

## DALHAM PARISH COUNCIL

Minutes of the meeting held on Tuesday 12th August 2014

**Councillors present: Isobel Aylott (Chairman), Rachael Padman (Vice-Chairman), Jackie Bolton and Jay McCully**

**Also present: Mrs J Ince (Clerk), PCSO Becky Simpson from the Mildenhall Safer Neighbourhood Team, County Councillor Lisa Chambers and District Councillor Carol Lynch**

**1. Acceptance of apologies for absence**

Apologies were received from Jerry Atkinson.

**2. Declaration of Interest in items on the agenda**

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

**3. Report from the Safer Neighbourhood Team**

Two crimes have been reported since the last meeting. A shed was burgled in The Street and a lawn mower stolen. Lead was taken from the church roof sometime between 14th - 20th July. Icklingham was also targeted. Residents are asked to report any suspicious activity particularly around churches.

Current priorities are theft from motor vehicles in Red Lodge and anti-social behaviour in Mildenhall.

**4. Report from Councillor Chambers**

Councillor Chambers spoke about:

- Children's centres - there will be no reduction in buildings in Forest Heath. The aim is to send people out into the community to work with families who are hard to reach.
- Broadband, which is being rolled out in parts of West Suffolk. Red Lodge is having a cabinet installed at the moment. The best person to contact is Jonathan.Chown@suffolk.gov.uk. He will be able to give more information about when superfast broadband will be available in Dalham.
- The Suffolk and Norfolk waste deal, which will see waste from Norfolk turned into energy in Suffolk. The agreement between the two authorities will see 40,000 tonnes of Norfolk's residual household waste turned into electricity at Suffolk's new Energy from Waste (EFW) plant in Great Blakenham. The agreement is subject to DEFRA approval, but waste is expected to start being delivered to the plant in August. The new facility will reduce the amount of waste going into landfill and will save money.

**5. Report from Carol Lynch**

Councillor Lynch spoke about:

- The Hatchfield planning application in Newmarket which has been called in, and a planning application in Red Lodge which is being reviewed on educational grounds.

A question was asked about manpower as the planning department seems to be overstretched and response times are much slower than they used to be. Carol Lynch explained that the planning team is experiencing high volumes of planning applications from developers.

**6. Village hall report**

The hall charges are being revised and simplified. The Village Hall Committee is purchasing new crockery. There have also been discussions about possible ways to secure the oil tank following two thefts of heating oil. One comment was received suggesting consideration of installing a gate to act as a deterrent against oil thefts.

**7. Approval of minutes of the Annual Meeting of the Council held on Tuesday 20th May 2014**

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

**8. Approval of minutes of the extraordinary meeting held on Tuesday 3rd June 2014**

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

**9. Approval of minutes of the planning meeting held on Tuesday 1st July 2014**

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

**10. Update on list of actions since the last meeting**

The following actions are outstanding:

- Close the Santander account (JB)
- Photograph the Council's assets (IA and JB)
- Retrieve the grit bins for Stores Hill (JA)
- Stain the Dunstall Green notice board (JB)

**11. Finance**

**a) Approval of payments**

- J P Ince - expenses April - July 2014 - LGA 1972, s111 - **£42.02**

- R Padman - LGA 1972, s111 - money to reimburse the cost of teak oil to stain the notice board - **£4.99**

**b) Summary of the receipts and payments made since the last meeting**

It was resolved that the statement of receipts and payments was correct.

**c) Approval of the checklist of internal controls to safeguard the Council's accounts once the Council has switched to electronic banking.**

It was resolved that the Council would approve the checklist and that it will be used as soon as the switch has been made to electronic banking. I Aylott agreed to contact Lloyds to set up electronic banking.

**d) Procedure for completing the checklist of internal controls at every meeting**

It was resolved that either R Padman or J Bolton would complete the checklist of internal controls at every meeting depending on whoever is present.

**e) Letter from Dalham PCC requesting a donation**

It was resolved that this request would be discussed at the September meeting when the draft budget is prepared.

**Action: clerk**

**f) Annual Return 2014**

The Annual Return 2014 has been returned by the external auditors BDO LLP with the following comment: '*On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*' No other matters have been drawn to the attention of the Council.

**12. Planning**

**a) DC/14/1378/TCA - Trees in a Conservation Area notification - fell 2 conifer trees**

It was resolved that no objections would be made to this application.

**b) Update on the Woodyard**

Forest Heath District Council (FHDC) has employed planning consultants who deal with enforcement to determine whether the necessary planning permission for the Woodyard development exists. They are in dialogue with the applicant. The Parish Council is being kept informed.

**c) To receive feedback from the Rural Alliances meeting on 21st July**

As FHDC does not have a viable development plan and Newmarket is reluctant to accept much development some small parishes are facing large amounts of development. FHDC is completely overwhelmed with several members of staff off sick putting even more pressure on the remaining staff. The large applications coming in are taking up a lot of their time. Parish Council views are not taken into consideration -- only statutory consultees like Anglian Water. Matthew Hancock has been invited to the next meeting of the Rural Alliance to find out why he has called in the Hatchfield application but not the applications in Red Lodge, Lakenheath and Herringwell.

**d) DC/14/0769/TPO The Dalham Estate - roadside verge of C655 and C656 between Gazeley, Dalham and Ashley Works to various trees for the purposes of health and safety, including felling, crown reduction and pollarding - application approved**

**e) DC/14/1003/HH The Old School House, Denham road, Dalham - Proposed alterations and additions to existing dwelling house, erection of replacement 2 storey rear extension, creation of rooms in loft space to side wing and erection of a detached garage and carport and associated site works - application approved**

**13. E-mails from a resident about the role of the Council and its decision to employ a paid clerk**

The Council discussed the draft response. It was resolved that the Council would approve the draft response with minor amendments and that the Chairman would sign and deliver the letter.

**Action: Clerk and IA**

**14. Highways/Rights of Way issues:**

**a) Letter from Suffolk County Council re Footpath Extinguishment Order 2014 for footpath 3 in Ousden and Footpath Creation Order for footpath 4 (parishes of Ousden and Dalham) - for information only**

**b) Footpath map and leaflets for Dalham**

The clerk and R Padman attended a meeting with representatives of Suffolk County Council at West Suffolk House to discuss the possibility of producing a revised footpath map and footpath leaflets. The cost is approximately £800 for 2,000 leaflets split 50:50 between Suffolk County Council and Dalham Parish Council. Councillor Chambers and Councillor Lynch have both offered locality funding. The first step is to research some circular walks and local information to include in the leaflets. It was resolved that the Council would proceed with preparing information for the map and leaflets. All the councillors present agreed to work on the project and would try to involve members of the wider community as well. Another meeting will be arranged with Suffolk County Council in early October to review the suggested routes.

**Action: Clerk and councillors**

**c) Responsibility for Brookside**

R Padman and three residents of Brookside met Rupert Wilson from the Environment Agency on 6th August to discuss their concerns about the amount of vegetation growing along the banks and the possible risk of flooding. Rupert Wilson has agreed to send a team to cut the vegetation back in September. The saplings and elder bushes will be included as part of their bushing work which takes place from early November to the middle of March.

There is a tree in Brookside which looks diseased. There is still uncertainty about who owns Brookside and is therefore responsible for maintaining. It was resolved that the Council would contact the Land Registry to try to establish ownership of Brookside and the land outside and that a payment of £4 would be approved. The clerk had printed off and filled in a SIM form. R Padman was authorised to complete any missing information and send the form to the Land Registry.

**Action: Clerk and R Padman**

**d) Outstanding Highways/Rights of Way issues**

It was noted that some work has been done to the leylandii outside the Sounds by the power company. An inspection will be necessary to see whether this also addresses the issues raised by residents as it was undetermined whether the area had been cut back sufficiently to enable pedestrian access to the verge.

**15. Emergency Plan**

This item was deferred to the next meeting.

**16. Village Welcome pack**

Jay McCully agreed to review the draft Village Welcome Pack prepared by the clerk and add in local information from the Dalham village website.

**Action: J McCully**

**17. Review of the Council's Complaints Policy - handling repeat complainants and data protection**

It was resolved that J McCully would be authorised to draft a revised policy for handling repeat complainants and data protection ready for approval at the next meeting.

**Action: J McCully**

**18. Correspondence:**

- a) Information from SALC about the Water Act. A new law will mean businesses, charities and public sector customers should have the freedom to switch water supplier from 2017 and that affordable flood insurance will be available from 2015. The Water Act's stated purposes are to:
- Address water demand through new companies offering new sources of water and innovative ways of treating sewerage
  - Make it easier for water companies to buy and sell water from each other
  - Ensure that households in the highest flood risk areas will be able to access affordable flood insurance from 2015.

**19. Any other business for noting or including on the next agenda**

The following items will be added to the next agenda:

- Formation of a planning committee

**There being no further business the meeting closed at 9.50p.m.**

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