

## Dalham and Dunstall Green Parish Council

Parish Clerk: Antonia King

Cocks Head House, Wickhambrook Road, Hargrave, Suffolk, IP29 5JB

Email: [clerk@dalhamparishcouncil.gov.uk](mailto:clerk@dalhamparishcouncil.gov.uk)

Website: <http://dalham.onesuffolk.net/>

**The Parish Councillors of DALHAM and DUNSTALL GREEN PARISH COUNCIL are summoned to the Annual Meeting of the Parish Council on Wednesday 13<sup>th</sup> May 2026 commencing at 8.15pm in Dalham Village Hall. Members of the public are welcome to join the meeting and can speak during the public forum, thereafter, the public are welcome to stay and observe the meeting but may not address the council.**

### AGENDA

1.	Election of Chair including signing of the Declaration of Acceptance of Office for the position.
2.	Chair's welcome and opening statement.
3.	Apologies – To receive and accept apologies and reason for absence.
4.	Declarations of pecuniary and local non-pecuniary interests.
5.	PUBLIC FORUM – <ul style="list-style-type: none"><li>To receive questions and matters of concern from members of the public in attendance on the agenda.</li><li>To receive comments or questions relating to Dalham in general.</li></ul>
6.	To receive and approve the minutes of the last meeting held on 11/03/2026 ( <i>Paper copies to be signed off by the Chairman for the file</i> )
7.	REPORTS FOR INFORMATION – <ul style="list-style-type: none"><li>Report from County Councillor</li><li>Report from District Councillor</li></ul>
8.	Police Matters – <ul style="list-style-type: none"><li>To receive reports of interest to Dalham.</li><li>To receive any reports from the community police team.</li></ul>
9.	Matters arising from Minutes of the previous meeting – This covers any updates of actions agreed at the last meeting which are not an agenda item. <ul style="list-style-type: none"><li>To note the new ice signs have been delivered.</li><li>To note the Estate have cleared the fallen trees over footpaths and their request for photos to assess the level of maintenance needed.</li><li>To note the village welcome letter has been updated with parish council details.</li><li>To note there has been no response from Highways regarding the request for Denham Road to be included on the gritting route.</li><li>To note the new bench has been installed outside the church.</li><li>To note the directional sign at Dunstall Green has not been installed. The clerk has chased and is awaiting an update from Highways.</li><li>To note the government has confirmed it will proceed with a three unitary model for Suffolk.</li></ul>
10.	To receive and consider all financial matters coming forth from the RFO – <ol style="list-style-type: none"><li>To approve items for payment – future and retrospective.</li><li>To note the accounts paid since the last meeting.</li><li>To consider and receive the Bank Reconciliations for period ending 31.03.26 (year end) and 30.04.26.</li><li>To approve and sign the internal controls checklist.</li><li>To receive and approve the year end accounts for 2025/2026.</li><li>To note the budget to actual position for year ending 31.03.2026.</li><li>To consider and approve the Certificate for Exception for External Audit.</li><li>To consider and approve the Annual Governance Statement 2025/2026.</li></ol>

*Antonia King*

Antonia King, Proper Officer to the Council.

08/05/2026

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	<ul style="list-style-type: none"><li>i) To consider and approve the Accounting Statement 2025/2026.</li><li>j) To note the date set for exercise of public rights.</li><li>k) To reconfirm acceptance of BACS (Bank Transfer) or the settlement of invoices/requests for payment, (provided that such payments are authorised by two bank signatories, the evidence of such authorisation is retained, and payments are reported to the council) as the preferred method.</li><li>l) 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 2026-2027.</li></ul>
11.	Internal Audit 2025/2026 <ul style="list-style-type: none"><li>a) To discuss the findings of the internal audit and consider any recommendations that were highlighted.</li><li>b) To review the effectiveness of the internal audit.</li></ul>
12.	To receive and consider matters relating to the following: <ul style="list-style-type: none"><li>a) To consider any nominations for co-option onto the parish council to fill 1 casual vacancy.</li><li>b) To receive an update regarding the repairs needed on the existing SID machine.</li><li>c) To receive a report from Cllr Methven following his attendance at the Suffolk Parishes Road Safety Group meeting held on Wednesday April 29th.</li><li>d) To receive an update from the clerk regarding access to One Drive, Shared files, access to view files.</li><li>e) To receive an update from Cllr Corby regarding CSW.</li><li>f) 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.</li><li>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.</li></ul>
13.	<ul style="list-style-type: none"><li>a) Planning applications to be considered: DC/26/0578/HH <b>Proposal: Householder planning application - a. single storey extension to front of dwelling b. two storey extension to rear of dwelling</b> <b>Location: Hawthorn Cottage Dunstall Green Ousden Suffolk CB8 8TZ</b></li><li>b) To note the decision for DC/26/0196/HH <b>Proposal: Householder planning application - single storey outbuilding within the rear garden.</b> <b>Location: Box Tree Cottage 2 Church Lane Dalham</b></li></ul>
14.	To receive any items of correspondence not previously circulated.
15.	Items for discussion at the next meeting.
16.	<ul style="list-style-type: none"><li>a) Next meetings - Wednesday 08<sup>th</sup> July 2026 7.45pm Dalham Village Hall.</li></ul>
17.	Close of meeting.

*Antonia King*

Antonia King, Proper Officer to the Council.

08/05/2026