

DALHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Thursday 18th May 2017

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

Also present: Joanne Kirk (Clerk) and District Councillor Roger Dicker

1. Election of chairman and vice chairman

Isobel Aylott was nominated and following a vote, it was resolved that she would be chairman. Rachael Padman was nominated as vice-chairman. Karine Ferrin agreed to delay her resignation until after the July meeting.

2. Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman

The chairman signed a Declaration of Acceptance of Office.

3. Acceptance of apologies for absence

Apologies were received from Jackie Bolton.

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 Thursday 30th March 2017

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

6. Register of Members' Interests form.

The councillors checked their Register of Interest forms. No amendments were necessary.

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

There were no outstanding councillor actions.

8. District Councillor's Report

Roger Dicker agreed to investigate the possibility of providing some locality funding for the VAS. He also spoke about the proposed merger of FHDC and SEBC which he opposes

9. Finance

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

- J P Kirk expenses – LGA 1972, s111 – **£17.94**
- Dalham PCC – churchyard maintenance as agreed in the budget– Local Government Act 1972, s214(6)- **£500.00**
- K Hutchinson and Son – verge cutting – Highways Act 1980, S96 - **£432.00**

Rachael Padman and Karine Ferrin signed the schedule of payments. The Chairman then countersigned it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings

c) Payments made between meetings but previously authorised

06/04/17	HMRC - PAYE	Online	£1.00
10/04/17	Fidelity Funds Network - pension costs	D/D	£15.00
27/04/17	Westcotec - VAS	Online	£3,720
30/04/17	J P Kirk - salary	S/O	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) Internal control of the 2016/17 accounts carried out by Karine Ferrin

Karine Ferrin has completed the internal controls of the accounts. No issues were raised.

g) Inspection of Council Property

Isobel Aylott has inspected the Council property. The following issues were found:

- The post on the kissing gate is cracked and needs capping
- Glass on the notice boards need cleaning

h) To approve the Income and Expenditure accounts for the financial year 2016-2017

It was resolved that the Income and Expenditure accounts would be approved. The chairman then signed them.

i) To complete and sign sections 1 and 2 (Statement of Assurance and Statement of Accounts) of the annual return 2017 and to approve and sign the supporting notes.

Councillors completed sections 1 and 2 of the Annual Return 2017 (Statement of Accounts and Statement of Assurance). The chairman and RFO then signed both sections. Councillors also approved the supporting notes.

- j) **To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2017**
It was resolved that the financial report would be approved.
- k) **Precept information for 2017/18**
Forest Heath District Council has approved the precept request made by Dalham Parish Council and the first payment has been received.
- l) **To decide whether Dalham Parish Council should claim back additional website costs from the Transparency Fund**
It was resolved that the Council would claim £597.36 from the Transparency Code Fund which covers the website hosting fee of £50, set up costs (10 hours) and one hour per month to update and maintain the website.
10. **Planning**
- a) **DC/17/0677/HH - The Old School House, Denham Road, Dalham - (i) Two storey rear and side extension (ii) creation of rooms in loft space and (iii) 1 detached garage, car port, store and kennels**
The Parish Council was unable to hold a planning meeting as it could not reach a quorum.
- b) **Update from Roger Dicker re The Woodyard**
Forest Heath District Council is expecting the applicant to appeal the latest refusal, but as yet nothing has been received.
11. **Highways/Rights of Way issues/tree/transport issues**
- a) **New VAS and system for using it**
Rachael Padman agreed to take on responsibility for moving the VAS and downloading the data. It was resolved that;
- Rachael Padman would be authorised to purchase three locks for the VAS.
 - The VAS would be added to the Council's insurance with immediate effect
 - The clerk would be authorised to make the additional payment to the premium of £18.08.
- b) **Footpath map**
This item is ongoing
- c) **Verge cutting**
The clerk was asked to contact Ken Hutchinson to arrange another cut.
- d) **Possible speed reduction measures**
It was resolved that this item would be postponed until clarification has been received about funding.
12. **Village issues**
- a) **Emergency phone for defibrillator and email from Martyn Blackford re defibrillator training**
It was resolved that the Council would be interested in some additional free training and that the clerk would ask Martyn Blackford if he would be interested in attending the launch event. It was also agreed that it would be a good idea to purchase an emergency phone for the defibrillator which would link in with the existing phone line at the village hall. Isobel Aylott agreed to check with the Village Hall Committee that they would be happy with this and the clerk agreed to find out about how the phone is installed and the like cost.
13. **Correspondence**
- a) **Letter from Suffolk Accident Rescue Service requesting a donation**
It was resolved that this item would be postponed
- b) **Letter from the Voluntary Network requesting a donation**
It was resolved that would be postponed

There being no further business the meeting closed at 8.56pm.

Signed (Chairman) Dated