25:

February total receipts			£0.00	

Instant Savers Account**Receipts received 01/02/25-28/02/25:**

10.02.25	Lloyds		£4.04	
February total receipts			£4.04	

Bank Reconciliation at 28/02/25

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£2,127.70	£4,609.05
Payments in	£0.00	£4.04
Payments out	£554.06	£0.00
Current balance:	£1,573.64	£4,613.09

So signed by the Chair at the meeting on May 14th 2025

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 note the precept application was received by West Suffolk on 13/01/2025: this was duly noted.

f) To note a VAT refund claim was submitted for £809.66 – this was duly noted.

g) To formally appoint Mrs A King as the RFO for the year 2025/26 – all in favour.

h) To approve the recommendation from the clerk to appoint SALC as the internal auditor for the 2024/2025 audit – the SALC letter of engagement was circulated and approved. All in favour of SALC undertaking the internal audit.

i) To approve and sign the updated fixed asset register for the year ending 2024/25 – the new assets were noted and the register was approved. The Chair and Proper Officer signed the fixed asset register for the year 24/25.

j) To review and approve the fixed asset report for the year ending 2024/2025 – following Cllr Riddell's inspection of the fixed assets it was noted that there were no high risk action points that required immediate attention. The report was approved by all.

k) To review and approve the financial risk assessment for 2024/2025 – duly approved for the year.

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:

A resident who had recently moved to the village had come forward for consideration. Unfortunately they had not lived in the village for the required 12 months.

b) To arrange and set a date for an extraordinary parish meeting to discuss and address all matters relating to speeding concerns and traffic calming measures within the village: it was agreed that the meeting would take place on Wednesday April 9th at 8.00pm in the village hall.

c) To discuss the agenda items for the meeting relating to item 10b.: the following points will be included on the agenda –

- Traffic calming measures
- Speed information from the SID machines
- Purchasing of a second SID machine
- 20's Plenty and the village response to the concept
- Community Speedwatch volunteers
- Nick Timothy petition/additional powers

d) To discuss the correspondence received from a resident regarding flood zone 3 and its implications on some of the villagers: whilst the council empathised with the resident there is little that can be done other than what is already being carried out – lobbying of Highways to clear the drains on a regular basis. The council advised the resident to provide the insurance company with a topographic survey to prove their property is highly unlikely to flood.

So signed by the Chair at the meeting on May 14th 2025

- e) **To receive an update and further discuss plans for improvement to the river wildlife and biodiversity along the River Kennett in Dalham:** Cllr Petchey reported that he had spoken to a contact within Northumbrian Waters who were favourable to the project concept. However, it is vital that we gain the support from Lark Catchment Rivers Trust before we would be able to move forward. The clerk is to try to make contact and report back at the next meeting.
- f) **To discuss any further quotes received for SID machines:** this was carried forward to the meeting to be held on April 9th 2025.
- g) **To receive any comments relating to the proposals put forward under the Norfolk and Suffolk Devolution consultation:** concerns were raised regarding the unitary authority being too large and too remote to be able to relate to small rural parish issues. Cllr Riddell is to submit comments.
- h) **To receive any comments relating to the West Suffolk Local Plan Main Modification consultation:** no comments were submitted.
- i) **To agree a date for the annual village volunteer spring litter pick:** Cllr Aylott would usually organise the litter pick therefore the date of March 23rd at 10am was suggested, but subject to Cllr Aylott confirming.
- j) **To note a letter that was received from a local dog walker regarding dog bins in the village and to note the clerks response:** this was duly noted.

11. Planning Applications to be considered by the council:

- a) To receive an update relating to planning application DC/24/0568/FUL – Land lying north of Denham Road, Dalham – the following response was received from West Suffolk planning:
*It is our understanding that the compound access in question is currently being used by Anglian Water to facilitate installation of the water pipeline. The compound access was permitted under the water pipeline application (DC/21/1621/HYB) as a temporary access.
Therefore, the application above (approved Summer 2024) sought permission for the retention of the access (for the applicants use) once the need from Anglian Water has ceased and works to the pipeline, in this area, had finished.
At present, I presume that Anglian Water are still using the access in relation to the works required for the pipeline.
Therefore, the two conditions referenced will only be triggered once the Anglian Water works are complete and they have vacated the site.
The conditions state that prior to "first use", as in the use by the applicant, the existing accesses (within the applicants ownership) must be closed and additional planting be implemented at the site.
If Anglian Water are no longer operating at the site, then please let me know and we will pass the matter onto our enforcement team to investigate this further.
I hope the above helps to clarify the conditions further for this application however please do let me know if you have any further questions or queries and I will do my best to assist.*
- b) DC/25/0319/HH
Proposal: Householder planning application - single storey extension to rear of dwelling
Location: The Old Rectory Church Lane Dalham Suffolk CB8 8TE: No concerns were raised, the council supported the application.

- 12. **To receive any items of correspondence not previously circulated:** Cllr Riddell reported he had been approached by a resident concerned about the new post box that had been erected in the village. It was reported that it was unstable and at risk of falling over. Cllr Corby is to check the post box and report back to Cllr Riddell. Cllr Riddell has reported the concern to the Royal Mail.

- 13. **Items for discussion at the next meeting:** see item 10c

So signed by the Chair at the meeting on May 14th 2025

14. Dates of next meeting:

a) Next meeting – Wednesday April 9th, 8.00pm Dalham Village Hall.

15. There being no further business to discuss, the meeting closed at 9.31pm

Signed (Chair) Dated