

**DALHAM PARISH COUNCIL****Minutes of Parish Council meeting held on Tuesday 6<sup>th</sup> December 2011**

Those present: Rachael Padman, Colum Carr, Angela Carr, Mrs J Ince (temporary clerk), District Councillor Carol Lynch, County Councillor Lisa Chambers and four members of the public.

**1. 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. Approval of minutes of the meeting held on 1<sup>st</sup> November 2011**

The minutes were approved and then signed as correct by the Chairman.

**[Option to adjourn (15 mins. max.) to allow electors to address Members about agenda items]**

There has been a query from a resident about planning applications as two have been passed in Dunstall Green recently, but different rules seem to have been applied. This item will be discussed under item 10 on the agenda.

**4. Report from District Councillor Carol Lynch**

Newmarket and Exning are going to be moved to East Camb, so Matthew Hancock will not be representing Newmarket and Exning at the next election. She asked if the Council would be happy with this. L Chambers said that the first phase of the consultation had closed on 5<sup>th</sup> December. There will be a further consultation in the New Year.

**5. Report from Councillor Chambers (written report attached)**

Councillor Chambers spoke about:

- The budget. The leader of Suffolk County Council said that the County Council element of the Council tax is going to be frozen again this year. On 13<sup>th</sup> November, there was a budget consultation meeting in Newmarket (1 person turned up). She outlined the main services which residents would like to preserve. The main criticism was of the bureaucracy within the Council. This is being worked on at the moment and considerable savings have already been made. The Council will have to make considerable further savings next year, whilst trying to maintain a good standard of services.
- Energy from waste plant in Great Blakenham. This will save the Council £350m during the 25 year lifetime of the lease. It will be up and running in 2014. They are also looking at the idea of using the plant as a source of heat and energy.
- Newmarket Library. The lease runs out in 2013 so a new building will need to be found. Libraries will have to evolve to meet the changing needs of the community.
- Suffolk County Council's new chief executive, Deborah Cadman, starts on 19<sup>th</sup> December.

Colum Carr enquired about CCTV coverage in Newmarket and asked if there been any cutbacks in Newmarket. Councillor Chambers was not sure, but thought it was unlikely.

**6. Finance****a) Approval of payments**

It was resolved that the following payments would be approved:

- BDO LLP, Annual Audit 2011, LGA 1972, s111 - £60.00
- S&P Landscapes and Tree Contactors Ltd, cutting of grass verges, Open Spaces Act1906, s10(b) - £684.00
- Suffolk ACRE Services – Annual insurance, LGA 1972, 2111 -

**b) First draft of the budget 2012/13**

It was resolved that the clerk would e-mail an outline budget to the councillors and that the final budget would be approved at the meeting on 17<sup>th</sup> January.

**c) Clerk's salary and registering for PAYE**

It was resolved that the clerk's salary would be paid after the next meeting and that the clerk would register the Council for PAYE before the next meeting.

**d) Annual Audit 2011.**

The Annual Return 2011 has been returned by the auditors BDO LLP with an Issues Arising report. The Council approved the following action plan prepared by the clerk:

| Issues raised by BDO LLP   | Action Plan   |
|--|---|
| <b>Accounting statements not approved by 30<sup>th</sup> June 2011</b> | Make sure the accounts are approved at the Annual Meeting of the Parish Council in May 2012<br><br>Action: Clerk  |
| <b>Fixed assets valued on incorrect basis</b>                          | The Council has valued their assets based on insurance values rather than at cost or proxy cost on acquisition. The box 9 fixed asset figure at March 2011 should be £4,737. There should be no adjustments made for depreciation or insurance revaluations.<br><br>Action: Check the fixed assets to ensure that the cost price is used. |

e) **The Council agreed to pass on their thanks to David Wilkinson for agreeing to continue as internal auditor**

f) **Changing over of account signatories**

Angela Carr has been to Santander and removed the eight previous signatories from the account. Two new signatories have been added, Rachael Padman and Angela Carr. One further signatory will need to be added once new councillors have been co-opted on. Rachael Padman thanked Angela for sorting the change of signatories out.

**7. Co-option of new councillors**

Three people put their names forward for co-option: Jackie Bolton, Chad Carlson and Vera Azzuri. It was resolved that all three would be co-opted onto the Council leaving one remaining vacancy.

**8. Appointment of a permanent clerk and RFO**

It was resolved that the temporary clerk would be taken on for an initial period of three months while the new Council gets established. The post will then be advertised in the village. This item will be discussed in more detail at the next meeting.

**9. Upkeep of area around the village notice board**

It was resolved that this item would be discussed at the next meeting when options are clearer.

**10. Planning**

The clerk has contacted Forest Heath District Council as no planning applications have been received since the new Council was established. The clerk has requested that applications be sent to her. It was resolved that the Council's Standing Orders would be revised at the next meeting and that the procedure for dealing with planning applications would be included in them.

**12. Appointment of a representative to attend meetings of the Dalham Village Charity**

It was resolved that Vera Azzuri would be appointed as Parish Council representative.

**13. Review of progress in developing a previous proposal by the DVHC to provide a children's playground adjacent to the Village Hall.**

The Council agreed that it would like to pursue the idea of providing a playground next to the village hall. This would need to be in partnership with DVHC, and required that a need be identified in the village. Given limited resources, any such project would be in competition with other proposals already included in the Parish Plan. The clerk suggested that the Council compile a questionnaire for village children asking what facilities they would like to see in the village. It was resolved that this item would be discussed in more detail at the next meeting.

**14. Highways or rights of way issues**

- a) It was resolved that the clerk would put something in the next newsletter about the closure of the C655 from 23<sup>rd</sup> – 24<sup>th</sup> January 2012 from 08.00 – 15.30 while the footbridge over the river is repaired, and that she would contact Suffolk County Council to find out what the new bridge will look like.
- b) The Council discussed the possibility of asking for the 30mph road sign 30mph in Stores Hill to be moved further up Stores Hill, to reduce the risk of collisions for vehicles exiting the Lower Mill. It was resolved that the clerk would bring Suffolk County Council's Speed Management Guide to the next meeting so that the Council can look at possible ways to try and slow down traffic on Stores Hill. It was suggested that SCC's traffic officer also be invited for a walk-around to discuss possibilities.

**15. Possibility of setting up a committee to decide how to allocate the money left after the Parish Plan was completed**

It was resolved that the Council would encourage the Parish Plan Team to continue in order to implement the ideas in the Parish Plan. It was felt that this would required at least 8 members. Jackie Bolton and Chad Carlson were already members of the team, and were keen to continue. Vera Azzuri would like to join. The Chairman and other members of the Council would consult with other members of the Parish Plan team.

**16. Correspondence**

- a) E-mail from Councillor Chambers forwarding information about the review of library services in Suffolk (for information only)
- b) E-mail from Councillor Chambers forwarding information about results of Suffolk CC's 'We are listening' consultation (for information only)
- c) E-mail from Councillor Chambers forwarding information about adoption services in Suffolk (for information only)
- d) Report from Councillor John Barker about the Brecks Report. More detailed information can be obtained by phoning the project officer, Neil Featherstone, on 01842 761569 (for information only).

**17. Change of date of next meeting from 10<sup>th</sup> to 17<sup>th</sup> January**

It was resolved that the next meeting would take place on Tuesday 17<sup>th</sup> January at 7.30p.m.

**18. Any other business for noting or including on the agenda of the next meeting on Tuesday 17<sup>th</sup> January 2012**

It was resolved that the following items would be added to the next agenda:

- a) The possibility of providing a telephone library.
- b) Boundary Committee changes to West Suffolk. The first round of consultations has finished but there will be a second round.
- c) Publicity – consider ways to communicate within the village (Parish Council website, a newsletter, a Facebook page

**There being no further business the meeting closed at 9.20p.m.**

Signed .....(Chairman) Dated: .....