

DALHAM and DUNSTALL GREEN PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Wednesday 11th March 2026

Councillors present: John Riddell (Chair), James Methven, Ian Petchey and Mark Corby.

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

1. **Chair's welcome and opening statement:** The meeting was opened at 7.45pm.
2. **To receive Apologies of Absence:** Cllr Ward and Cllr Wilkins Smith gave their apologies, these were duly accepted. Cllr Drummond was also not in attendance and had sent his apologies.
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 14/01/2026:**
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-March-2026.pdf](#)
 - b) County Councillor, Andy Drummond gave his apologies. For a copy of the report go to: [February-2026-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:** None received. It was noted that the PCSO was present at the most recent coffee morning and had excellent engagement with those residents that attended.
8. **Matters arising from Minutes of the last meeting that are not an agenda item:**
 - a) **To receive an update regarding the HGV signs:** Cllr Petchey confirmed the signs were installed.
 - b) **To note the Estate have cleared the debris built up at the bottom of Denham Road:** duly noted.
 - c) **To note Cllr Methven attended the two part Councillor training course in Feb/March:** duly noted. Cllr Methven commented that it was very interesting and useful.
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 March
 - Clerk salary - £279.50 for April
 - Lloyds Bank monthly account charges £4.25 x 2
 - Village Hall – £200.00 annual rent
 - Mrs A King – £84.99 microsoft office 365 subscription
 - 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 31.01.26 and 28.02.26:** Cllr Corby

To be signed by the Chair at the meeting on May 13th 2026

verified and signed the bank reconciliations against the bank statements.

DALHAM PARISH COUNCIL
BANK RECONCILIATION AS AT 31 January
2026

Treasurers Account

Payments made 01/01/26 – 31/01/26:

07.01.26	Mrs A King	Printer paper	£21.56	9a/378
07.01.26	SSP Direct	Signs	£234.24	9a/378
12.01.26	IT Services	Domain and boxes	£298.00	9a/378
19.01.26	Lloyds	Charges	£4.25	9a/378
30.01.26	Mrs A King	Salary	£279.50	9a/378

January total payments			£837.55	
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Receipts received 01/01/26 – 31/01/26:

January total receipts			£0.00	

Instant Savers Account

Receipts received 01/01/26 – 31/01/26:

09.01.26	Lloyds	Interest	£2.37	
January total receipts			£2.37	

Bank Reconciliation at 31/01/26:

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£3,413.36	£4,641.75
Payments in	£0.00	£2.37
Payments out	£837.55	£0.00
Current balance:	£2,575.81	£4,644.12

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DALHAM PARISH COUNCIL
BANK RECONCILIATION AS AT 28 February
2026

Treasurers Account

Payments made 01/02/26-28/02/26:

17.02.26	Lloyds Bank	Bank charges	£4.25	9a/378
19.02.26	Mrs A King	Microsoft office 365	£84.99	
February total payments			£89.24	

Receipts received 01/02/26-28/02/26:

18.02.26	Suffolk County Council	Locality budget grant	£195.20	
February total receipts			£195.20	

Instant Savers Account

Receipts received 01/02/26-28/02/26:

09.02.26	Lloyds		£2.10	
February total receipts			£2.10	

Bank Reconciliation at 28/02/26

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£2,575.81	£4,644.12
Payments in	£195.20	£2.10
Payments out	£89.24	£0.00
Current balance:	£2,681.77	£4,646.22

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- 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 precept application was received by West Suffolk on 19.01.2026:** Duly noted.
 - f) **To note a VAT refund claim was submitted for 607.07:** Duly noted.
 - g) **To note redeclaration of pension compliance was made on 22.01.26:** Duly noted.
 - h) **To formally appoint Mrs A King as RFO for the year 2026/27:** All in favour.
 - i) **To approve the recommendation from the clerk to appoint SALC as the internal auditor for 2025/2026 internal audit and sign the letter of engagement:** The recommendation was approved and the letter of engagement was signed by the Chair. The clerk is to book the internal audit for the end of April.
 - j) **To approve and sign the fixed asset report for the year ending 2025/2026:** Following the assessment carried out by Cllr Riddell and Methvan, it was agreed that the report was an accurate representation of the current condition of the village assets. It was agreed that a new Ice sign be purchased to replace the damaged one. Also noted was the SID machine which is under repair. It was agreed that a further review would be undertaken once repair costs have been established.
 - k) **To review and approve the fixed asset register for the year ending 2025/2026:** This was approved and signed by the Chair and Proper Officer.
 - l) **To review and approve the financial risk assessment for 2025/2026:** It was agreed that the clerk would provide evidence of HMRC payroll on an annual basis, following this review. Approval was given.
10. **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:** None received. It was agreed that the vacancy would be advertised in the next newsletter.
 - b) **To receive an update from Cllr Petchey regarding the riverside footpath between Dalham and Gazeley following his conversation with PROW to restore its original route next to the river, as indicated by old records:** Cllr Petchey reported that the PROW officer had visited the site and noted that it was well maintained. The advise was to review the situation in 10years. A case could be made for some clearance as the tree canopy was restricting sunlight to the river, however this was not a PROW issue. It was agreed that this would be reviewed in 6 months.
 - c) **To identify and report any damaged or fallen footpath posts in the parish that require replacement:** A full audit had been undertaken and it was established that 10 metal footers and 5 post spikes need to be ordered. The clerk is to action.
Also noted was a fallen tree – Cllr Riddell is to send the location to the clerk, and she will inform the Estate.
 - d) **To receive an update from the clerk regarding access to One Drive, Shared files, access to view files:** Following a test email sent to Cllr Petchey, it was confirmed that this had failed. The clerk is to contact IT support and report back.
 - e) **To consider additional information to be included in the ‘Welcome letter’ to new residents provided by the village hall committee regarding planning and conservation regulations:** Cllr Riddell agreed to draft a short paragraph for inclusion. The clerk will forward it to the Chair of the Village Hall for consideration.
 - f) **To receive an update from Cllr Corby regarding CSW:** New dates are to be circulated for the next speed watch. Unfortunately due to inclement weather (watches are not carried out in wet weather) no speed watches had been undertaken since December.
 - g) **To receive an update regarding replacement hedging at the old Anglian Water site:** Cllr Wilkins Smith reported via email that the replacement hedging had been planted, and no further action was needed.
 - h) **To respond to the Suffolk Highways Town and Parish Council survey:** Cllr Riddell collated the PC responses and is to send them to Highways.
 - i) **To receive an update from Cllr Riddell regarding the hill gradient on the ungritted Denham to Barrow Road/Dunstall Green and consider options available:** It was confirmed that the hill gradient did not meet the requirement given in the guidelines. However, the route is used by a school bus daily and the natural spring that

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runs from the top causes ice to form over winter. The clerk is to relay these points to Highways for consideration.

- j) **To discuss convenient dates for a team of volunteers to install the newly acquired replacement bench for the churchyard:** Cllr Riddell, Petchey and Corby are to install the new bench before end April.
- k) **To discuss convenient dates for the annual village spring litter pick:** It was agreed the litter pick would take place on March 28th everyone to meet at the village hall at 10am. The pick will be advertised in the village newsletter and on the village email.
- l) **To discuss the next parish newsletter regarding items to include, production, printing and delivery timescales:** A draft newsletter had been circulated and the council were happy with the content. Cllr Petchey asked for an article on water tested to be included. Cllr Riddell is to redraft to include this. Expectation is that the newsletter be printed and ready for circulation before March 21st.

11. Planning applications to be considered:

a) DC/26/0196/HH

Proposal: Householder planning application - single storey outbuilding within the rear garden. Location: Box Tree Cottage 2 Church Lane Dalham

Council agreed to approve the application with the following comments:

Whilst Dalham Parish Council approve the application, they acknowledge the concerns raised by the neighbour regarding potential damage to the boundary hedge roots. They caveat their approval with the suggestion that the outbuilding be relocated a few meters away from the boundary hedge.

b) DC/26/0098/TCA

Proposal: Trees in a conservation area notification - one Spruce Tree - trim away from power cables by upto four metres and reduce crown by upto four metres on right hand side. In back garden as seen from the house. Branches need trimming away from power cables and also need cutting back to balance the tree on right hand side.

Location: Clare Cottage 16 Lidgate Road Dalham

Council approved the application.

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

13. Items for discussion at the next meeting:

- Quotes for new posts and spikes
- SID repair report
- CSW report

14. Next meeting – Wednesday 13th May 2026

APM 7.45pm Dalham Village Hall

AGM 8.15pm Dalham Village Hall

15. There being no further business to discuss, the meeting closed at 9.24pm

Signed (Chair) Dated

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