

DALHAM and DUNSTALL GREEN PARISH COUNCIL**Minutes of the Annual Meeting of the Parish Council held on Wednesday 13th May 2026**

Councillors present: John Riddell (Chair), James Methven, Ian Petchey, Ann Ward and Francine Wilkins-Smith.

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

1. **Election of Chair including signing of the Declaration of Acceptance of Office for the position** – Cllr Riddell was nominated and elected to the position of Chair. All in favour. The Declaration of Acceptance of Office was made and signed before the clerk in her capacity as the proper officer
2. **Chair's welcome and opening statement.**
3. **To receive Apologies of Absence** – Cllr Corby gave his apologies, these were duly accepted by all.
4. **To receive Declarations of Pecuniary and local Non-Pecuniary Interests** – None received.
5. **To receive comment from the members of the public present** – No members of the public were present.
 - a) On the agenda under discussion –None received.
 - b) Matters regarding Dalham in general – None received.
6. **To receive and approve the minutes of the last meeting held on 11/03/2026 -**
 - a) Approval was given by all present, the Chair signed the paper copy of the minutes for the meetings held on 11/03/2026.
7. **Reports for information –**
 - a) District Councillor, Mike Chester present. For a copy of his report go to:
 - b) County Councillor, Beccy Hopfensperger present. For a copy of the report go to:
County Cllr Hopfensperger replaces County Cllr Drummond following a revision of the division areas. The Parish Council acknowledged the support and assistance that Cllr Drummond has given to Dalham over the years. The clerk is to pass on thanks to him.
8. **Police Matters –**
 - To receive reports of interest to Dalham – None received.
 - To receive any reports from the community police team – None received.
9. **Matters arising from Minutes of the last meeting that are not an agenda item -**
 - To note the new ice signs have been delivered – duly noted, Cllr Riddell, Methven and Petchey intend to install the new signs within the month.
 - To note the Estate have cleared the fallen trees over footpaths and their request for photos to assess the level of maintenance needed – duly noted.
 - To note the village welcome letter has been updated with parish council details – duly noted.
 - To note there has been no response from Highways regarding the request for Denham Road to be included on the gritting route – duly noted. The clerk will email to chase.
 - To note the new bench has been installed outside the church – duly noted. Thanks was passed on from the Beckham family, who will install a new plaque for the bench.
 - To note the directional sign at Dunstall Green has not been installed. The clerk has chased and is awaiting an update from Highways – Highways are aware of the issue, the clerk is to update at the next meeting.
 - To note the government has confirmed it will proceed with a three unitary model for Suffolk -duly noted.

So signed by the Chair at the meeting on July 8th 2026

10. 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 May
- Clerk salary - £279.50 for June
- SALC membership fees – £147.58
- SALC training – £79.20
- Lloyds Bank monthly account charges - £4.25 x 2

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 31.03.26 (year end) and 30.04.26: Cllr Wilkins-Smith verified and signed the bank reconciliations against the bank statements.**DALHAM PARISH COUNCIL****BANK RECONCILIATION AS AT 31 March 2026****Treasurers Account****Payments made 01/03/26 – 31/03/26:**

02.03.26	Mrs A King	Salary	£279.50	9a/383
03.03.26	Glasdon	Bench	£1,017.83	9a/378
09.03.26	Dalham Village Hall	Rent	£200.00	9a/383
17.03.26	Lloyds	Charges	£4.25	9a/383
27.03.26	DHF Product	Ice sign	£69.90	9i/386
31.03.26	Mrs A King	Salary	£279.50	9a/383
March total payments			£1,850.98	

Receipts received 01/03/26 – 31/03/26:

06.03.26	HMRC	VAT refund	£607.07	
March total receipts			£607.07	

Instant Savers Account**Receipts received 01/03/26 – 31/03/26:**

09.01.26	Lloyds	Interest	£1.78	
March total receipts			£1.78	

So signed by the Chair at the meeting on July 8th 2026

Bank Reconciliation at
31/03/26:

YEAR END

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£2,681.77	£4,646.22
Payments in	£607.07	£1.78
Payments out	£1,850.98	£0.00
Current balance:	£1,437.86	£4,648.00

DALHAM PARISH COUNCIL

BANK RECONCILIATION AS AT 30 April 2026

Treasurers Account

Payments made 01/04/26 – 30/04/26:

13.04.26	Mr I Petchey	Bench expenses	£30.00	9a/383
20.04.26	Lloyds	Bank charges	£4.25	9a/383
30.04.26	Mrs A King	Salary	£279.50	9a/383

April total payments	£313.75	
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Receipts received 01/03/26 – 31/03/26:

30.04.26	West Suffolk	Precept	£8,198.00	
April total receipts			£8,198.00	

So signed by the Chair at the meeting on July 8th 2026

Instant Savers Account**Receipts received 01/03/26 – 31/03/26:**

09.04.26	Lloyds	Interest	£1.97	
April total receipts			£1.97	

**Bank Reconciliation at
30/04/26:**

	Treasurers Account	Instant Savers Account
Balance of accounts c/f:	£1,437.86	£4,648.00
Payments in	£8,198.00	£1.97
Payments out	£313.75	£0.00
Current balance:	£9,322.11	£4,649.97

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

Cllr Wilkins Smith, as the acting Internal Control Officer signed the internal control checklist due to Cllr Corby's absence. It was agreed that the signing of the report and statement would be delayed until March 2027 under advice from the Internal Auditor.

- e) To receive and approve the year end accounts for 2025/2026:** the clerk advised the year end statement recorded the receipts as £8704.64 and the payments as £10,136.39. Total in the bank was £6085.86. The statement was approved as a fair representation of the financial position of the council and signed by the Chair and Responsible Finance Officer.
- f) To note the budget to actual position for year ending 31.03.2026 including variances** – this was duly noted and no queries were raised.
- g) To consider and approve the Certificate of exemption for external audit** – as the gross income or expenditure does not exceed £25000 it was agreed that Dalham and Dunstall Green Parish Council met the requirements to certify themselves exempt from limited assurance review under Section 9 of the Local Audit Regulations 2015 and the Certificate of Exemption was approved and signed by the Chair and Responsible Finance Officer.
- h) To consider and approve the Annual Governance Statement 2025/26** – it was acknowledged that there was a sound system of internal controls, including arrangements for the preparation of the Accounting Statements. The Annual Governance Statement was approved and signed by the Chair and Clerk.
- i) To consider and approve the Accounting Statement 2025/26** – the RFO presented the signed accounting statement to the council who approved it as a fair representation of the financial position of the authority. It was then signed by the Chair.
- j) To note the date set for exercise of public rights** – the dates set as the period for the exercise of public rights were June 3rd 2026 – 14th July 2026. This was duly noted and Cllr Riddell is to display the rights on the village noticeboards. The clerk will post on the council website.
- k) To reconfirm acceptance of BACS (Bank Transfer) for the settlement of invoices/requests for payment, (provided that such payments are authorised by two bank signatories, the evidence of such authorisation is**

So signed by the Chair at the meeting on July 8th 2026

retained, and payments are reported to council) as the preferred method of payment – duly approved for the year.

- i) To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2026-27 – the following list of regular payments presented to the council, it was duly approved.

2026/2027 Regular payments:

Frequency of expenditure incurred	Payment Method	Beneficiary	Summary of the purpose of the expenditure	Amount excl. VAT
Monthly	BACS	Clerk	Salary	£279.50
Annual	BACS	SALC	Annual subscription	£147.56
Annual	BACS	ICO	Data protection fee	£47.00
Annual	BACS	Business services at CAS	Insurance	£264.00
Annual	BACS	One Suffolk	Website hosting	£60.00
Quarterly	BACS	K Hutchinson & Son	Verge Cutting	Estimate: £500.00
Annual	BACS	Dalham Village Hall	Hire	£200.00
Annual	BACS	Dalham Village Hall	Donation	£300.00
Annual	BACS	Dalham Church Wardens	Donation	£500.00
Annual	BACS	SALC	Internal Audit	£183.00
Annual	BACS	Microsoft 365	Annual subscription	£84.99
Annual	BACS	One Suffolk	Mailboxes	£248.33
Monthly	BACS	Lloyds	Account fees	£4.25

11. Internal Audit 2025/2026

- To discuss the findings of the internal audit and consider any recommendations that were highlighted – The council agreed that it was a detailed and comprehensive audit with all comments and recommendations applied where needed.
- 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.

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

- To consider any nominations for co-option onto the parish council to fill 1 casual vacancy – none received.
- To receive an update regarding the repairs needed on the existing SID machine – the machine is working, but issue remain with the data recording. Cllr Methven will update the software and report back at the next meeting.
- To receive a report from Cllr Methven following his attendance at the Suffolk Parishes Road Safety Group meeting held on Wednesday April 29th – Cllr Methven gave a brief overview of the meeting, it was agreed that this would be an item for the July agenda when more time and consideration could be given to the matter.
- To receive an update from the clerk regarding access to One Drive, Shared files, access to view files – carried over to the July meeting.
- To receive an update from Cllr Corby regarding CSW – carried over to the July meeting.
- To discuss the replacement and installation of footpath posts throughout the village, and to note more information is required regarding the size and dimensions of the footpath posts before the clerk is able to gather accurate quotes – Cllr Wilkins-Smith agreed to follow up on this request.

So signed by the Chair at the meeting on July 8th 2026

- g) **To discuss the proposal to construct 'Forest City' that has been submitted to government for examination. The proposed outer ring road will pass through Lidgate and Wickhambrook** – A campaign is underway to oppose the proposal, and Nick Timothy MP has opened a petition for residents to sign. The Parish Council agreed to oppose the scheme, support any wider campaign against it, and continue to monitor developments.

13. Planning Applications to be considered by the council:

- a) DC/26/0578/HH

Proposal: Householder planning application - a. single storey extension to front of dwelling b. two storey extension to rear of dwelling

Location: Hawthorn Cottage Dunstall Green Ousden Suffolk CB8 8TZ

The council supported this application.

- b) To note the decision for DC/26/0196/HH

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

It was noted that this application had been approved.

- 14. To receive any items of correspondence not previously circulated:** It was noted that the rota for the ANPR machine had been received.

15. Items for discussion at the next meeting:

- Footpath post update
- Road Safety discussion
- One Drive access
- Community Speedwatch update

16. Dates of next meeting:

- a) **Next meeting** – Wednesday July 8th 2026, 7.45pm Dalham Village Hall.

- 17. There being no further business to discuss, the meeting closed at 9.44pm**

Signed (Chair) Dated

So signed by the Chair at the meeting on July 8th 2026