

**DALHAM and DUNSTALL GREEN PARISH COUNCIL****Minutes of the meeting of the Parish Council held on Wednesday 14<sup>th</sup> January 2026****Councillors present: John Riddell (Chair), James Methven, Ian Petchey, Francine Wilkins Smith and Mark Corby.****Also present: Antonia King (clerk), District Councillor Chester, PC Ollie Smith and PCSO Scott.**

1. **Chair's welcome and opening statement:** The meeting was opened at 7.45pm. Cllr Riddell informed the council that he had received and accepted the resignation of Isobel Aylott. Thanks and appreciation was noted for her dedication to the parish for the past 15years.
2. **To receive Apologies of Absence:** Cllr 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 2/11/2025 and 09/12/2025 (planning):**  
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-January-2026.pdf](#) and [January-Magazine.pdf](#)
  - b) County Councillor, Andy Drummond gave his apologies. For a copy of the report go to: [December-2025-Monthly-Town-Parish-Newsletter.pdf](#)
7. **Police Matters:**
  - a) **To receive reports of interest to Dalham:** None received
  - b) **To receive any reports from the community police team:** PC Smith and PCSO Scott attended the meeting and reported that no incidents had been logged with the police team in August relating to a suspicious individual checking parked vehicles. Positively there have only been 3 incidents for Dalham in the past 6 months – hare coursing and 2 drink driver related reports.  
The community police team reported that there is a return to neighbourhood policing and will regularly be visiting the village.
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 the estate had agreed to the installation of a new bench at the church under the caveat that they would be excluded from all liability, repair and maintenance obligations. The clerk advised that an agreement had been signed to reflect these conditions.
  - b) **To receive an update regarding the HGV signs:** The clerk advised that these had been ordered and received with full funding from County Cllr Drummond. Cllr Petchey is to install.
  - c) **To note West Suffolk Council (Denham Footpath No 10(part)) Public Path Diversion Order 2024 came into effect on 19 November 2025:** Duly noted.
  - d) **To receive an update regarding the replacement directional signs at Dunstall Green:** Following an update from Highways, these should be installed before the end of March.

To be signed by the Chair at the meeting on March 11<sup>th</sup> 2026

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 January
  - Clerk salary - £279.50 for February
  - Lloyds Bank monthly account charges £4.25 x 2
  - SSP Direct – £234.24 for HGV signs and brackets
  - Mrs A King – £21.56 for Printer paper
  - IT services at CAS - £298.00 for mailboxes and domain name.
  - Glasdon - £1017.83 for bench
- 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 30.11.25 and 31.12.25:** Cllr Corby verified and signed the bank reconciliations against the bank statements.

**DALHAM PARISH COUNCIL**  
**BANK RECONCILIATION AS AT 30**  
**November 2025**

**Treasurers Account**

**Payments made 01/11/25 –  
30/11/25:**

|          |                   |         |         |        |
|----------|-------------------|---------|---------|--------|
| 05.11.25 | Mrs Wilkins Smith | Bulbs   | £216.00 | 9a/370 |
| 18.11.25 | Lloyds Bank       | Charges | £4.25   | 9a/370 |
| 19.11.25 | K Hutchinson      | Verges  | £479.40 | 9a/370 |
|          |                   |         |         |        |

|                                |  |  |                |  |
|--------------------------------|--|--|----------------|--|
| <b>November total payments</b> |  |  | <b>£699.65</b> |  |
|--------------------------------|--|--|----------------|--|

**Receipts received 01/11/25 –  
30/11/25:**

|                                |  |  |              |  |
|--------------------------------|--|--|--------------|--|
|                                |  |  |              |  |
|                                |  |  |              |  |
| <b>November total receipts</b> |  |  | <b>£0.00</b> |  |

**Instant Savers Account**

**Receipts received 01/11/25 –  
30/11/25:**

|                                |        |          |              |  |
|--------------------------------|--------|----------|--------------|--|
| 10.11.25                       | Lloyds | Interest | £2.44        |  |
|                                |        |          |              |  |
| <b>November total receipts</b> |        |          | <b>£2.44</b> |  |

To be signed by the Chair at the meeting on March 11<sup>th</sup> 2026

**Bank Reconciliation at 30/11/25:**

|                                 | Treasurers Account | Instant Savers Account |
|---------------------------------|--------------------|------------------------|
| <b>Balance of accounts c/f:</b> | <b>£4,676.26</b>   | <b>£4,637.10</b>       |
| Payments in                     | £0.00              | £2.44                  |
| Payments out                    | <b>£699.65</b>     | <b>£0.00</b>           |
| <b>Current balance:</b>         | <b>£3,976.61</b>   | <b>£4,639.54</b>       |
|                                 |                    |                        |

**DALHAM PARISH COUNCIL**  
**BANK RECONCILIATION AS AT 31**  
**December 2025**

**Treasurers Account****Payments made 01/12/25-31/12/25:**

|                                |             |              |                |        |
|--------------------------------|-------------|--------------|----------------|--------|
| 01.12.25                       | Mrs A King  | Salary       | £279.50        | 9a/370 |
| 19.12.25                       | Lloyds Bank | Bank charges | £4.25          | 9a/370 |
| 30.12.25                       | Mrs A King  | Salary       | £279.50        | 9a/370 |
|                                |             |              |                |        |
| <b>December total payments</b> |             |              | <b>£563.25</b> |        |

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

|                                |  |  |              |  |
|--------------------------------|--|--|--------------|--|
|                                |  |  |              |  |
|                                |  |  |              |  |
| <b>December total receipts</b> |  |  | <b>£0.00</b> |  |

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

|                                |        |  |              |  |
|--------------------------------|--------|--|--------------|--|
| 09.12.25                       | Lloyds |  | £2.21        |  |
|                                |        |  |              |  |
| <b>December total receipts</b> |        |  | <b>£2.21</b> |  |

To be signed by the Chair at the meeting on March 11<sup>th</sup> 2026

**Bank Reconciliation at 31/12/25**

|                                 | <b>Treasurers Account</b> | <b>Instant Savers Account</b> |
|---------------------------------|---------------------------|-------------------------------|
| <b>Balance of accounts c/f:</b> | <b>£3,976.61</b>          | <b>£4,639.54</b>              |
| Payments in                     | £0.00                     | £2.21                         |
| Payments out                    | <b>£563.25</b>            | <b>£0.00</b>                  |
| <b>Current balance:</b>         | <b>£3,413.36</b>          | <b>£4,641.75</b>              |
|                                 |                           |                               |

- 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 receive a Q3 budget review:** The clerk presented the Q3 review, and it was noted that any overspend were covered by appropriate reserve. The council accepted the review as a fair representation of the council's financial position and no queries were raised.
- f) **To approve the precept final figure for Dalham and Dunstall Green Parish 2026/2027:** The final figure of £8198 was approved by the council. In real terms it would mean a 4.33% increase (£2.77 for a Band D property). The Chair and Clerk signed the precept application form for submission.

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 was yet to be signed by Cllr Corby. Cllr Corby duly signed the new statement.

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

- a) **To consider nominations for co-option onto the parish council to fill 1 casual vacancy:** James Methven was nominated and co-opted onto the council by all. Relevant paperwork was signed and Cllr Methven was welcomed onto the council.
- b) **To discuss whether the riverside footpath between Dalham and Gazeley can be cleared of overgrowth to restore its original route next to the river, as indicated by old records:** It was agreed that a conversation with the Public Rights of Way Officer should be the initial way forward to establish if there is a case to be made with Dalham Estates. Cllr Petchey volunteered to approach the PROW officer and report back.
- c) **To identify and report any damaged or fallen footpath posts in the parish that require replacement:** It was agreed that a general audit of all footpaths would be carried out through the village. Councillors are to report back in the March meeting regarding fallen footposts and signs to establish what is required.
- d) **To receive an update from the clerk regarding access to One Drive, Shared files, access to view files:** Whilst the clerk had contacted IT services, the test email was sent to Cllr Ward. In her absence it was agreed that this would be carried forward to the March meeting.
- e) **To receive an update from Cllr Aylott regarding the redraft to the existing 'Welcome letter' to new residents provided by the village hall committee:** Following the resignation of Cllr Aylott, it was agreed that the clerk would contact Jonathon Aylott, Chair of the Village Hall to view the existing letter and adjust accordingly.
- f) **To consider the proposal received from Suffolk County Council regarding a new 20mph speed limit policy for communities:** Whilst the proposal is in favor of a new 20mph limit, the recommendations and expected measures made based on observed traffic speeds would still make it too expensive for DPC to consider. The only affordable option to the village would be if mean speeds were below 28mph.

To be signed by the Chair at the meeting on March 11<sup>th</sup> 2026

- g) **To receive an update regarding 20's Plenty leaflet draft to be circulated to the village:** Based on the information in item 11f it was agreed that unless mean speeds can be proven to be 28mph or below it is unlikely that this would be worth pursuing.
- h) **To receive an update from Cllr Corby regarding CSW:** It was reported that despite only one watch being carried out, it proved successful. More watches are planned. A request for more Speedwatch signs was noted, Cllr Corby is to action the request.
- i) **To receive an update regarding the removal of redundant leaning posts to the north of Denham Road:** Highways have confirmed that these posts will be removed when the new signs are erected.
- j) **To receive an update regarding replacement hedging at the old Anglian Water site:** It was confirmed that no new hedging had been planted. A further review will be reported in March, before any action will be taken.
- k) **To consider the Community Governance Review of parish and town councils and submit requests for changes should any be identified:** None raised.
- l) **To discuss concerns raised over the ungritted Denham to Barrow Road/Dunstall Green and consider options available:** The following advice was received from Highways regarding gritting:

*Priority 1 routes (approximately 1259 miles) 36 routes:*

*All A and B roads*

- *Roads to 24 hour fire stations, accident and emergency hospitals, main bus and rail stations - where the road meets the public highway*
- *All roads where the traffic flow exceeds 4000 vehicles a day*
- *Locations at high risk from the occurrence of major civil emergencies where practicable.*
- *Consideration is given to roads with a traffic flow that falls between 4000v/day to 2000v/day where there are additional risk factors including but not exclusively:*
  - *5 day a week bus services where practicable.*
  - *extended gradients in excess of 5% (1:20) where practicable.*
  - *high peak hour flows*
  - *automated railway level crossings on passenger lines where visibility is limited.*
  - *access to main high schools, where practicable.*
  - *centres of employment where large numbers of employees are bussed in, where practicable.*

*Priority 2 routes (843 miles) 34 routes:*

- *Other bus routes where the service level is 5 days a week in the school term, and a public service licensed vehicle is used (where practicable)*
- *Cohesive network serving all main centres of population in the rural areas.*
- *All other routes carrying in excess of 2000v/day.*
- *Routes added at the Asset Manager (Winter and Soft Estate) discretion where the following are additional risk factors (subject to operational and access constraints):*
  - *high peak hour flows*
  - *access to other schools*
  - *gradients in excess of 5%*

It was agreed that the road could only qualify as a priority 2 route but could potentially only qualify under 2 points – bus route (school term times only) and the hill gradient. Cllr Riddell agreed to establish what the actual gradient is and report back.

**To be signed by the Chair at the meeting on March 11<sup>th</sup> 2026**

**12. Planning applications to be considered:**

- a) None received.

**13. To receive any items of correspondence not previously circulated:** None received.

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

- Hill gradient
- One Drive access
- CSW report
- Replacement hedge planting
- Footpath posts audit
- Public Rights of Way report

**15. Dates of future meetings:**

**a) To approve meeting dates for 2026/2027:** The following dates were agreed

- March 11<sup>th</sup> 2026
- May 13<sup>th</sup> 2026 (APM and AGM)
- July 8<sup>th</sup> 2026
- September 9<sup>th</sup> 2026
- November 11<sup>th</sup> 2026
- January 13<sup>th</sup> 2027
- March 10<sup>th</sup> 2027

**Next meeting** – Wednesday 11<sup>th</sup> March 2026, 7.45pm Dalham Village Hall. Cllr Wilkins Smith gave her apologies for this meeting.

**16. There being no further business to discuss, the meeting closed at 9.40pm**

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

**To be signed by the Chair at the meeting on March 11<sup>th</sup> 2026**