

DALHAM PARISH COUNCIL

Minutes of the Annual Meeting held on Tuesday 20th May 2014

Those present: Rachael Padman, Isobel Aylott, Jackie Bolton (from 8:30) and Jerry Atkinson

One member of the public was also present.

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 and following a vote, it was resolved that she would be vice-chairman.

2. Signing of Declaration of Acceptance of Office by the chairman

The chairman signed a Declaration of Acceptance of Office.

3. Co-option of a new councillor

As no notification has been received from Forest Heath District Council that there has been a request by 10 electors of the parish for an election, it was resolved that Jay McCully would be co-opted onto the Council. She completed a Declaration of Acceptance of Office form and a Register of Members Interest form

4. Appointment of a Parish Council representative to the Village Hall Management Committee

Rachael Padman was appointed.

5. Acceptance of apologies for absence

Lisa Chambers sent her apologies.

6. Declaration of Interest in items on the agenda

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

7. Approval of minutes of meeting held on Tuesday 18th March 2014

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

6. Register of Members' Interests form.

The councillors reviewed their forms and notified the clerk of any amendments.

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

- a) Emergency Planning. One meeting had been held; a second had to be cancelled. RP will arrange another one. Ousden have confirmed their willingness for Dalham to use the Village Hall if necessary.
- b) Brookside: this is not a public highway. Ownership is unclear, but it is not the PC's role to establish who does own it.
- c) Welcome Pack: it had been agreed that this was next on the list after the Emergency Plan
- d) Photos of assets (IA). Not yet done.
- e) Grit bin for Stores Hill (JA). Not yet done.

8. Issues raised at the Annual Parish Meeting

- a) Invasive weeds. No evidence was found when Nick Collingworth from SCC came out to take a look.
- b) Speeding: Discussions are in progress with SCC Highways. Residents expressed their wish that street clutter be kept to the minimum necessary.
- c) The need for a Parish Council.

9. Finance

a) Approval of payments

It was resolved that the following payments would be approved:

- SALC - membership - LGA 1972, S111 - **£120.00**
- Community Action Suffolk - LGA 1972, S111 - **£30.00**
- K Hutchinson & Son - verge cutting - Highways Act 1980, s.96 - **£384.00**

b) Approval of the statement of receipts and payments for the financial year 2013-2014

It was resolved that the Statement of Receipts and Payments would be approved. The Chairman then signed it.

c) Annual Return 2014

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

Supporting notes

d) New model financial regulations

Due to the absence of the Clerk this item was deferred until the next meeting so that the clerk can explain the implications of the changes.

- e) **To receive the precept information for 2014/15**
£2,761.50 was received on 25th April. A second payment of £2,761.50 will be received in July.
- f) **Appointment of an internal auditor**
As the two people the Council asked in the village are unable to carry out the internal audit, it was resolved that Elaine Taylor would be appointed as internal auditor at a cost of £65 per audit.
- g) **Bank mandate form**
J Atkinson took the form away for completion. He will return it to I Aylott.

10. Planning

- a) **Street name for the Woodyard Development - see e-mail from**
The Council has received a letter from Catalina Aldridge at Forest Heath District Council asking if the Council would be happy with the name Rhodes Close for the possible development on the Woodyard Site. The Parish Council noted the tenuous connection of Colonel Rhodes with the village. It noted that the road is in a Conservation Area, and affirmed its wish to see the new road named in vernacular style, after local features or old uses. It would prefer Allotment, Woodyard or Carpenters Road or Close.

10. Highways/rights of way issues

- a) **To discuss the possibility of installing Vehicle Activated Signs in Dalham**
The Council decided it wanted to review the three documents concerning speed management in rural village (one circulated earlier by the Clerk; one from Dorset (J Bolton) and a further one known to J McCully). It was resolved that the discussion about Vehicle Activated Signs would be deferred until then.
- b) **Outcome of the meeting with Guy Smith from SCC and outstanding highways/Rights of Way issues**
 - i. **Clearing the ditch on Denham Road alongside Makins Barn and Barrow Hill House**
It was noted that Guy Smith had offered to have this cleared. J Atkinson said that the ditch contained services and would therefore be tricky to clear with a digger.
 - ii. R Padman reported on the other matters. The Council noted the importance of involving the Environment Agency in decisions about the sheet piling on the riverbank at Sound Ground.
 - iii. Concern was expressed about visibility at the fork near Gazeley, and along Dunstall Green Road. Both roads are due for a cut by SCC in early June, so there is no point in the Parish doing them this year. However, it was resolved that the Council would obtain a quote from Ken Hutchinson so that in future it can arrange an early cut of both verges before the cow parsley gets too tall.
 - iv. It was noted that according to Guy Smith, the hedges to the west of Gazeley Road are on land belonging to Malt Kiln House. The PC resolved to follow the Hedge Procedure and ask Peter Armstrong to have the overhanging vegetation cut back, as it reduces visibility, and prevents pedestrians taking refuge on the verge.
- c) **E-mail from Graham Newman Portfolio Holder for Highways in response to the Council's complaints about the service being provided.**
The Council was pleased to see that concerns were being taken seriously.
- d) **Petition from a resident about the overgrown leylandii trees just past the bridge on Lidgate Road going south of the village of Dalham which are obstructing the pavement so that pedestrians have nowhere to step off the road when a car approaches.**
The Council has received a petition signed by 13 Dalham residents asking for the trees just past the bridge on the Lidgate Road going south to be trimmed back as a matter of safety for pedestrians and drivers. SCC have asked for evidence of the residents' concerns before taking the matter further. It was resolved that the petition would be forwarded to SCC Highways noting that its concerns were entirely about safety.

11. To discuss possible protocol for dealing with e-mails

It was resolved that the draft protocol would be amended to make clear that it applied to all correspondence, both electronic and otherwise, and that (f) would be amended to make it clear that the Clerk should deal with forwarded correspondence as outlined in paragraphs (a)—(e).

12. Updating the footpath map for Dalham

This item was deferred until the next meeting.

13. Complaints Procedure

It was resolved that the Council would approve the draft Complaints Procedure, with two amendments: (1), in Procedure paragraph 2 it was noted that the Monitoring Officer should be from Forest Heath, rather than St Edmundsbury; and (2), in Procedure paragraph 4 should be changed from "orally" to "verbally".

14. Draft document Openness of Local Government Bodies Regulations 2014

This item was deferred until the next meeting.

15. Correspondence:

- a) **E-mail from UK Power Networks re emergency contact numbers in the event of a power cut –**
It was resolved that the contact details would be included in the next newsletter.
- b) **E-mail from Streetlife giving information about their website -**
It was resolved that details about the website would be included in the next newsletter.
- c) **E-mail from Maddy Knox who has taken over from Henry Tapp as Fit Villages co-ordinator (for information only)**
E-mail from the Samaritans requesting a donation
It was resolved that no donation would be made.
- d) **Letter from Headway Suffolk inviting the Council to its launch event on 12th June at Haughley Park, Stowmarket and requesting a donation**
It was resolved that no donation would be made.
- e) **Letter from EACH requesting a donation**
It was resolved that no donation would be made.

There being no further business the meeting closed at 10:20pm

Signed (Chairman) Dated