

DALHAM PARISH COUNCIL

Minutes of Annual Parish Council Meeting held on Tuesday 15th May 2012

Those present: Rachael Padman (Chairman), Colum Carr, Angela Carr, J Bolton, Vera Azzuri and Mrs J Ince (temporary clerk). PCSO Bill Butcher and PCSO Jo Hook from the Mildenhall Safer Neighbourhood also attended.

1. Election of chairman and Vice Chairman

R Padman was nominated and following a vote, it was resolved that R Padman would be chairman. J Bolton was nominated and following a vote, it was resolved that J Bolton would be vice-chairman.

2. Signing of Declaration of Acceptance of Office by the chairman

The chairman signed a Declaration of Acceptance of Office.

3. Acceptance of apologies for absence

Apologies were received from C Carlson. Carol Lynch and Lisa Chambers also sent their apologies.

4. Declaration of Interest in items on the agenda

No councillors declared an interest in any items on the agenda.

5. Approval of minutes of meeting held on Tuesday 20th March and the planning meeting held on Tuesday 27th March 2012

It was resolved that the minutes were correct. The chairman then signed the minutes.

6. Register of Members' Interests form.

The councillors completed their forms and returned them to the clerk.

7. Appointment of a new clerk.

It was resolved that Mrs J Ince would be appointed as clerk for four hours per week on SCP 27 of the National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services.

8. Update on matters arising since the last meeting

a) Meeting between R Padman, L Chambers and G Smith from Highways. The following issues were raised at the meeting and Guy Smith agreed to look into them:

- The road surface on the bend near the Afflick Arms bend, which is wearing away.
- Setting up a 'Minute Man' to monitor the speed of vehicles passing through the village
- One of the main problems with speeding is first thing in the morning between 7:30am to 8am when there seems to be most traffic going to the Prison, plus the Tower and Access scaffolding company.

It was resolved that:

- The Council would put an article in the newsletter (with a photo) to request people's views about providing white gates at the entrances to Dalham.
- The clerk would contact L Chamber to request a visit by SID (speed indicator device)
- The clerk would contact Forest Heath to request a copy of the electoral roll

9. Finance

a) Approval of payments:

It was resolved that the following payments would be approved:

- J P Ince salary, LGA 1972, s111, £331.04

10. Annual Return 2012

Councillors completed sections 1 and 2 of the Annual Return (Statement of Accounts and Statement of Assurance).

The chairman and RFO then signed both sections. Councillors also approved the following documents:

- Receipts and payments for the financial year 2011-2012
- Supporting Notes
- Fixed Assets

11. Review the Council's Freedom of Information Act Publication Scheme and Schedule of costs

It was resolved that the following documents would be approved:

- a) The revised Publication Scheme. Hard copies of information which is readily available will be charged at 10p per copy but if clerk's time is required to research information, a fee of £15 per hour will be charged.
- b) The Council's Complaints Procedure

12. Cutting of verges in Dalham

It was resolved that:

- The Council would cut back the first metre of the verges along the Street and leave the rest wild (4” cut one metre in from the road or the width of the flail).

13. Planning

F/2012/0269/CAT - 30% crown reduction of a walnut tree, Barrow Hill House, Denham Lane, Barrow
It was resolved that the Council would accept the recommendation of FHDC’s tree officer.

14. Highways/Rights of Way issues:

It was resolved that the clerk would contact Lauren Gibson Green about the silver birch tree on the corner of Stores Hill turning left into the Suffolk Road as it was planted by a previous Parish Council. It now has a red mark on it and the Council would like to know what this means.

15. Adoption of the Parish Plan and Dalham Conservation Area Appraisal

The Council endorsed the conclusions of the Dalham Conservation Area Appraisal which was produced by Forest Heath in April 2007 and will use it to inform future planning decisions.

It was resolved that the Council would take into account the recommendations in the Parish Plan to inform future decisions and policies.

16. Correspondence:

- a) E-mail from Forest Heath giving opening times of libraries and details about the mobile library. It was resolved that details would be displayed on the notice board and in the newsletter.
- b) Letter from Mr John W Archer asking for information about searchlights in Dalham. C Carr agreed to pass the letter on to Gerry Atkinson or back to the Council if he is unable to help. J Bolton agreed to ask Mary Sharpe. C Carr will scan the letter and e-mail it to all the councillors

17. Any other business for noting or including on the agenda of the meeting on Tuesday 17th July 2012

A potential breach of planning which has come to the attention to the Council

There being no further business the meeting closed at 9.29p.m.

Signed (Chairman) Dated