

**DALHAM and DUNSTALL GREEN PARISH COUNCIL****Minutes of the meeting of the Parish Council held on Wednesday 11<sup>th</sup> September 2024**

**Councillors present:** Isobel Aylott (Chair), Mark Corby, Ian Petchey and Francine Wilkins-Smith.

**Also present:** Antonia King (clerk) and District Councillor Mike 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 Riddell and Ward, their apologies were 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 10/07/2024 and 25/07/2024 (planning) -**
  - a) Approval of the minutes was given by all present, as Chair Cllr Aylott signed the paper copy of the minutes for the meetings held on 10/07/20024 and 25/07/2024.
- 6. Reports for information –**
  - a) District Councillor, Mike Chester was present and gave a verbal report. For a copy of the report go to: [Dalham-PC-report-August-2024.pdf \(dalhamparishcouncil.gov.uk\)](#)
  - b) County Councillor, Andy Drummond was not present. For a copy of the report go to: [August-2024-Monthly-Town-Parish-Newsletter.pdf \(dalhamparishcouncil.gov.uk\)](#)
- 7. Police Matters –**
  - To receive reports of interest to Dalham – none received.
  - To receive an update regarding the community police officer designated to Dalham – the clerk advised that PCSO Harper had been seconded to another team resulting in all events being postponed. To contact the Community Police team the following link should be used: [cpt.forestheath@suffolk.police.uk](mailto:cpt.forestheath@suffolk.police.uk)
- 8. Matters arising from Minutes of the last meeting that are not an agenda item -**
  - To receive the planning decision given to DC 24/0568/FUL – the clerk advised that the application had been approved.
  - To note the virtual meeting being held for 20's Plenty campaign on Oct 9<sup>th</sup> – this was duly noted. Cllr Corby advised that he would be attending. The clerk agreed to circulate the registration link to the council.
- 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 September
    - Clerk salary - £242.15 for October
    - Suffolk Wildlife seminar - £20.00
    - K. Hutchinson - £748.50
    - Printer toner - £313.73
    - ICO – annual fee
    - Dalham Village Hall hire costs - £200.00
    - Dalham Village Hall donation - £300.00

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- Dalham PCC donation - £500.00

Cllrs Aylott, Wilkins-Smith 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 31.07.24 and 31.08.24:** Cllr Corby verified and signed the bank reconciliations against the bank statements.

**DALHAM PARISH COUNCIL**

**BANK RECONCILIATION AS AT 31 July**  
**2024**

**Treasurers Account**

**Payments made 01/07/24 – 31/07/24:**

01.07.24	Mrs A King	Salary	£242.15	9a/304
01.07.24	Gipping Press	Roundel signs	£248.40	9a/305
01.07.24	SALC	Training	£42.00	9a/314
29.07.24	Mrs A King	Salary	£242.15	9a/313

<b>July total payments</b>	<b>£774.70</b>	
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**Receipts received 01/07/24 – 31/07/24:**

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

**Instant Savers Account**

**Receipts received 01/07/24 – 31/07/24:**

09.07.24	Lloyds	Interest	£4.73	
<b>July total receipts</b>			<b>£4.73</b>	

So signed by the Chair at the meeting on November 13<sup>th</sup> 2024

**Bank Reconciliation at 31/07/24:**

	<b>Treasurers Account</b>	<b>Instant Savers Account</b>
<b>Balance of accounts c/f:</b>	<b>£9,553.04</b>	<b>£4,580.50</b>
Payments in	£0.00	£4.73
Payments out	<b>£774.70</b>	<b>£0.00</b>
<b>Current balance:</b>	<b>£8,778.34</b>	<b>£4,585.23</b>

**DALHAM PARISH COUNCIL****BANK RECONCILIATION AS AT 31 August 2024****Treasurers Account****Payments made 01/08/24 – 31/08/24:**

20.08.24	K Hutchinson	Verge cutting	£748.20	9a/319
27.08.24	Mrs A King	Training	£20.00	9a/319
30.08.24	Mrs A King	Salary	£242.15	9a/314
<b>August total payments</b>			<b>£1,010.35</b>	

**Receipts received 01/08/24 – 31/08/24:**

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

**Instant Savers Account****Receipts received 01/08/24 – 31/08/24:**

09.08.24	Lloyds		£4.54	
<b>August total receipts</b>			<b>£4.54</b>	

So signed by the Chair at the meeting on November 13<sup>th</sup> 2024

**Bank Reconciliation at 30/08/24:**

	<b>Treasurers Account</b>	<b>Instant Savers Account</b>
<b>Balance of accounts c/f:</b>	<b>£8,778.34</b>	<b>£4,585.23</b>
Payments in	£0.00	£4.54
Payments out	<b>£1,010.35</b>	<b>£0.00</b>
<b>Current balance:</b>	<b>£7,767.99</b>	<b>£4,589.77</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 consider the quotes submitted for annual insurance and authorise the provider for Oct 24- Oct 25:** the council felt the most appropriate and competitive quote was from Zurich. The clerk is to arrange insurance with them from Oct 1<sup>st</sup> at a rate of £264.00 per annum.**f) To approve the annual donations to the village:** a donation of £300 to the village hall and £500 to the PCC for community groundwork was approved.**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 vacancies:** the council were advised that two villagers had expressed an interest in joining the parish council. CLlr Aylott is to speak further with the interested parties. This item was deferred until November.**b) To discuss the response and recommendation regarding the possible extension of the 30mph limit on Stores Hill:** The following advice was received from Highways regarding the possibility of extending the 30mph limit on Stores Hill:

There are several criteria that are reviewed when looking at an extension of an existing 30mph limit. I'm afraid that Stores Hill in Dalham is unlikely to be considered:

Out of five main criteria, this location does not meet three of these. Of the remaining two, it is extremely doubtful that these would be met either.

I've listed these individually below:

*For 30mph limits in rural areas.*

- *A clear village character with 20 or more houses (on one or both sides of road).*

***There are fewer than 20 houses outside of the existing 30mph limit – this criteria is not met.***

- *If just fewer than 20 houses, extra allowance should be made for key buildings such as a church, shop or school.*

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***There are no key-buildings outside of the existing 30mph limit. This criteria is not met.***

- *Where the character of a village falls outside this definition, discretion should be used in deciding the appropriate speed limit.*

***This is the only criteria that may be met – but this would be discretionary and would largely be based on the layout of the entry to the village on Stores Hill (relatively narrow road, buildings in close proximity etc) – but is by no means a guarantee.***

- *A normal minimum length for a new speed limit would be 600 metres.*

***There are insufficient properties to consider a 600mtr extension – this criteria is not met.***

- *This may be reduced to 400 metres where the density of development over this shorter length exceeds 20 houses and, in exceptional circumstances, it could be reduced to 300 metres.*

***There is no particular density of properties that would warrant a shorter speed limit extension here and this location would not be considered as ‘exceptional circumstances’. It is highly unlikely that this criteria could be met.***

#### 40mph buffer zone.

An alternative suggestion is to consider a 40mph buffer zone; this is used when the approach and entry speeds to a 30mph zone are high – or in locations that have outlying properties which are still part of the village, proper; such as Dalham.

There are fewer criteria for this – and is essentially based on the entrance speed to the 30mph zone: if traffic is entering at higher than 40mph, this would be considered for a buffer zone.

I would suggest in the first instance that you or the Parish Council consider funding a speed survey at the start of the 30mph zone in the village on Stores Hill (circa £390). This will give a clear picture of the speed of drivers entering the village – and also show the extent of the speeding issue. As well as potentially showing a 40mph buffer zone might be appropriate, this would also be of use to the PC when requesting additional enforcement visits from the camera van, or Suffolk Police.

In many locations a speed survey also shows that the speeding issues are more perceived than actual (some also show the issues are greater than expected).

A survey is definitely the first step – once we know what we’re up against, we can see what might be done for you.

The council discussed the positioning of the SID machine to best record the average car speed approaching the village. The clerk agreed to contact Highways to establish if it would be lawful to have the SID machine collating data from traffic travelling within a derestricted speed limit area. Cllr Petchey is to investigate if it would be possible to record car speeds as they approached from an uphill direction.

Both the clerk and Cllr Petchey will report their findings at the November meeting.

- c) To receive feedback from a resident regarding the cancelled pedestrian ramp project over the footbridge:** the clerk advised that an email had been received regarding the cancelled pedestrian ramp asking us to reconsider. It was agreed that if a ramp was to be installed it would not be compliant with health and safety guidelines, leaving

the council exposed and liable if any accidents were to happen. The council therefore stood by their original decision and will not be installing a ramp. The clerk will respond to the villager.

- d) **To review the Dalham Parish Council Standing Orders and current procedures in place for meetings:** Cllr Aylott raised a request for all meeting reports to be sent out with the agenda to allow time to review them in good time. It was agreed if a report had not been received prior to the agenda being published that item would be removed as an agenda item. The clerk is to add this point to the Standing Orders which will be formally reviewed in the November meeting.

**11. Volunteer projects for the year:**

- a) **To receive an update on the Community Speed Watch and agree scheme details:** the clerk confirmed she had contacted the CSW co-ordinator with the police and had received the application forms that each volunteer would need to complete. Cllr Corby agreed to be the lead co-ordinator for the project. The clerk is to circulate the application forms to the volunteers with Cllr Corby's details.
- b) **To discuss bulb planting along the riverbank, considering locations, volume and variety:** it was agreed that whilst there was a good display of daffodils along the river to the south of the village, it was less impressive to the north and planting should be focussed on that area. Cllr Wilkins Smith advised that 1000 daffodil bulbs would cost £180.00 excl vat + delivery. This costing was authorised and Cllr Wilkins Smith is to go ahead and place an order. Volunteer bulb planters would be advertised for on the village social media with the project expected to be completed by the end of the year.

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

**13. To receive any items of correspondence not previously circulated:** all correspondence had been circulated.

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

- Bench
- Daffodils
- 30mph zone on Stores Hill
- Community Speed Watch
- Policies and Procedures
- Update on Denham Road drainage
- Locality budget requests
- Authorisation to dispose of the broken bin (fixed asset item)

**15. Dates of next meeting:**

- a) Next meeting – Wednesday November 13<sup>th</sup> 2024, 7.45pm Dalham Village Hall.

**16. There being no further business to discuss, the meeting closed at 9.02pm**

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

**So signed by the Chair at the meeting on November 13<sup>th</sup> 2024**