

DALHAM and DUNSTALL GREEN PARISH COUNCIL**Minutes of the meeting of the Parish Council held on Wednesday 12th November 2025**

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

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 Aylott and Ward 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 10/09/2025:**
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. For a copy of the report go to: [Dalham October-November 2025.pdf](#).
 - b) County Councillor, Andy Drummond present. For a copy of the report go to: [October 2025 Monthly Town Parish Newsletter.pdf](#)
7. **Police Matters:**
 - a) **To receive reports of interest to Dalham:** 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. It was requested that an update be provided. The clerk will report back at the next meeting.
 - b) **To receive any reports from the community police team:** None received. It was requested that further requests are made to the Community Police for a contact name and number. Darker nights often result in outbuilding break ins.
8. **Matters arising from Minutes of the last meeting that are not an agenda item:**
 - a) To note any updates from Dalham Estates following requests made: the clerk reported that despite several attempts to chase for an update, there has been no response. It was agreed that she will continue to chase.
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 November
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 - Lloyds Bank monthly account charges £4.25 x 2
 - K Hutchinson - £479.40 for verge cuts
 - F Wilkins Smith - £216.00 for bulbs
 - CAS - £66.00 for website hosting
 - 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 January 14th 2026

- c) To consider and receive the Bank Reconciliations for period ending 30.09.25 and 31.10.25: In Cllr Corby verified and signed the bank reconciliations against the bank statements.

DALHAM PARISH COUNCIL

BANK RECONCILIATION AS AT 30 September 2025

Treasurers Account

Payments made 01/09/25 – 30/09/25:

01.09.25	Mrs A. King	Salary	£253.07	9a/365
10.09.25	K Hutchinson	Verges	£1,336.20	9a/365
11.09.25	Dalham PCC	Donation	£500.00	9g/367
11.09.25	Dalham Village Hall	Donation	£300.00	9g/367
11.09.25	Defib World	New pads & battery	£308.59	9h/367
11.09.25	Mrs A. King	Back pay owed	£410.71	9f/367
11.09.25	Zurich Insurance	Insurance	£264.00	9e/367
19.09.25	Lloyds Bank	Service charge	£4.25	9a/365
30.09.25	Mrs A. King	Salary	£279.50	9a/365
September total payments			£3,656.32	

Receipts received 01/09/25 – 30/09/25:

September total receipts			£0.00	

Instant Savers Account

Receipts received 01/09/25 – 30/09/25:

09.09.25	Lloyds	Interest	£2.56	
September total receipts			£2.56	

Bank Reconciliation at 30/09/25:

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£8,729.33	£4,632.25
Payments in	£0.00	£2.56
Payments out	£3,656.32	£0.00
Current balance:	£5,073.01	£4,634.81

To be signed by the Chair at the meeting on January 14th 2026

DALHAM PARISH COUNCIL**BANK RECONCILIATION AS AT 31 October 2025****Treasurers Account****Payments made 01/10/25-31/10/25:**

03.10.25	ICO	Data Protection	£47.00	9a/365
20.10.25	Lloyds Bank	Bank charges	£4.25	9a/365
27.10.25	CAS	Hosting charges	£66.00	9a/370
31.10.25	Mrs A King	Salary	£279.50	9a/365
October total payments			£396.75	

Receipts received 01/10/25-31/10/25:

October total receipts			£0.00	

Instant Savers Account**Receipts received 01/10/25-31/10/25:**

09.10.25	Lloyds		£2.29	
October total receipts			£2.29	

Bank Reconciliation at 31/10/25:

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£5,073.01	£4,634.81
Payments in	£0.00	£2.29
Payments out	£396.75	£0.00
Current balance:	£4,676.26	£4,637.10

To be signed by the Chair at the meeting on January 14th 2026

- d) **To approve and sign the checklist of Internal Controls checklist:** Cllr Corby as Internal Control Officer duly signed the internal control checklist.
- e) **To note the insurance cover for this year is provided by Zurich:** Duly noted
- f) **To receive a 6mth budget review:** The clerk presented the 6-month review, and it was noted that whilst there had been a slight overspend on asset management, 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.
- g) **To consider the precept recommendations with the final figure to be authorised at the meeting to be held in January 2026:** The clerk presented the proposed precept budget of £8298.00 for 2026/2027. 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 increase both contractually and as advised by NALC. It was agreed that the costs set aside for hedge cutting be removed as they are rarely used. The proposed precept was changed to £8198.00 (an overall increase of £327.00) with recommendation for approval at the January meeting.

**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 in the September meeting however the new statement is yet to be signed by Cllr Corby. The clerk will bring the relevant papers to the January meeting.

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

- a) **To discuss potential nominations for co-option onto the parish council to fill 1 casual vacancy:** The clerk advised that the resident that had expressed an interest in joining the parish council last year would now be able to as he had lived in the village for 12 months. Cllr Corby is to speak with him and invite him to the January meeting.
- b) **To receive an update from Cllr Aylott regarding access to OneDrive, Shared files, access to view files:** Cllr Aylott was absent. However, councillors present reported that they still had issues. The clerk is to contact CAS for assistance.
- c) **To receive an update from Cllr Aylott regarding the redraft to the existing 'Welcome letter' to new residents provided by the village hall committee:** Cllr Aylott was absent, this item will be carried forward to the January meeting.
- d) **To receive an update from Cllr Wilkins-Smith planting of daffodil bulbs along the riverbanks:** Cllr Wilkins Smith confirmed receipt of the bulbs and reported that planting was planned for Saturday 15th November.
- e) **Highways:**
 - i. **To receive an update regarding the proposed Unsuitable for HGV signs on Stores Hill:** The clerk reported that Highways are to contact Cllr Drummond for funds. Cllr Drummond agreed to chase.
 - ii. **To discuss the email received from Highways regarding the HGV lorries driving through the village:** The email from Highways contained the following responses: *I have looked further into your complaint but I have not witnessed HGVs breaching the required routes. Unfortunately, the Lorry Routing Plan only covers the area above the A14 and there are no restrictions on the roads below the A14. It may be that the HGVs are cutting across the prohibited area using Dalham but without evidence of the lorries travelling from somewhere outside the stipulated triangle and then through it to the Barton Mills quarry it is not expedient for us to take enforcement action.*
I did visit the quarry just after your complaint and I reiterated in the report that I sent to Mead after the visit that they needed to keep to the restrictions of the Lorry Routing Plan. I will continue to monitor the situation and the routes that are being taken and will take action if I gather evidence that the Condition is being breached.
Whilst HGV's continue to drive through the village, it was noted that since Enforcement contacted Mead, their lorries are no longer coming through Dalham.
More data needs to be gathered to identify if there is a pattern and numbers. CSW are to monitor.
- f) **Speeding:**
 - i. **To receive an update regarding Plenty's 20 leaflet draft to be circulated to the village:** Cllr Aylott was absent. This item is to be carried forward to the January meeting.

To be signed by the Chair at the meeting on January 14th 2026

- ii. **To receive an update regarding CSW training:** Cllr Corby confirmed that the training was complete and the group is ready to proceed. The first Speedwatch is expected to take place in November. It was agreed that CSW reports would be included at every parish meeting.
 - iii. **To receive an update from the clerk regarding increased enforcement visits:** It was agreed that once Speedwatch data had been collected, Enforcement will be contacted.
 - iv. **To receive a report from the clerk regarding the recent meeting held with Cllr Chris Chambers, Cabinet Minister for Transport regarding rural concerns over speeding and traffic issues in West Suffolk:** the report had been previously circulated, the council felt it was a very useful and encouraging meeting. No questions were raised.
- g) Signs:**
- i. **To receive an update following a request to Anglia Water to remove the overlooked warning sign that remains on Denham Road:** Cllr Wilkins Smith advised that the sign had now been removed.
 - ii. **To receive an update from Highways regarding the installation of the directional signpost at the T Junction agreed and funded by Cllr Drummond:** Highways confirmed that there were still a few orders outstanding across the county. As they are bespoke directional signs there have been supply issues. They are to chase them up and report back soon. Cllr Drummond also agreed to chase.
 - iii. **To receive an update regarding the removal of redundant leaning posts to the north of Denham Road:** It is likely that these will be dealt with when the sign is being replaced.
- h) To receive a report from Cllr Riddell regarding the recent Local Government reorganisation meeting attended:** The report had been previously circulated, no questions were raised.
- i) **To receive an update on the defibrillator replacement pads and battery:** Cllr Riddell confirmed receipt and replacement.
 - j) **To identify any projects that qualify for available funding grants and/or locality budget available:** Following a request for claims against available funding from Cllr Drummond, it was identified that funds for signage was most needed (see item 11 e(ii)).

12. Policies and Procedures

- a) **To receive and adopt the IT policy following new requirements for smaller authorities to manage their digital presence, data protection and IT systems:** Approved and adopted.
- b) **To undertake the annual review of the Council policies and procures 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

To be signed by the Chair at the meeting on January 14th 2026

- Data Protection Policy

It was agreed that Filming and Recording at Meetings Policy and SAR Policy were already incorporated into the Media and General Privacy Policies and can be removed. All policies and procedures were approved and adopted for the year. The next review is due November 2026.

13. Planning

a) Planning Reference: SCC/0133/25FH

Proposal: Establishment and use of a replacement aggregates storage system, a coated stone plant, a road planning recycling facility, and other ancillary facilities (including replacement site offices and weighbridge).

Location: Gazeley Rail Depot, Higham, Kentford, Newmarket, Suffolk, CB8 7QT.

This application was duly noted, no comments were raised.

14. **To receive any items of correspondence not previously circulated:** A planning consultation DC/25/1768/TCA had been received. The applicant was made by a tree surgeon for remedial work to a Beech tree. It was considered that no comment was needed for this application.

15. Items for discussion at the next meeting:

- Replacement bench at Church
- 20's plenty update
- Signposts on Denham/Dalham Road
- Community Police contact
- Precept authorisation
- Co-Option of new councillor
- One Drive access
- CSW report
- Replacement hedge planting
- Footpath posts

16. Dates of next meeting:

a) **Next meeting** – Wednesday January 14th 2026, 7.45pm Dalham Village Hall.

17. There being no further business to discuss, the meeting closed at 9.11pm

Signed (Chair) Dated