

DALHAM PARISH COUNCIL**Minutes of the meeting held on Thursday 17th January 2019**

Councillors present: John Riddell (Chairman), David Fitch, Rachael Padman and Isobel Aylott

Also present: Joanne Kirk (Clerk), County Councillor Robin Millar and one member of the public

Open Forum

No issues were raised during the Open Forum.

1. Acceptance of apologies for absence

Apologies were received from Simon Bates. District Councillor Roger Dicker also sent his apologies.

2. Declaration of Interest in items on the agenda and dispensation requests

No councillors declared an interest in any items on the agenda and no dispensation requests were made.

3. Approval of minutes of the meeting held on Thursday 15th November 2018.

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

4. County Councillor's Report

Robin Millar spoke about the following:

- He has attended several highways meetings at which the problems in Dalham were raised. The Gazeley/Ashley crossroads is scheduled to be re-lined.
- He has allocated £1,000 from his locality budget for the replacement village sign.

Councillors asked if Robin Millar had been able to find out about the possibility of putting double yellow lines in The Street opposite the junction of Denham Road. Robin Millar confirmed that he has spoken to Highways who have told him that this would be very expensive and yellow lines would only be advisory as the Police do not have the resources to enforce illegal parking. The County Council is moving towards Civil Parking Enforcement but this has been delayed due to Brexit, however parliamentary time has been scheduled for the end of the year.

Councillors also asked why the 30mph roundels have not been painted in Dalham as they were paid for in September 2018. Robin Millar agreed to look into this.

5. Borough Councillor's Report

No report was received.

6. Police issues

No police issues were raised.

7. Update on list of actions agreed at the last meeting

There were four outstanding councillor actions.

8. Finance**a) Approval of any payments and signing of Schedule of Payments**

It was resolved that the following payments would be approved:

- HMRC – PAYE - LGA 1972, s111 – **£2.20**
- Risby Parish Council – print cartridge (1/6) LGA 1972, s111 - **£5.82**
- J P Kirk - expenses – LGA 1972, s111 – **£9.92**

Rachael Padman and Isobel Aylott signed the schedule of payments and invoices. The chairman countersigned it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings

c) Receipts and Payments (including regular and online payments) made since the last meeting

Receipts		Details		Amount
Payments	Minute reference	Details	Method	Amount
12/11/18	118/8g	Fidelity Funds Network	D/D	£15.00
16/11/18	136/9a	J P Kirk - expenses	Online	£18.15

30/11/18	123/8n	Staff costs	S/O	
10/12/18	118/8g	Fidelity Funds Network	D/D	£15.00
31/12/18	123/8n	Staff costs	S/O	

d) Signatory to complete the checklist of Internal Controls including confirmation of bank reconciliation

Rachael Padman checked the Council's bank statements and signed the checklist of internal controls.

Current account: £3,212.39 **Reserve account:** £6,000.91

e) New NALC pays scales and rates for 2019 - 20

NALC has published new pay scales with effect from 1st April 2019. The clerk's old pay grade was SCP 27 which is SCP 20 on the new scale. The new pay grades give scope for clerk to move up a grade as she was previously at the top of LC2. It was resolved that the clerk would be moved to SCP 22 on the new pay scale with effect from 1st April 2019 and that her contract would be updated and reviewed at the next meeting.

g) Change in the method of payment contributions for the clerk's workplace pension

Fidelity will no longer accept payments by direct debit from multiple employers so future payments would need to be paid by bank transfer every month. Risby Parish Council has agreed to make a single payment on behalf of Risby and the clerk's other councils. It was resolved that a monthly standing order of £15 would be set up, payable to Risby Parish Council, to reimburse Dalham Parish Council's share of the clerk's pension costs.

9. Planning

a) Update on planning application DC/18/1425/FUL

The clerk has spoken to the case officer James Claxton to obtain an update. He explained that the avenue of affordable housing is still being explored. They are looking at the application in terms of affordable rent or selling off the properties as affordable homes via a registered provider. The revised National Planning Policy Framework (NPPF) has provided a few more options around the provision of affordable housing.

The onus is on the agent to establish need and to show whether the housing will fill one of the criteria for affordable housing. The Strategic Housing Team has provided some evidence of need. Allocation to people with a Dalham connection could not be guaranteed. He confirmed that the timescale for a decision to be made is open and they have no idea how long it will take to reach a decision.

10. Highways/Rights of Way/Tree Issues

a) Email from the Mildenhall Safer Neighbourhood Team with the results of speed monitoring carried out on Stores Hill

The results from the speed monitoring equipment show very low non-compliance for the stretch on Stores Hill with 226 vehicles of a total 5,659 exceeding the limit and only 32 travelling at a prosecutable speed (35mph plus) with a top speed of 40mph. Feedback from the road safety camera team is that the prosecutable percentages do not reach their starting point of 20% and as such the team will not be enforcing at this site, however the Mildenhall SNT will request a random speed check where possible.

b) Update on the Dalham footpath leaflet

The first draft of the leaflet is with the designers. The clerk was asked to contact David Falk to find out when it is likely to be completed.

11. Village issues

a) Quote for maintenance of PC assets

It was resolved that the quote of £240 would be accepted and the work carried out when the weather is warmer.

b) Email from Ousden Parish Council inviting Dalham Parish Council to a meeting discuss whether there is a need for affordable housing in the parish

It was resolved that the clerk and Isobel Aylott would attend a meeting on 25th January at West Suffolk House with Sarah Mildmay White and Julie Salisbury from the Strategic Housing Team about affordable housing and enquire about how evidence of need is established.

c) Update on the village sign

The clerk spoke to Ben Temple from Alpha Signs on 14th January 2019. He now has to be VAT registered and wanted to check whether that would be a problem. He has asked for a 50% deposit before he starts work on

the sign. It was resolved that the invoice of £1,179 including VAT would be paid as soon as possible. Once the invoice has been paid Ben Temple will collect the sign. He will also confirm the timescale for completion once he has spoken his supplier who provides the fibreglass outline.

12. Dates of meeting from May 2019 – March 2020

- Thursday 16th May 2019 Annual Meeting of the Parish Council followed by the Annual Parish Meeting
- Thursday 18th July 2019 Meeting
- Thursday 19th September 2019 Meeting
- Thursday 21st November 2019 Meeting
- Thursday 23rd January 2020 Meeting
- Thursday 21st March 2020 Meeting

13. Correspondence

- a) **Email from Customer First looking for people to interview about the customer journey when they are trying to access adult and social care**
It would resolved that details would be included in the next newsletter.
- b) **Email from the Voluntary Network about their services and requesting a donation**
It was resolved that a donation of £50 would be made.
- c) **Email from the Police and Crime Commissioner about increasing Council Tax to cover the additional cost of providing extra police**
The information has been circulated to councillors.
- d) **Invitation to royal garden party on 21st May 2019**
It was resolved that Isobel Aylott would be nominated.

There being no further business the meeting closed at 8.40pm.

Signed (Chairman) Dated