

# DALHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Thursday 26th May 2016

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 and following a vote, it was resolved that she would be vice-chairman.
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 Jay McCully. Notification was also received that Jay McCully has resigned from the Parish Council with immediate effect.
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 17<sup>th</sup> Thursday March 2016**  
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. **Report from District Councillor Roger Dicker**  
Following the resignation of James Lay, Roger Dicker has been elected as District Councillor. He introduced himself to the Parish Council.
8. **Update on list of actions agreed at the last meeting**  
There were five outstanding councillor actions.
9. **Finance**
  - a) **Approval of any payments and signing of Schedule of Payments**
    - It was resolved that the following payments would be approved:
    - Dalham PCC – annual donation - Local Government Act 1972, s214(6) - **£500.00**
    - J P Kirk - expenses – LGA 1972, s111 - **£12.61**
    - SALC – membership - LGA 1972, s111 - **£127.54**
 Rachael Padman and Isobel Aylott signed the Schedule of Payments. The Chairman then countersigned it.
  - b) **Approval of payments authorised between meetings**  
No payments were authorised between meetings.
  - c) **Approval of the record of online payments made since 1<sup>st</sup> April**  
No online payments have been made since 1<sup>st</sup> April.
  - d) **Signatory to complete the checklist of Internal Controls**  
Rachael Padman completed and signed the checklist of internal controls.
  - e) **Internal control of the 2015/16 accounts carried out by Karine Ferrin**  
Karine Ferrin had completed the internal controls of the accounts. No issues were raised.
  - f) **Inspection of Council Property**  
The Parish Council property has not yet been inspected.
  - g) **To approve the Income and Expenditure accounts for the financial year 2015-2016**  
It was resolved that the Income and Expenditure accounts would be approved. The chairman then signed them.
  - h) **To complete and sign sections 1 and 2 (Statement of Assurance and Statement of Accounts) of the annual return 2016 and to approve and sign the supporting notes.**  
Councillors completed sections 1 and 2 of the Annual Return 2016 (Statement of Accounts and Statement of Assurance). The chairman and RFO then signed both sections. Councillors also approved the supporting notes.
  - i) **To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2016**  
It was resolved that the financial report would be approved.
  - j) **Precept information for 2016/17**  
St Edmundsbury Borough Council has approved the precept request made by Dalham Parish Council.
  - k) **Backing up of parish council files**

It was resolved that Dalham Parish Council would contribute one sixth of the cost of a new portable hard drive costing £38.96 + VAT.

**10. Planning**

**a) DC/16/0914/HH – Goslings, Dunstall Green Road - (i) first floor side extension over existing side elevation, (ii) two storey side extension and (iii) cart lodge**

It was resolved that no objections would be made by Dalham Parish Council but the clerk was asked to check with Jackie Bolton and Ousden Parish Council to see if they have any concerns about the application before a final response is submitted.

**b) Forest Heath District Council Site Allocation Local Plan**

It was resolved that no response would be submitted as no sites have been allocated in Dalham in the Local Plan.

**c) Flint Barn**

Some work is taking place at Flint Barn. It was resolved that the clerk would ask Jackie Bolton to speak to the owners informally about the work as it may be classed as permitted development and planning permission not required.

**11. Footpath Map**

Ian Harding, Alan Johansen and Isobel Aylott met Claire Parker from Suffolk County Council on 4<sup>th</sup> May. Karine Ferrin and Isobel Aylott met on the 11<sup>th</sup> May to review the work completed so far and what is required to complete the templates for Discover Suffolk. Karine Ferrin has agreed to produce the welcome page, back page and the short walk. Isobel Aylott has agreed to produce the large walk leaving one more walk to include in the leaflet.

There will be another meeting on 29<sup>th</sup> June, when the leaflet will be finalised.

**12. Highways/rights of way matters/tree or transport issues:**

**a) Speeding**

The clerk agreed to contact Highways Engineer Hen Abbott as agreed at the March meeting.

**13. Village issues**

**a) Defibrillator**

The next step is to ask for donations in the newsletter.

**14. Correspondence**

**a) Letter from Suffolk Accident Rescue Service requesting a donation**

It was resolved that a donation of £50 would be made and that the clerk would be authorised to make an electronic payment.

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

It was resolved that a donation of £50 would be made and that the clerk would be authorised to make an electronic payment.

**There being no further business the meeting closed at 8pm.**

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