

DALHAM PARISH COUNCIL

Minutes of meeting held on Tuesday 18th March 2014

Those present: Rachael Padman (Chairman), Isobel Aylott, Jackie Bolton, Jerry Atkinson, Mrs Ince (clerk), County Councillor Lisa Chambers, District Councillor Carol Lynch, PCSO Becky Simpson and PC James Greenhalf.

2 members of the public were also present. The following issues were raised during the Open Forum.

John Porter spoke about the Council's decision to nominate the Affleck Arms as a community asset.

1. Acceptance of apologies for absence

No apologies were received.

2. Declaration of Interest in items on the agenda

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

3. Report from the Safer Neighbourhood Team

One crime has been reported since the last meeting- the attempted burglary of an outbuilding in Stores Hill. The Police are launching 'Paws on Patrol', a Neighbourhood Watch idea for dog walkers. Dog walkers will be given a card with contact details for the Police and Environmental Health so that they can report anything suspicious. The launch event will be held on 27th March at the Millenium Centre in Red Lodge. The Dogs Trust will be offering free microchipping at the event.

4. Report from Councillor Chambers

Councillor Chambers spoke about:

- Additional funding which SCC has received for improving broadband coverage
- Council Tax which has been frozen again. Suffolk County Council has to cut 38 million pounds from its budget, but is working hard to maintain services, though tricky decisions will have to be made.
- The School Organisation Review in Bury St Edmunds
- Apprenticeship funding
- Suffolk County Council's Care to Work programme
- Information about bus passes
- Highways issues. The West Area Team has is not performing as well as it should be. These issues are now being addressed.

The Council asked how the quality of service is measured in terms of response times, unresolved issues and work programmes. Councillor Chambers said there is Policy Development Panel for Highways, but as far as she is aware, there is not Customer Charter.

5. Report from Councillor Lynch

She has had a request for funding from the Village Hall Committee which she was able to give.

6. Registering the pub as a Community Asset

The meeting was suspended to give the landlord of the Affleck Arms the opportunity to discuss his concerns with the Council. J Porter said that he was upset that he had not been consulted before the decision was made. I Aylott recapped about how the issue came about in the summer when the pub closed. There were so many rumours flying around about the future of the pub. With hindsight more efforts should have been made to contact the landlord and discuss the issue before taking any further actions. J Porter said he had no plans to sell the pub at any point in the future. There is a residential covenant on the property that does not allow for change of usage for the next six years without a large financial penalty. He will appeal if the Parish Council decides to continue with the application as he feels that any nomination will negatively impact on the future resale value of the property. It was resolved that the Council would not proceed with the nomination at this stage, but would review the situation in 5 years time. The Council will also let the community know that it is possible for residents to nominate a pub as a Community Asset provided that 21 of them decide to nominate it in their own right.

7. Co-option of new councillors

It was resolved that the Council would approach Jay McCully to ask if she would be willing to be co-opted onto the Council as she had already expressed an interest when Chad Carlson resigned. The remaining two vacancies will be advertised in the newsletter, however the Council asked a resident who was at the meeting if she would like to be considered.

8. Village hall report

Following the resignation of V Azzurri, there is no longer a village hall representative on the Parish Council. The Council will aim to appoint a new representative when they have full quota of councillors, in the meantime I Aylott will update Council as J Aylott is on the Village Hall Committee. It was also resolved that the clerk would e-mail Rachel Mack-Smith to ask if the Council could be sent a copy of the minutes of Village Hall meetings.

9. Approval of minutes of the meeting held on Tuesday 21st January 2014 and the planning meeting held on Tuesday 4th February 2014

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

10. Update on list of actions since the last meeting

- Emergency plan - a date has been set for 1st April to discuss the Emergency Plan
- R Padman confirmed that she had read the Terms and Conditions on the PSMA website and that the Council should apply.
- The Council thanked Jerry Atkinson for clearing the blockage on the River Kennett during the recent heavy rainfall.

11. Finance

a) Approval of payments as listed in the clerk's report

It was resolved that the following payments should be approved:

- J P Ince – expenses – LGA 1972, S111 - **£10.20**

b) Statement of receipts and payments made since the last meeting.

It was resolved that the statement of receipts and payments would be approved.

c) Review of all regular payments made in 2013/14 and approve payments relating to these services for 2014-15

It was resolved the following regular payments would continue to be paid in 2014 - 15:

Payments	2013/14
Insurance	£239.43
Subscriptions:	
Suffolk Acre	£30.00
SALC	£117.00
Risby Parish Council (12% contribution to phone costs)	£32.99
Grass Cutting	£960.00

d) Clerk's salary for 2014/15

It was resolved that the clerk's salary of £210.98 would be paid by standing order.

e) Review of income and expenditure for 2013/14 against the budget.

Councillors reviewed the budget. It was resolved that Council would try to build up its reserves to the recommended level of at least 50% of its annual precept.

f) Review of the Council's Financial Standing Orders

The Council reviewed the Financial Standing Orders. It was resolved that the following amendments would be made:

5.1 Change from: *The RFO and cheque signatories to One cheque signatory will initial the cheque payment stubs/log to indicate that it agrees with the cheque details.*

5.2 Change from: *By resolution, from time to time, two of the Councillors who act as signatories in consultation with the RFO may authorize expenditure on behalf of the Council to a maximum of £300 between full council meetings provided that in their view the interests of the Council require such authority to be given prior to the next Council meeting, by reason of emergency or extraordinary circumstances and provided a full report of the expenditure and reason for it is made at the next meeting*

to

By resolution, from time to time, two of the Councillors who act as signatories in consultation with the RFO may authorize expenditure on behalf of the Council to a maximum of £500 between full council meetings provided that in their view the interests of the Council require such authority to be given prior to the next Council meeting, by reason of emergency or extraordinary circumstances and provided a full report of the expenditure and reason for it is made at the next meeting.

6.1 Change from:

If thought appropriate by the council, payment of employees' salaries may be made by standing order provided that the decision is approved by the council and the decision is recorded in the minutes. Standing order mandates should be signed by two signatories. Payment arrangements should be reviewed annually.

To

If thought appropriate by the council, payment of employees' salaries and PAYE may be made by standing order or electronic payment provided that the decision is approved by the council and recorded in the minutes. Standing order mandates should be signed by two signatories. Payment arrangements should be reviewed annually.

I Aylott agreed to check the accounts this year.

g) Review of the Council's risk assessment policy

It was resolved that the following amendment to the risk assessment policy would be approved.

Risk: The level of the Council's reserves is inadequate	3	3	6	Level: Low Action: Ensure that the Council has sufficient reserves (one year's estimated costs or precept – whichever is higher). Allocate money for reserves in the annual budget.
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h) Risk assessment checklist

The council completed the risk assessment checklist. It was resolved that I Aylott would check the Council's assets for damage or defects and photograph the Council's assets. J Bolton agreed to photograph the notice board in Dunstall Green Road. Both the notice boards are looking shabby and need reoiling. It was resolved that J Bolton would purchase some teak oil and the Council would reimburse her. J Atkinson agreed to retrieve the grit bin for Stores Hill from Colum and Angela Carr.

i) Review the register of fixed assets and insurance values.

Councillors reviewed the assets register. It was resolved that no amendments would be made.

j) Internal auditor to complete section 3 of the annual return

It was resolved that David Wilkinson would be appointed as internal auditor again this year. If he is unable to, the Council will ask Rachel Mack-Smith. If neither of them can, it was resolved that the clerk would contact E Taylor who acts as internal auditor for Risby and Stradishall parish councils at a cost of £65 per audit.

k) Review of the effectiveness of the internal audit

The Council reviewed the effectiveness of the internal audit. It was resolved that the internal audit was effective and that audit regulations would be met.

l) Review of the Standing Orders

Councillors reviewed the assets register. No amendments were made.

m) Change of Signatory form

Councillors completed the form from Lloyds Bank removing V Azzuri and A Carr as signatories and adding J Bolton, J Atkinson and I Aylott as new signatories along with R Padman who will remain a signatory. J Bolton was authorised to close the Santander account.

n) E-mail from Rachael Mann at FHDC about parish council grants - for information only.

o) E-mail from SALC confirming that the Government has not extended referendum principles to parish councils - for information only.

p) E-mail from SALC about the EU consultation paper *Review of existing VAT legislation on public bodies and tax exemptions in the public interest* which may affect parish councils' ability to reclaim VAT. The consultation period ends on 25th April 2014.

It was resolved that no response would be submitted.

12. Planning

a) DC/14/0264/LB - Replace 1.2m wide doors within the single storey side extension as approved under previous application F/2010/0627/LBC with 2.4m bifold doors - extension requested to 19th March.

It was resolved that no objections would be made to this application, but that the Council would comment that what is being built differs from the plans it has seen.

b) The Woodyard and the query from the owner about the water supply to the Almshouses which crosses his land

- It was resolved would not contact Anglian Water as it does not have power to intervene in a matter which is between Anglian Water and the resident.

c) Letter from FHDC re proposed street name for the Woodyard development

It was resolved that the Council would object to the name Rhodes Drive as it sounds too urban for a rural village. Preferred names are Allotment Road, which is how it is known at the moment or Woodyard Close/Cottages. The numbering 1-11 should also be omitted from the sign.

d) Letter from Moulton and Kentford Parish Councils inviting the Council to a joint planning meeting on Monday 24th March 2014

R Padman agreed to attend.

- 13. List of properties in Dalham - for information only**
- 14. Highways/Rights of Way issues:**
- a) **Letter from Suffolk Legal enclosing certified true copies of (A) Suffolk County Council (Parish of Ousden - footpath 3) Footpath Extinguishment Order 2014 and (B) Suffolk County Council (Parishes of Ousden and Dalham) Footpath Creation Order 2014.n - for information only**
 - a) **Outstanding highways/rights of way issues**
The clerk was asked to e-mail the list to L Chambers and let her know that the Council is considering making a formal complaint about the performance of Highways.
 - b) **Leylandii hedge outside The Sounds**
As Highways is already in contact with the owner, it was resolved that no further action would be taken by the Council.
- 15. E-mail from a resident about his problems getting insurance because of the flood risk in Dalham**
The Council has received an e-mail from a resident complaining about his difficulties obtaining insurance because of the flood risk in Dalham and blaming this on information in the minutes of meetings which can be viewed on the Parish Council's website.
- This issue arose following the publication of the Environment Agency of its flood risk map, which insurers are using to assess premiums. The Council agreed that there is no doubt that there is a flood risk in Dalham, both from the River Kennett and surface water in the village, and this is what was outlined by Jane Burch at the Annual Parish Meeting in April 2013. This was a village meeting, not a Parish Council meeting and Jane Burch was invited along following the Parish Council meeting in March 2013 which was attended by Paul Taylor from the Environment Agency. The extent of the flood risk is publically available on the Environment Agency website and is well-known by the insurance industry.
- It was resolved that the clerk would send an e-mail saying that the Council has discussed his e-mail at the meeting and attach a copy of the minutes.
- 16. Draft village Welcome Pack**
It was resolved that local information for the Welcome Pack will be e-mailed to the clerk by e-mail in time for the next meeting.
- 17. Correspondence:**
- a) **Letter from Ben Lord requesting a donation to West Suffolk Hospital's Arthrose Appeal**
It was resolved that no donation would be made.
 - b) **Letter from Forest Heath District Council saying that Dalham is eligible to take part in the Village of the Year competition.**
It was resolved that the Council would not apply this year.
- 18. Any other business for noting or including on the agenda of the meeting to be held on Tuesday 20th May 2014**
The Council has received an e-mail from a resident about building works at the Mill in Stores Hill. This item has already been discussed under item 12a above.
- The Council agreed to postpone plans to hold a village meeting to discuss applying for an Article 4 Direction.
- The Council has been in contact with Christine Flitton, Principal Planning Officer at Forest Heath District Council about the Woodyard as it is still not clear whether planning permission was granted for the 9 additional properties. I Aylott agreed to try and obtain the minute books from 1973 and 1974.

There being no further business the meeting closed at 10.00p.m.

Signed (Chairman) Dated