

# DALHAM PARISH COUNCIL

Minutes of the meeting held on Thursday 20th July 2017

**Councillors present: Isobel Aylott (Chairman), Rachael Padman and Karine Ferrin**

**Also present: Joanne Kirk (Clerk) and three members of the public**

**1. Acceptance of apologies for absence**

Apologies were received from Jackie Bolton. County Councillor, Robin Millar, also sent his apologies.

**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 Annual Meeting of the Parish Council held on Thursday 18<sup>th</sup> May 2017**

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

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

Karine Ferrin announced that she would be stepping down from the Council with immediate effect. The clerk agreed to notify Forest Heath District Council of the vacancy. The Council thanked her for all her hard work and support over the last few years, and in particular for bringing the defibrillator project to fruition.

It was resolved that John McDonagh and John Riddell would be co-opted onto the Parish Council. Both new councillors completed a Declaration of Acceptance of Office and agreed to complete a Register of Interest form before the next meeting.

**5. Police issues**

There were no issues to report.

**6. County Councillor's Report**

No report was received.

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

There were three outstanding councillor actions.

**8. Finance**

**a) Approval of any payments and signing of Schedule of Payments**

- Elaine Taylor – internal audit fee - LGA 1972, s111 - **£65.00**
- J P Kirk - expenses – LGA 1972, s111 – **£13.17**
- Rachael Padman – padlocks for VAS – Road Traffic Regulation Act 1984, s72 - **£37.32**

Rachael Padman and John Riddell checked and signed the schedule of payments. The Chairman then countersigned it.

**b) Approval of payments authorised between meetings**

The following payment was authorised by the Chairman:

- 22/05/17 - LCPAS - 1/6 of cost of a data - protection course for clerk - **£5.00**

The clerk explained about the data protection training she attended and the implications for the Parish Council. It was resolved that the clerk would register with Information Commissioner's Office at a cost of £35 and the annual payment would be made by direct debit.

**c) Payments made between meetings but previously authorised**

10/05/17	100/9g	Fidelity Funds Network - pension costs	£15.00
30/05/17	100/9g & h	J P Kirk - salary	217.78
30/06/17	100/9g & h	J P Kirk - salary	217.78

**d) Approval of the record of online payments made since the last meeting**

Rachael Padman checked and signed the record of online payments.

**e) Signatory to complete the checklist of Internal Controls**

Rachael Padman completed and signed the checklist of internal controls.

**f) Locality funding from Borough Councillor Roger Dicker for the VAS and an emergency phone to use with the defibrillator**

Roger Dicker has pledged £1,000 from last year's budget towards the cost of a VAS and £500 from this year's locality budget towards the cost of an emergency phone for the defibrillator.

**g) Update on the Annual Audit 2017**

The accounts have been returned by the internal auditor. No issues were raised. The Annual Return has now been submitted to the external auditor BDO.

**h) Update on the Transparency Fund application**

The application was successful and £597 was received on 5<sup>th</sup> July. It was resolved that £547 less PAYE would be transferred to the clerk in two separate payments at the end of July and August.

## 9. Planning

- a) **DC/17/1176/FUL - Straw Barn Farm, Dunstall Green Road, Ousden - 1 no dwelling**  
It was resolved that no objection would be made to this application.
- b) **DC/17/1304/TCA Garden House, Dalham Hall, Dalham Crown lift to 4m above ground level 9 lime trees and 4 sycamores**  
It was resolved that no objection would be made to this application.
- c) **DC/17/1374/HH - Goslings, Dunstall Green Road, Ousden - i) 1st floor side extension over existing side elevation, (ii) two storey side extension with integral garage (iii) single storey rear extension - re-submission of DC/16/0914/HH**  
It was resolved that the decision would be deferred until councillors have visited the site. The clerk was authorised to submit a response on behalf of the Council after the site visit.
- d) **AP/17/0027/REF – The Woodyard, Stores Hill, Dalham – planning application – 2 dwellings and ancillary access arrangements (retrospective)**  
It was resolved that the Parish Council would submit a response to the Planning Inspector stating that it stand by its original objection as submitted to FHDC in October 2016.

## 10. District Councillor's Report

Roger Dicker spoke about the proposed merger of Forest Heath District Council and St Edmundsbury Borough Council which he does not support. He believes that the merger will make councillors more remote from the people they are representing.

## 11. Highways/Rights of Way issues/tree/transport issues

- a) **Footpath map**  
There has been no further progress on the map, but the Three Villages Walk in May was very successful. John Riddell agreed to work with Isobel Aylott on the footpath map and to do a trial walk to test the route.
- b) **Possible speed reduction measures now that the funding has been confirmed**  
It was resolved that the Council would proceed with the speed reduction measures of roundels and white gates at the Lidgate entrance to village once the £1,000 of locality funding from Roger Dicker has been received.
- c) **Broken footpath sign**  
The footpath sign at the corner of Dunstall Green Road, and Denham Road has broken. John McDonagh agreed to take a look and see if he can fix it.

## 12. Village issues

- a) **Possible purchase of an emergency phone to use with the defibrillator**  
It was resolved that the clerk would find out what the price for the emergency phone includes and what the installation cost is likely to be. This information will then be passed on to the Village Hall Committee. Subject to the Village Hall Committee giving permission to link the emergency phone the Council will order the phone. John McDonagh agreed to install the emergency phone if it is straightforward.
- b) **Verge cutting**  
The verges need cutting again. The clerk agreed to contact Ken Hutchinson to arrange for another cut. She also agreed to ask the Environment Agency when the next cut of the river bank is due as a lot of vegetation has grown up in the last few months, especially Elder saplings.
- c) **Review of a possible emergency/flooding leaflet**  
It was resolved that this item would be deferred until the next meeting when all outstanding issues will be reviewed.
- d) **Dates of meetings**  
Meetings will take place on the following dates:
- Thursday 5<sup>th</sup> October 2017 - two weeks later
  - Thursday 16<sup>th</sup> November 2017
  - Thursday 18<sup>th</sup> January 2018
  - Thursday 22nd March 2018 – one week later

## 13. Correspondence

- a) **Email from Forest Heath District Council re the current consultation on the proposed merger of St Edmundsbury Borough Council and Forest Heath District Council**  
The clerk agreed to forward the email on to councillors so that they can respond individually. She also agreed to send the information to the editor of the newsletter.
- b) **Letter from Alice Martin re tree warden scheme**  
It was resolved that details of the scheme would be included in the next newsletter.

**c) Letter from MAGPAS requesting a donation**

It was resolved that no donation would be made.

**d) Letter from the Voluntary Network requesting a donation**

It was resolved that the decision whether or not to donate would be made at the next meeting when the Council would discuss its possible criteria for donations to charities.

**There being no further business the meeting closed at 8.55pm.**

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

DRAFT