

DALHAM and DUNSTALL GREEN PARISH COUNCIL**Minutes of the meeting of the Parish Council held on Wednesday 13th November 2024**

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

Also present: Antonia King (clerk), District Councillor Mike Chester, County Councillor Drummond and 2 members of the public.

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, 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** – 2 members of the public were present.
 - a) On the agenda under discussion – see items 10c and 12a.
 - b) Matters regarding Dalham in general – None received.
5. **To receive and approve the minutes of the last meeting held on 11/09/2024 -**
 - a) Approval of the minutes was given by all present, as Chair of the meeting Cllr Aylott signed the paper copy of the minutes for the meetings held on 11/09/2024.
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-November-2024.pdf](#)
 - b) County Councillor, Andy Drummond was present. For a copy of the report go to: [October-2024-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
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 – the following email response was received from Highways:
*Since the site meetings earlier this year, Suffolk Highways has done a considerable amount of work to our own drainage assets on Denham Road (gully clearing, pipe jetting, grip cutting etc); we have also regraded the ditch at the bottom of the hill where there was some uncertainty about the ownership.
 It seems as though this has resolved the majority of the drainage issues on Denham Road – as we have not had any reports of drainage problems or flooding in the area since we carried out this work.
 Because of this, I do not think it necessary for Dalham Estates to carry out any maintenance to their ditches – we would certainly not request this, nor issue any official ditching notices at this time.
 I think the wisest course of action is for us to monitor the area now that we are well into autumn – and see how the drains cope moving into winter. If needed, we can reopen this, but I am hopeful that our own work will be sufficient.*
 This was duly noted by all.
 - To receive an update from Cllr Riddell regarding the Biodiversity training he attended – Cllr Riddell gave a brief report as he had previously circulated his meeting report to all. No further questions were raised and this will be an agenda item for discussion at the next meeting.
 - To receive an update from Cllr Corby regarding the virtual 20's Plenty meeting he attended – Cllr Corby stressed that without at least 90% of the village in favour of the scheme then the local council would not consider supporting

So signed by the Chair at the meeting on January 8th 2025

it. It was agreed that a survey of the parish should be carried out and this will be included as an agenda item for the next meeting to be discussed and agreed.

- To receive an update regarding the CSW scheme – the clerk reported that application forms had been circulated to all the volunteers and would contact Suffolk Police before the next meeting to establish how many application forms had been returned.

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 November ***
- Clerk salary - £253.07 for December
- Backdated pay - £76.44
- K. Hutchinson - £645.00
- CAS – Website hosting fee
- Dalham Village Hall hire costs - £200.00
- Mrs Wilkins-Smith, bulbs - £199.14
- Zurich Insurance - £264.00

*** Following a pay increase advised by NALC, the council accepted the increase and approved payment.

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

b) To note the charitable donations have been made this year:

This was duly noted.

c) To note the insurance cover for this year is provided by Zurich:

This was duly noted.

d) To note the accounts paid since the last meeting:

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

- e) To consider and receive the Bank Reconciliations for period ending 30.09.24 and 31.10.24:** Cllr Corby verified and signed the bank reconciliations against the bank statements.

DALHAM PARISH COUNCIL

BANK RECONCILIATION AS AT 30 September

2024

Treasurers Account

Payments made 01/09/24 – 30/09/24:

09.09.24	Mrs A King	Toner	£313.73	9a/319
10.09.24	Dalham Churchwardens	Donation	£500.00	9a/320
10.09.24	Dalham Village Hall	Donation	£300.00	9a/319
17.09.24	Mrs Wilkins-Smith	Bulbs	£199.14	11b/324
17.09.24	K. Hutchinson	Verges	£645.00	
17.09.24	Zurich Insurance	Insurance	£264.00	9e/322
30.09.24	Mrs A King	Salary	£242.15	9a/319

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September total payments	£2,464.02	
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Receipts received 01/09/24 – 30/09/24:

September total receipts			£0.00	

Instant Savers Account

Receipts received 01/09/24 – 30/09/24:

09.09.24	Lloyds	Interest	£3.90	
September total receipts			£3.90	

Bank Reconciliation at 30/09/24:

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£7,767.99	£4,589.77
Payments in	£0.00	£3.90
Payments out	£2,464.02	£0.00
Current balance: -	£5,303.97	£4,593.67

DALHAM PARISH COUNCIL

BANK RECONCILIATION AS AT 31 October 2024

Treasurers Account

Payments made 01/10/24 – 31/10/24:

04.10.24	ICO	Data protection fee	£35.00	9a/319
21.10.24	CAS	Website hosting	£60.00	
31.10.24	Mrs A King	Salary	£242.15	9a/319
October total payments			£337.15	

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Receipts received 01/10/24 – 31/10/24:

October total receipts			£0.00	

Instant Savers Account**Receipts received 01/10/24 – 31/10/24:**

09.10.24	Lloyds		£3.78	
October total receipts			£3.78	

Bank Reconciliation at 31/10/24:

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£5,303.97	£4,593.67
Payments in	£0.00	£3.78
Payments out	£337.15	£0.00
Current balance: -	£4,966.82	£4,597.45

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

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

g) To receive a 6mth budget review:

The clerk presented the 6-month 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.

h) To consider the precept recommendations with the final figure to be authorised at the meeting to be held on January 2025:

The clerk presented the proposed precept budget for 2025/2026. The most notable increases had been made to the grass and verge cutting budget due to additional village cuts and salary costs to reflect the recommended increase advised by NALC. The council agreed with the proposed precept of £7705.00, and recommended approval at the January meeting.

So signed by the Chair at the meeting on January 8th 2025

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. Councillors agreed to keep asking and approaching villagers.

b) To receive an update from the Clerk and Cllr Petchey regarding the possibility of locating the SID machine to record car data as they approach the 30mph zone on Stores Hill:

The clerk reported that Highways has advised the following:

I'm afraid we do not allow SID's to be placed outside of a 30mph limit – although, depending on the type of device you've got, it may be possible to mount it within the 30mph zone, but have the point of aim focused outside so that it records the speed of vehicles in the National Speed limit area on the approach. It really depends on the device itself as to whether this would be an option.

The data would only be of use for your own/for the Parishes information. It could not be used to support the provision of a buffer zone.

The council agreed that the SID machine would be repositioned to record speeds approaching the village. The clerk is to update Cllr Ward regarding this decision. The council authorised any additional costs for brackets should they be required.

c) To consider and discuss the correspondence from a villager regarding speeding from the Sounds end of the village: Concerns were raised regarding speeding, pedestrian safety, increase in HGV's through the village and the feeling of being isolated and remote at the edge of the village in comparison to similar concerns on Stores Hill.

A number of options were discussed:

- Extra signs or roundels painted in the road.
- Position a 40mph buffer zone at the approach to the south end of the village.
- Extra signage such as Pedestrians in the Road or Slow Down.
- Install a similar 'countdown' to the 30mph zone to the one in place as drivers approach Ashley.
- Install an additional SID machine to record data.

The clerk is to speak with Highways for guidance and recommendations. It was also agreed that the clerk would source 3 quotes regarding purchasing an additional SID machine, extra poles and brackets and report back at the next meeting. Cllr Drummond advised that he may be able to help cover the cost.

d) To review an alternative solution to the pedestrian bridge proposed by Cllr Petchey: The council agreed that despite the proposal being a sound alternative, it did not detract from the issue of public liability should any accident or personal injury occur as a result of the changes the parish council made. It was therefore agreed that no action would be taken.

e) To discuss the potential locations for a village bench beside the river: Highways confirmed that they owned the verge/riverbank from the edge of the carriageway to the brow of the bank - from the bridge at the foot of Stores Hill, along The Street to where this becomes Gazley Road. If a bench was to be installed in this area a street-furniture licence would be required. The clerk was authorised to go ahead and apply for the licence, and on confirmation of it being awarded to order the Elwood Seat provided by Glasdon. The bench is £815.00 + VAT, Cllr Chester has agreed to fund it from his locality budget.

f) To receive an update from Cllr Wilkins-Smith regarding the purchase and planting of spring bulbs and retrospectively approve the purchase costs: Cllr Wilkins-Smith reported that the bulbs had been delivered and planted along the riverbank. The council thanked Cllr Wilkins-Smith for organising and carrying out this village project.

So signed by the Chair at the meeting on January 8th 2025

- g) **To authorise the disposal of the broken metal bin (fixed asset):** Authorised. Cllr Aylott is to action.
- h) **To consider any locality budget requests that can be claimed against Cllr Chester's funds:** No other requests from the council were put forward. The clerk is to complete a locality budget claim form for the bench (see item 10f).

11. Policies and Procedures:

- a) **To receive and authorise the updated and amended Standing Orders:** Approved and adopted.
- b) **To receive and authorise the Planning policy and procedures:** Amendments were suggested and this will be brought back to the council at the next meeting.
- c) **To review and authorise the updates and amended Financial Regulations:** Approved and adopted.
- d) **To undertake the annual review of the Council policies and procedures that are published on the parish council website.**
 - Media Policy
 - General Privacy Policy
 - Equality Diversity Policy
 - Environmental Policy
 - Data Security Breach Policy
 - SAR Procedures
 - SAR Policy
 - Data Retention Policy
 - Lawful Processing Policy
 - Communication Policy
 - Contact Privacy Notice
 - Internet banking Policy
 - Complaints Procedure
 - Co Option Policy
 - Protocol for Dealing with Correspondence
 - Procedure for Handling Requests for Information
 - Persistent and Vexatious Complaints and Correspondence Policy
 - Filming and Recording at Meetings Policy
 - Freedom of Information Publication Scheme
 - Data Protection Policy

The policies and procedures were reviewed and approved for the year 2025, the next review will be November 2025.

12. Planning Applications to be considered by the council:

- a) DC/24/1481/HH
PROPOSAL: Householder planning application - a. single storey side link extension b. one and a half storey rear extension
LOCATION: Yew Cottage 33 The Street Dalham Suffolk CB8 8TF
 The householder was present and able to answer questions put forward by the council. The council supported this application with the following comments:

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Dalham Parish Council support this application, however did raise some concern regarding the appearance of the side extension and its impact on the historic neighbouring properties. Suggestions were made that if the position of the extension were realigned and could not be viewed from the road it would be less impactful.

b) DC/24/1613/TCA

PROPOSAL: Trees in a conservation area notification - one Horse Chestnut (T207 on plan) fell

LOCATION: Dalham Hall Church Lane Dalham Suffolk

The council supported this application with no comment.

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

14. Items for discussion at the next meeting:

- Bench
- Village biodiversity
- Newsletter
- Update from Highways regarding Sound End
- Stores Hill speed data
- Community Speed Watch
- 20's Plenty support through a village survey
- Planning policy and procedures
- SID machine quotes

15. Dates of next meeting:

a) Next meetings – Wednesday November 27th 2024 (planning) and January 8th 2025, 7.45pm Dalham Village Hall.

16. There being no further business to discuss, the meeting closed at 9.58pm

Signed (Chair) Dated

So signed by the Chair at the meeting on January 8th 2025