

DALHAM and DUNSTALL GREEN PARISH COUNCIL**Minutes of the Annual General Meeting of the Parish Council held on Wednesday 08th May 2024**

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

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

- 1. Election of Chair including signing of the Declaration of Acceptance of Office for the position** – Cllr Riddell was nominated for re-election which was seconded. Cllr Riddell accepted the nomination and signed his Declaration of Acceptance of Office in the presence of the Proper Officer.
- 2. To receive Apologies of Absence** – Cllr Petchey and Cllr Aylott submitted their apologies with reasons, which were duly accepted.
- 3. To receive Declarations of Pecuniary and local Non-Pecuniary Interests** – None 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 13/03/2024 -**
 - 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 gave a verbal summary of his report. For a copy of the report go to: [Dalham-APM-AGM.pdf \(dalhamparishcouncil.gov.uk\)](#)
 - b) County Councillor, Andy Drummond was not present. For a copy of the report go to: [Annual-Parish-Newsletter-2024.pdf \(dalhamparishcouncil.gov.uk\)](#)
- 7. Police Matters –**
 - To receive reports of interest to Dalham – none received.
 - To receive an update from the community police officer designated to Dalham – the clerk reported the following updates from CPO Harper:
 - Theft of pedal cycle - investigation closed.
 - Attempted burglary in shed – closed due to no CCTV.
 - Burglary on 13/12/2023 – CCTV captured a vehicle, still awaiting update.
 - DNA and fingerprints taken from the crime scene – awaiting update.
- 8. Matters arising from Minutes of the last meeting that are not an agenda item -**
 - To receive an update from the clerk regarding the Discover Suffolk leaflets – the clerk reported that the leaflets had been delivered. Cllr Aylott was in receipt of the 3 boxes.
 - To receive an update regarding the defibrillator training session booked for May 20th at 7.45pm – the clerk reported that over 20 residents had registered their interest in attending the session.
- 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 - £242.15 for May
 - Clerk salary - £242.15 for June
 - SALC subscription - £146.78

- CHT seminar - £210.00
- Westcotec post brackets - £133.80
- Gipping Press roundel signs - £207.00

Cllrs Corby, Wilkins-Smith and Riddell 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 31.03.24 and 30.04.24:** Cllr Corby verified and signed the bank reconciliations against the bank statements.

DALHAM PARISH COUNCIL

YEAR END BANK RECONCILIATION AS AT 31 March 2024

Treasurers Account

Payments made 01/03/24 – 31/03/24:

27.03.24	Mrs A King	Salary	£242.15	297/9a
27.03.24	CHB Trust	Seminar	£210.00	
March total payments			£452.15	

Receipts received 01/03/24 – 31/03/24:

12.03.24	HMRC	Refund	£372.88	
March total receipts			£372.88	

Instant Savers Account

Receipts received 01/03/24 – 31/03/24:

11.03.24	Lloyds	Interest	£5.04	
March total receipts			£5.04	

**Year End Bank Reconciliation at
31/03/24:**

Dalham Parish Council – 08.05.2024
So signed by the Chair at the meeting on July 10th 2024

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£3,545.59	£4,560.65
Payments in	£372.88	£5.04
Payments out	£452.15	£0.00
Current balance:	£3,466.32	£4,565.69

DALHAM PARISH COUNCIL**BANK RECONCILIATION AS AT 30 April 2024****Treasurers Account****Payments made 01/04/24 – 30/04/24:**

26.04.24	Mrs A King	Salary	£242.15	297/9a
April total payments			£242.15	

Receipts received 01/04/24 – 30/04/24:

26.04.24	West Suffolk Council	Precept	£7,580.00	
April total receipts			£7,580.00	

Instant Savers Account**Receipts received 01/04/24 – 30/04/24:**

09.04.24	Lloyds		£4.72	
April total receipts			£4.72	

Bank Reconciliation at 30/04/24:

Dalham Parish Council – 08.05.2024
So signed by the Chair at the meeting on July 10th 2024

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£3,466.32	£4,565.69
Payments in	£7,580.00	£4.72
Payments out	£242.15	£0.00
Current balance:	£10,804.17	£4,570.41

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

Following the resignation of Cllr Fitch, Cllr Corby took over as the Internal Control Officer and duly signed the internal control checklist. Cllr Riddell and Mrs King signed and approved the Internal Control statements.

e) To receive and approve the year end accounts for 2023/2024: The clerk advised the year end statement recorded the receipts as £7999.99 and the payments as £6295.29. Total in the bank was £8032.01. The statement was approved as a fair representation of the financial position of the council and signed by the Chair and Responsible Finance Officer.

f) To note the budget to actual position for year ending 31.03.2024 including variances: this was duly noted with no queries raised.

g) To consider and approve the Certificate of exemption for external audit: as the gross income or expenditure does not exceed £25000 it was agreed that Dalham and Dunstall Green Parish Council met the requirements to certify themselves exempt from a limited assurance review under Section 9 of the Local Audit Regulations 2015 and the Certificate of Exemption was approved and signed by the Chair and the RFO.

h) To consider and approve the Annual Governance Statement 2023/24 : it was acknowledged that there is a sound system of internal controls, including arrangements for the preparation of the Accounting Statements. The Annual Governance Statement was approved and signed by the Chair and the Clerk.

i) To consider and approve the Accounting Statement 2023/24: the RFO presented the signed accounting statement to the council who approved it as a fair representation of the financial position of the authority. It was then signed by the Chair.

j) To note the date set for exercise of public rights: the dates set as the period for the exercise of public rights were Monday June 3rd 2024 to Friday July 12th 2024.

k) To reconfirm acceptance of BACS (Bank Transfer) for the settlement of invoices/requests for payment, (provided that such payments are authorised by two bank signatories, the evidence of such authorisation is retained, and payments are reported to council) as the preferred method of payment: all in favour of continuing with this method of payment.

l) To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2024-25: the following list of regular payments was presented to the council, it was duly approved by all.

Frequency of expenditure incurred	Payment Method	Beneficiary	Summary of the purpose of the expenditure	Amount excl. VAT
Monthly	BACS	Clerk	Salary	£242.15
Annual	BACS	SALC	Annual subscription	£145.78
Annual	BACS	ICO	Data protection fee	£35.00
Annual	BACS	Business services at CAS	Insurance	410.34
Annual	BACS	One Suffolk	Website hosting	£60.00
Quarterly	BACS	K Hutchinson & Son	Verge Cutting	Estimate: £400.00
Annual	BACS	Dalham Village Hall	Hire	£200.00
Annual	BACS	Dalham Village Hall	Donation	£300.00
Annual	BACS	Dalham Church Wardens	Donation	£500.00
Annual	BACS	SALC	Internal Audit	£170.00
Annual	BACS	Microsoft 365	Annual subscription	£49.99

10. Internal Audit 2023/2024:

- a) **To discuss the findings of the Internal Audit and consider any recommendations that were highlighted:** No recommendations were highlighted, the comments made were considered useful and will be applied as advised. All agreed it was a comprehensive audit.
- b) **To review the effectiveness of the internal audit:** the annual review was undertaken, all agreed that it met the criteria in terms of scope, independence, competence and internal control. The paperwork was signed by the Chair and the RFO.

11. To receive and consider matters relating to the following:

- a) **To consider nominations for co-option to the parish council to fill 1 casual vacancies:** the clerk reported that the vacancy was on the parish website and noticeboards, but as yet no one had expressed an interest. It was agreed that a notice would be put in the next newsletter and parishioners would be canvassed at the next coffee morning. The aim would be to have a short list of interested parties by the July meeting.
- b) **To receive further information from Cllr Corby regarding the 20's Plenty campaign following input from Moulton regarding their progress to date and Highways:** Cllr Corby advised that whilst he had not yet met with Moulton to discuss their progress, on reflection he questioned if it was worth pursuing. Evidence from speeding data shows there is not a problem within the village in general. The newly painted white lines may prove more effective. It was agreed that a notice would be out in the village newsletter to garner support, and a formal decision to join the campaign or not would be made at the July meeting.
- c) **To receive an update on speeding figures throughout the village:** Cllr Ward referred to her summary report that she had previously circulated to councillors regarding the data that had been collected from the SID machine between 07/11/23 and 28/03/24.

								Max. speed	
Location	Direction of traffic	From	To	Number of days	Total no. of vehicles	85% Speed	Average speed	Speed	Date
Village Hall	Northbound	07/11/23	29/11/23	22	10,611	31.3	20.63	65	27/11/23
Old Chapel	Northbound	15/01/24	06/02/24	22	11,883	33.2	25.64	60	28/01/24
Gazeley Road	Southbound	07/02/24	05/03/24	27	8,179	32.9	20.78	50	08/02/24
Village Hall	Southbound	05/03/24	28/03/24	23	7,343	30.8	24.43	65	07/03/24

Data from Old Chapel Southbound is yet to be collected and analysed. Cllr Ward advised the SID will next be moved to Stores Hill. It is hoped that all the data from all the locations will have been collected and analysed ready for discussion at the July meeting.

- d) To receive an update regarding the verge and ditch maintenance following further communications from Highways and Dalham Estate:** the clerk reported that the ownership of the ditch at the bottom of the hill located beside Maltings Barn, Makins Barn and Barrow Hill House cannot be established. Highways Records Officers have confirmed it does not belong to them, and land records show it does not belong to the adjacent homeowners either. Highways have noted this and stated the following:

It is relatively clear and in a decent state of maintenance as it is – and digging this out would not have much of an impact during times of excessive rainfall – as the water will always be restricted by the capacity of the twin pipes leading into the river.

Whilst these are the responsibility of Suffolk Highways, we do not have the capacity to install larger bore pipes at this time. Since our specialist drainage team was set up in 2017 we have seen a huge increase in the number of flooding and drainage problems. We have experienced wet winters and more frequent heavy rainfall events and over the last few years have a very long list of known flooding sites which far outstrips our resources. Therefore, we must prioritise the sites to work on based upon the impact of the flood waters.

How we prioritise sites for programmed repairs

- there is a risk to life because of flooding;*
- internal flooding of 1 property (domestic or business) has been experienced on more than one occasion;*
- internal flooding of 5 properties has been experienced during one single flood incident;*
- a major transport route (eg A140) was closed for more than 10 hours because of flooding;*
- critical infrastructure (eg a hospital, school or fire station) was affected by flooding.*

I would suggest concentrating efforts on the ditch higher up the hill. This section would benefit from clearing – and there are ongoing issues in this area that occur during much lighter rainfall, whereas those at the bottom of the hill only seem to manifest during severe rain. The lower section could be left and monitored etc.

The council agreed that no action needs to be taken with regards the ditch and the work that needs to be carried out by Dalham Estate should be carried out at their convenience. The clerk is to inform Dalham Estate and Highways of this and advise them that whilst the Parish Council would like to be kept informed of when the work is to be completed, moving forward they should liaise with each other directly.

- e) To consider forming a working party to clear the ditch at the bottom of Denham Hill:** with reference to comments and advice given above (11d) this item was rejected.

- f) **To receive an update from the clerk and Cllr Ward regarding the verge cutting:** It was noted that the clerk had liaised with K. Hutchinson to advise how many cuts per year we require. Cllr Ward confirmed that she had a meeting arranged with a representative from K. Hutchinson to walk through the village and confirm where and how we want the verges cut. The first cut has been organised for the week commencing May 13th 2024.
- g) **To discuss access to OneDrive, Shared files, access to view files and to consider any further access or folders if required:** Whilst it was confirmed that the clerk had set up a number of shared folders for councillors to view and share, all councillors were experiencing access issues. The clerk is to seek advice and follow up in July.
- h) **To receive an update from Cllr Ward regarding any progress on the historic footpath up to Dunstall Green:** Cllr Ward advised that she was still in the process of gathering evidence. A further appeal for information is to be sent out over social media.
- i) **To consider the quote received from Gipping Press regarding the permissive path signs:** whilst everyone present gave their authorisation to accept the quote, it was agreed that Cllr Aylott should be consulted before the order is placed.

12. Newsletter:

- a) **To discuss the draft newsletter previously circulated by Cllr Riddell and approve the final draft:** it was agreed that the following be added:
- updated information regarding the Emergency Plan contacts
 - 20's Plenty interest
 - Moulton CPO surgery (subject to confirmation from the clerk)
- Cllr Riddell agreed to circulate a revised newsletter by the end of the week.

13. Volunteer projects for the year:

- a) **To discuss and approve any additional ideas submitted:** none submitted.

14. Planning Applications to be considered by the council: none received.

15. To receive any items of correspondence not previously circulated: none received

16. Items for discussion at the next meeting:

- Bench
- Speeding
- Dog bin
- Co-option
- Wildflowers
- 20's Plenty

17. Dates of next meeting:

- a) Next meeting – Wednesday July 15th 2024, 7.45pm Dalham Village Hall.

18. There being no further business to discuss, the meeting closed at 10.05pm

Signed (Chair) Dated