

DALHAM and DUNSTALL GREEN PARISH COUNCIL**Minutes of the meeting of the Parish Council held on Wednesday 10th September 2025**

Councillors present: Isobel Aylott (Chair), Ian Petchey, Francine Wilkins Smith and Ann Ward.

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

- 1. Chair's welcome and opening statement** – The meeting was opened at 7.45pm.
- 2. To receive Apologies of Absence** – Cllr Riddell and Corby gave their apologies, these 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 09/07/2025 and 24/07/2025 -**
 - a) Approval was given by all present, the Chair signed the paper copy of the minutes for the meetings held.
- 6. Reports for information –**
 - a) District Councillor, Mike Chester present. Cllr Chester gave a brief verbal report with discussions regarding the proposed devolution boundaries and funding from his locality budget. It was suggested that he could fund a replacement bench beside the church, whilst agreed in principal, the clerk needs to establish permission from the landowner. She is to report back at the next meeting.
 - b) County Councillor, Andy Drummond present. For a copy of the report go to: [August-2025-Monthly-Town-Parish-Newsletter.pdf](#)
- 7. Police Matters –**
 - To receive reports of interest to Dalham – It was noted that hare coursing had been reported. Police had investigated but no arrests made.
An individual had been caught on CCTV checking parked vehicles to see if they were locked. 09/08/2025. Reports of similar incidents had been recorded in neighbouring villages.
 - 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 note receipt of email regarding notification of exempt status from PKF Littlejohn regarding an external audit – duly noted.
- 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 - £279.50 for September
 - Clerk salary - £279.50 for October
 - Lloyds Bank monthly account charges £4.25 x 2
 - K Hutchinson - £1956.60 for verge cuts
 - ICO - £47.00 data protection fee
 - b) To note the accounts paid since the last meeting:**
All accounts paid had been previously authorised with the approval minute noted.

To be signed by the Chair at the meeting on November 12th 2025

- c) To consider and receive the Bank Reconciliations for period ending 31.07.25 and 31.08.25: In Cllr Corby's absence Cllr Wilkins Smith verified and signed the bank reconciliations against the bank statements.

DALHAM PARISH COUNCIL

BANK RECONCILIATION AS AT 31 July 2025

Treasurers Account

Payments made 01/07/25 – 31/07/25:

21.07.25	Lloyds Bank	Charges	£4.25	9a/357
31.07.25	Mrs A. King	Salary	£253.07	9a/357

July total payments	£257.32	
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Receipts received 01/07/25 – 31/07/25:

July total receipts	£0.00			

Instant Savers Account

Receipts received 01/07/25 – 31/07/25:

09.07.25	Lloyds	Interest	£2.66	
July total receipts	£2.66			

Bank Reconciliation at 31/07/25:

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£9,611.30	£4,626.66
Payments in	£0.00	£2.66
Payments out	£257.32	£0.00
Current balance:	£9,353.98	£4,629.32

To be signed by the Chair at the meeting on November 12th 2025

DALHAM PARISH COUNCIL
BANK RECONCILIATION AS AT 31 August
2025

Treasurers Account

Payments made 01/08/25-31/08/25:

19.08.25	Lloyds Bank	Charges	£4.25	9a/357
21.08.25	K. Hutchinson	Verge cutting	£620.40	9a/364
August total payments			£624.65	

Receipts received 01/08/25-31/08/25:

August total receipts			£0.00	

Instant Savers Account

Receipts received 01/08/25-31/08/25:

11.08.25	Lloyds		£2.93	
August total receipts			£2.93	

Bank Reconciliation at 31/08/25

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£9,353.98	£4,629.32
Payments in	£0.00	£2.93
Payments out	£624.65	£0.00
Current balance: -	£8,729.33	£4,632.25

To be signed by the Chair at the meeting on November 12th 2025

- d) **To approve and sign the checklist of Internal Controls checklist:**
Cllr Wilkins Smith, as the stand in Internal Control Officer duly signed the internal control checklist.
- e) **To consider the quotes submitted for the annual insurance and authorise the provider for Oct 25- Oct 26:** 3 quotes were sort, 2 insurance companies replied stating they could not provide a comparatively competitive quote to match Zurich. It was resolved that the council would continue with Zurich for the upcoming year.
- f) **To approve the salary increase and backpay owing to the clerk following the annual review agreed at the meeting held on July 9th 2025:** All in agreement with the backpay calculations, and payment was approved.
- g) **To approve the annual donations to the village:** Payments of £300 to the village hall and £500 to the PCC were duly approved for the year.
- h) **To approve costs for the replacement defibrillator pads and battery:** Replacement costs of £354.84 were approved.
10. **Policy updates and reviews - Internal Control Statement**
- a) **To review and adopt the updated statement following recommended updates from SALC:** The recommended updates were approved and adopted. Due to his absence from the meeting the new statement will be signed by Cllr Corby at the November meeting.
11. **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 advised councillors to reset their access logins. Everyone is to report back to the next meeting.
- b) **To discuss and consider the first draft of the welcome and conservation area guidelines document -** Cllr Aylott advised that the village hall already send out a 'Welcome letter' to the new residents. It was agreed that Cllr Aylott would redraft the document for inclusion into the existing letter.
- c) **To agree and approve funds to purchase more daffodil bulbs for the riverbanks –** All in favour of £200.00 being allocated from the Community Project earmarked reserves. Cllr Wilkins Smith is to purchase the bulbs as she did last year, the clerk will reimburse costs on presentation of the invoice.
- d) **Highways:**
- To discuss the results of the speed survey carried out by Highways in July –** the following was received from Highways regarding the speed survey carried out:
Please see attached the results of the speed survey carried out on Lidgate Road in Dalham and the brief summary below (summary is for the 7 day average):
- Northbound traffic (into village):*
- 85th percentile speed – 38mph*
Mean Average speed – 32mph.
436 vehicles per day of which approximately 124 would have received a speeding ticket.

To be signed by the Chair at the meeting on November 12th 2025

Highest recorded speed – 1 vehicle travelling over 60mph.

Southbound traffic (out of village).

85th percentile speed – 38mph.

Mean Average speed – 32mph.

463 vehicles per day of which approximately 320 would have received a speeding ticket.

Highest recorded speed – 11 vehicles travelling over 60mph.

Overall:

Whilst it is somewhat reassuring that the mean average speeds of vehicles across the survey period were at 32mph, it is also quite alarming to see the high numbers of vehicles that were exceeding the speed limit to the point where speeding tickets would have been issued.

It is also interesting to note that the behaviour of drivers travelling out of the village is noticeably worse than drivers entering it – which is relatively unusual (it is far more common for drivers to speed into a village, rather than out of a village, or for the two to be more closely balanced).

Based on this data, I would recommend that you contact Suffolk Police to request additional enforcement visits within the village – particularly for traffic travelling towards Lidgate.

Based on the recommendations from Highways, it was agreed that the clerk will contact Suffolk Police for more frequent enforcement visits.

- **To receive an update regarding the proposed Unsuitable for HGV signs on Stores Hill** – The clerk reported that whilst there appears to be no issue with The Street/Gazeley route, there are potential problems with Stores Hill. There is no obvious diversion route without simply moving the issue from one village into another. Cllr Drummond agreed to match fund the costs of a pair of signs for The Street/Gazeley route and the Clerk is to move the project forward with Highways for that area.

e) Speeding:

- **To receive an update regarding Plenty's 20 leaflet draft to be circulated to the village** – Cllr Aylott requested this item to be carried forward to the November meeting.
- **To receive an update regarding CSW volunteers** – The clerk reported that 4/6 of the volunteers had returned their paperwork. She agreed to chase the remaining 2.

- f) To discuss the metal bridge aesthetic impact to the village** – There were 2 main issues raised regarding the bridge, 1) Aesthetic appeal: all other bridges in the village were of a particular character and design and it would be more appealing if it was brought into line with these bridges. 2) Health and safety concerns - In its current state it is damaged and unsafe for pedestrians – the width of the poles would not prevent a fall. It was agreed that the clerk would contact Dalham Estate and discuss these concerns with them.

- g) To approve the revised Clerk contract** – duly approved and signed.

12. Planning

- a) Applications to be considered by the council** – None received.

To be signed by the Chair at the meeting on November 12th 2025

13. To receive any items of correspondence not previously circulated: A letter received from Moulton Parish Council regarding speeding. Cllr Drummond advised to wait before responding as a possible scheme was being proposed by the cabinet member for Transport Strategy, Planning and Waste to help alleviate speeding through the villages. It was agreed to carry this forward for discussion at the November meeting.

14. Items for discussion at the next meeting:

- Replacement bench at Church
- 20's plenty update
- Anglian Water signs not removed
- Removal of unused signposts on Denham/Dalham Road
- Any projects for available funding grants

15. Dates of next meeting:

a) **Next meeting** – Wednesday November 12th 2025, 7.45pm Dalham Village Hall.

16. There being no further business to discuss, the meeting closed at 8.56pm

Signed (Chair) Dated