

DALHAM and DUNSTALL GREEN PARISH COUNCIL**Minutes of the meeting of the Parish Council held on Wednesday 09th July 2025**

Councillors present: John Riddell (Chair), Mark Corby, Ian Petchey, and Ann Ward.

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

- 1. Chair's welcome and opening statement** – The meeting was opened at 7.45pm.
- 2. To receive Apologies of Absence** – Cllr Aylott and Wilkins Smith gave their apologies, these were duly accepted. Cllr Drummond was not present, but had submitted his report.
- 3. To receive Declarations of Pecuniary and local Non-Pecuniary Interests** – None received.
- 4. To receive comment from the members of the public present** – 1 members of the public was present.
 - a) On the agenda under discussion – comments submitted regarding planning application DC24/1481/HH.
 - b) Matters regarding Dalham in general – None received.
- 5. To receive and approve the minutes of the last meeting held on 14/05/2025 -**
 - a) Approval was given by all present, the Chair signed the paper copy of the minutes for the meetings held on 14/05/2025.
- 6. Reports for information –**
 - a) District Councillor, Mike Chester present. Cllr Chester gave a brief verbal report with the intention to submit a full report after the West Suffolk Council meeting to be held on 15/07/2025.
 - b) County Councillor, Andy Drummond was not present. For a copy of the report go to: [June-2025-Monthly-Town-Parish-Newsletter.pdf](#)
- 7. Police Matters –**
 - To receive reports of interest to Dalham – It was noted that a burglary had occurred in Kirtling recently.
 - To receive any reports from the community police team – None received.
- 8. Matters arising from Minutes of the last meeting that are not an agenda item -**
 - To receive an update from Cllr Riddell following his attendance at the West Suffolk Forum held on 17.06.2025 – Update received.
 - To note an email regarding the noticeboard in Dunstall Green – An unauthorised leaflet had been displayed in the noticeboard. It was removed and the council agreed to be more vigilant regarding this unlocked noticeboard.
- 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 July
 - Clerk salary - £253.07 for August
 - Lloyds bank monthly account charges £4.25
 - SALC audit costs - £219.60
 - 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 September 10th 2025

- c) To consider and receive the Bank Reconciliations for period ending 31.05.25 and 30.06.25: Cllr Corby verified and signed the bank reconciliations against the bank statements.

DALHAM PARISH COUNCIL

BANK RECONCILIATION AS AT 31 May 2025

Treasurers Account

Payments made 01/05/25 – 31/05/25:

19.05.25	Lloyds Bank	Charges	£4.25	9a/350
23.05.25	SALC	Subscription	£146.62	9a/350

May total payments

£150.87

Receipts received 01/05/25 – 31/05/25:

May total receipts			£0.00	

Instant Savers Account

Receipts received 01/05/25 – 31/05/25:

09.05.25	Lloyds	Interest	£3.16	
May total receipts			£3.16	

Bank Reconciliation at 31/05/25:

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£10,492.16	£4,620.42
Payments in	£0.00	£3.16
Payments out	£150.87	£0.00
Current balance:	£10,341.29	£4,623.58
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So signed by the Chair at the meeting on September 10th 2025

DALHAM PARISH COUNCIL
BANK RECONCILIATION AS AT 30 June
2025

Treasurers Account

Payments made 01/06/25-30/06/25:

02.06.25	Mrs A King	Salary	£253.07	9a/350
17.06.25	Lloyds Bank	Charges	£4.25	9a/350
23.06.25	SALC	Audit costs	£219.60	
30.06.25	Mrs A King	Salary	£253.07	9a/350
June total payments			£729.99	

Receipts received 01/06/25-30/06/25:

June total receipts			£0.00	

Instant Savers Account

Receipts received 01/06/25-30/06/25:

09.06.25	Lloyds		£3.08	
June total receipts			£3.08	

Bank Reconciliation at 30/06/25

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£10,341.29	£4,623.58
Payments in	£0.00	£3.08
Payments out	£729.99	£0.00
Current balance:	£9,611.30	£4,626.66

So signed by the Chair at the meeting on September 10th 2025

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

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

e) To note the budget to actual position for year to date (Q1): This was duly noted and no queries raised.

10. Internal Audit 2024/2025 -

a) To discuss the findings of the Internal Audit and consider any recommendations that were highlighted: The following recommendation was made: **Council should use the model publication template and seek to review the information it holds under the scheme and ensure that it adopts a scheme that it is available to view on its website in a format that is fully tailored to the parish council.** See item 11.

The council agreed it was a comprehensive audit with all comments and recommendations applied where needed.

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. Policy updates and reviews:

- Standing Orders – to review and adopt the revised Standing orders following recommended updates from NALC - duly reviewed and adopted.
- Financial Regulations – to review and adopt the revised Financial Regulations following NALC recommendations – duly reviewed and adopted.
- FOI Publication Scheme – to review and adopt the updated policy following recommendations from the Internal Auditor – duly reviewed and adopted.

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

a) To receive an update from Cllr Aylott regarding access to OneDrive, Shared files, access to view files -

Cllr Aylott was absent from the meeting, and this item was deferred to September.

b) To receive an update regarding the meeting with RLCP and discuss any future plans for river biodiversity within Dalham: Cllr Petchey reported back following a very informative meeting with RLCP, key points from the meeting were:

- RLCP advised that a major river restoration scheme (including river re-winding or re-meandering, which includes reshaping a straightened river to its natural form with curves and bends) is scheduled to be undertaken on the river Lark this year and that, possibly Dalham could follow soon after, certainly possible well within five years.
- Old historical maps of Dalham clearly show a meandering river downstream of the street (and even slightly alongside the road). Likely straightened and deepened some 50 years ago, with the bottom of the river disburged on the side of the river raising the river bank. RLCP advised that if this 'natural river bottom material' was 'pushed back' into the river bottom it would likely make the river less porous and therefore help retain water for longer periods. It would also make the river slightly less deep, having, in effect, the same result as an obstruction (as we proposed). The meandering river would be able to contain a much larger volume of water than current... maybe double, thus mitigating flood risks.
- RLCP would undertake a full flood risk analysis and share this before any project commencement.
- Eliminating raised side banks alongside rivers often stimulates the growth of old historic wildlife
- All of our drinking water comes from the ground (no reservoirs in the area) and that last year the water table level was higher than parts of the Newmarket bypass which resulted in lane closures in place for around 3 months.

So signed by the Chair at the meeting on September 10th 2025

- RCLP would be very interested to hear from residents within Dalham who could remember the 1968 flood in the parish (photos?), how the river was back then (shallower?, more meandering?) and also any data on the depth of water in local wells relative to river levels... not so easy to measure?... but good to know if water present when river dry etc. They would also be interested to know if the farmers did anything to try to alleviate the situation and potentially future proof the land. Are there any residents in the village that may have been eye witnesses and able to tell their tale?
- Although tree shade is generally considered good along the river, they need to be trimmed back to allow light to get through, which could be undertaken by volunteers we advised them of the landowners, Dalham Estates.
- Given our proof of aquatic wildlife return, they seemed very keen to work with us and target investigations into our area after the river Lark restoration project is complete. The RLCP have the support of the EA and Suffolk Wildlife Trust and is supported by Anglian Water.
- It was noted that Cllr Petchey and Corby have volunteered to undertake training for river water sampling at Dalham and Moulton. Sampling must be done once per month, same date(ish), same place.

c) **To note the email from RLCP offering to deliver a lecture to villagers about the importance of the Lark and its tributaries as chalk streams:** it was agreed more details regarding relevance to Dalham and costs need to be established before a decision can be made. The clerk will report back at the next meeting.

d) **Highways:**

- **To receive and update from Senior Monitoring and Enforcement Officer regarding MEAD lorries using the village** – the clerk reported that the Senior Monitoring and Enforcement Officer had visited the village but failed to see any lorries travelling through, and on studying the route available to the HGV's working at the prison felt it unlikely that any SatNav would direct them through Dalham. However, if HGV's are using the route in the future, further investigation would be made.
- **To note the speed survey dates and location** – the clerk advised the new dates.
- **To receive an update regarding the proposed Unsuitable for HGV signs on Stores Hill** – the clerk advised she was still waiting for an update from the Asset Team and Speed Team. It was agreed that she would chase Highways for an update and question if Highways installed the signage posts, the council could fix the signs to speed up the process.

e) **Speeding:**

- **To discuss the email received from Moulton Parish Council regarding rural speeding problems** – the clerk is to respond citing Dalham's experience.
- **To receive an update regarding Plenty's 20 leaflet draft to be circulated to the village** – due to the absence of Cllr Aylott, this item was deferred to September.
- **To receive an update regarding CSW volunteers** – the clerk reported that a further 2 villagers had returned their application forms which should bring the volunteer total to 7 and therefore enough for a viable group. The clerk will chase for a further update and report back.

f) **To discuss the potential contents for the next village newsletter as well as timescales for production and delivery to the village:** it was agreed that the following items should be included in the newsletter. Cllr Riddell will circulate a first draft for comments.

- Community Speedwatch
- 20's Plenty
- HGV lorries and signage plans
- APM/AGM update
- Outcome of the traffic meeting in April
- River Lark lecture

So signed by the Chair at the meeting on September 10th 2025

- Volunteers to help with the SID batteries, etc.

13. Planning

- a) **To discuss planning compliance concerns raised by villagers** – following concerns raised by villagers regarding various properties throughout Dalham it was agreed that a ‘welcome pack’ be produced and given to all new residents moving into the village regarding restrictions that listed buildings and conservation area laws impose. Cllr Petchey agreed to produce a first draft for comment.

- b) **Applications to be considered by the council** –

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 council recognised that this is an amended application that had taken on board the comments they had raised at the initial stage. They continue to support it, but noted that the historic statement identified the building as listed. As yet no listed building application had been submitted.

14. To receive any items of correspondence not previously circulated:

- An email regarding the condition of a memorial bench had been received. The bench is not part of the council assets and therefore privately owned. The clerk is to respond accordingly.
- An email had been received regarding concerns about condition of the windmill. Advised to contact the landowner and not the parish council.

15. Items for discussion at the next meeting: nothing highlighted as yet.

16. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed –

- a) **To discuss the clerk performance review and consider the request/agree to a salary review** – following the annual staff appraisal it was agreed that the Clerk salary be recalculated according to the employment contract and backdated monies owed be submitted for approval at the September meeting. The employment contract will be revised to reflect the Clerk has reached the top payment tier according to the size of the parish.

17. Dates of next meeting:

- a) **Next meeting** – Wednesday September 10th 2025, 7.45pm Dalham Village Hall. Cllr Riddell submitted his apologies in advance of the meeting.

18. There being no further business to discuss, the meeting closed at 9.34pm

Signed (Chair) Dated

So signed by the Chair at the meeting on September 10th 2025