

DALHAM PARISH COUNCIL

Minutes of the meeting held on Tuesday 16th September 2014

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

Also present: Mrs J Ince (Clerk), PC John Gowing from the Mildenhall Safer Neighbourhood Team, District Councillor Carol Lynch and 6 members of the public

On resident spoke about a tree near the Affleck Arms which is diseased and needs to be pollarded. A tree expert has taken a look at the tree and believes that it is only a matter of time before the tree falls down. He is concerned about what the village will feel if the tree is pollarded.

2 residents raised concerns about the verge opposite their properties. The residents of a neighbouring property have a licence to grow things on the verge up to 0.6m from the edge of the highway. Some of the bushes overhang the highway. The grass is encroaching onto the highway and narrowing the road and will soon block the drain. This means that lorries are getting nearer and nearer to their own flint walls. Pedestrians can no longer walk on the verge and are forced onto the road which is very dangerous as vehicles travel very fast along the road. The resident has spoken to the owner who has refused to cut back the trees. There is also a tree obscuring the 'Traffic in the middle of the road' sign. Guy Smith from Highways has previously agreed to ensure that the verge would be kept clear.

1. Acceptance of apologies for absence

Apologies were received from J Bolton and J Atkinson. County Councillor Lisa Chambers also sent her apologies.

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

3 crimes have been reported since the last meeting. One incidence of drink driving and failing to stop and another involving harrassing texts. PC Gowing carried out one speed check in Lidgate Road at 7pm one evening but no one was speeding.

4. Report from Carol Lynch

Councillor Lynch passed on a picture of Dalham Church which will be given to the PCC.

5. Village hall report

There is no report since the last meeting.

6. Ownership of Brookside and diseased tree which needs tree works

The section outside Ruffles Barn and Cottage is registered with the Land Registry, but not the rest of Brookside. This does not mean it is not owned. The difficult question is establishing who does own it. In the meantime, it is an unadopted road. The five residents could make a claim for ownership on the basis that they have been using it unimpeded for the last 12 years. Alternatively the 5 residents could agree to maintain it without ownership. Strutt and Parker and the Environment Agency have both said they are not responsible and will not do any work to maintain it.

It was resolved that:

- The Council would contact SALC to find out how to proceed with the issue of unregistered land and whether or not the Council can arrange for tree works to be carried out on the diseased tree.
- The clerk would contact the Records Office to see if they have any information about ownership.
- A resident of Brookside has agreed to obtain a quote for the tree works and pay one third of the cost. The clerk will obtain two further quotes.

Action: clerk

7. Approval of minutes of the meeting held on Tuesday 12th August 2014

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

8. 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)

9. Finance

a) Approval of payments

- R Padman - LGA 1972, s111 - money to reimburse the cost of the Land Registry fee - **£4.00**
- R Padman - LGA 1972, s111 - money to reimburse the cost of a barrel bolt for the notice board - **£4.98**
- Risby Parish Council - phone costs 12% share - LGA 1972, s111 - **£32.99**

- Business Services at CAS - insurance - LGA 1972, s111 - **£235.12**
- J P Ince - expenses April - July 2014 - LGA 1972, s111 - **£27.62**

b) Review of insurance values

Councillors reviewed the insurance values of its assets. It was resolved that the insurance value were adequate.

c) Summary of the receipts and payments made since the last meeting

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

d) Draft budget for 2015/16

It was resolved that:

- A donation of £500.00 would be made to the PCC
- The Council would continue its subscription with SALC
- £200 would be added to the reserves

Action: Clerk

e) New financial regulations - key points

- The Council must approve any expenditure in excess of £500
- The clerk and Chairman can authorise expenditure between £500 and £1,000, but an authorisation slip must be completed if the expenditure is not approved at a meeting and minuted.
- No expenditure can exceed the amount agreed in the budget unless approved by the Council.
- Money agreed in the budget but which is not used for a specific purpose can be vired to another project.
- In cases of extreme risk to the delivery of council services, £500 can be spent whether or not it is in the budget or not.
- The Clerk has delegated authority to authorise the payment of items only in the following circumstances:
 - If a payment is necessary to avoid interest being charged and the due date for payment is before the next scheduled meeting of council provided that a list of such payments be submitted to the next appropriate meeting of council.
 - Regular payments (continuing maintenance contracts and obligations such as salaries or PAYE) provided that a list of such payments shall be submitted to the next appropriate meeting of council
 - fund transfers within the councils banking arrangements up to the sum of £2,000, provided that a list of such payments be submitted to the next appropriate meeting of council.
- If a member who is also a bank signatory has an interest in any payment is being made, a different signatory should sign the cheque or authorise the payment.
- If thought appropriate by the council, payment for certain items may be made using Internet banking provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories and any payments are reported to council as made. The approval of the use of Internet banking shall be renewed by resolution of the council at least every two years.

10. Planning

a) Formation of a planning committee

It was resolved that:

- A separate planning committee would be formed to discuss any applications which come in between meetings.
- The committee would be made up of any 3 councillors
- Only planning items only will be discussed
- Authority would be delegated to the committee to make decisions about planning applications discussed at committee meetings

b) Ongoing planning issues

- **The Woodyard**
LSR is still looking into it and the clerk is in regular contact with them to obtain updates.
- **The Mill**
The Enforcement Officer for this application has left so the file has been passed on to LSR who are looking into it and will be in touch with FHDC shortly.

Action: clerk

11. Highways/Rights of Way issues:

a) Speed Management Issues

It was resolved that this item would be deferred until the next meeting

b) Tree issues

DC/14/1722/TCA - Orchard House, Lidgate Road, Dalham - TCA notification - Reduce one maple by approx 2m, reduce lateral branches to reshape the crown and lift crown to approx 2.5m from ground level. Reduce height of a second maple by approx 2m, reduce lateral branches to reshape the crown and lift crown to approx 2m from ground level

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

The clerk was asked to include a reminder to residents in the newsletter about their responsibility to cut back trees and bushes which overhang the highway.

Action: clerk

c) Update on the preparation of a footpath map and leaflets for Dalham

Ousden Parish Council is keen to produce a footpath leaflet and share the cost with Dalham Parish Council. Lidgate and Hargrave are also planning to produce leaflets which would create a network of interlinking paths. There are already 6 walks around Dalham, but the map was published before the Dalham Estate gave permission for some of the paths to be used.

It was resolved that:

- J McCully and I Aylott would investigate the possibility of creating a permissive path between Dalham and Ousden following the route of one of the walks on the previous map.
- J McCully and I Aylott would form a working group with 4 volunteers from the village to research and walk possible routes for the new footpath map.

Action: I Aylott and J McCully

d) Outstanding Highways and Rights of Way issues

The Council has received complaints about vegetation overhanging the highway on the verge north of the Malt Kiln on the western side of Gazeley Road, between the narrow section of the road and the 30mph sign coming into Dalham from Gazeley. It was resolved that the Council would contact the Land Registry to establish ownership of this section of verge.

Action: R Padman

It was resolved that:

- The clerk would contact highways about the progress of the outstanding highways issues agreed at the meeting with Guy Smith from Highways.
- The clerk would contact Highways to confirm that the Council has received a petition received from 11 residents in the village about the leylandii hedge in Lidgate Road

Action: Clerk

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

It was resolved that:

- The clerk and councillors would review the draft documents and submit comments ready for approval at the next meeting
- The clerk would draft the documents in the same format as other policy documents.

Action: Clerk and councillors

13. Amendment to the Council's Standing Orders to reflect the provisions of the Openness of Local Government Bodies Regulations 2014

It was resolved that the clerk would amend the Council's Standing Orders ready for approval at the next meeting.

Action: Clerk

14. Update on the discuss the progress of the village welcome pack

It was resolved that I Aylott would and J McCully would review the draft welcome pack and suggest possible amendments.

Action: I Aylott and J McCully

15. Update on the last Rural Parish Alliance meeting

Matthew Hancock MP was put under a lot of pressure by the councillors present about his decision to call in the Hatchfield development because of the impact on the racing industry whilst letting other development go through. M Hancock said he was concerned about the impact on the racing industry and jobs. It became clear during the meeting that some of the information given to him was not completely accurate and this was challenged by people at the meeting. M Hancock has agreed to look into the issues raised at the meeting.

R Padman also spoke about the next Parish Forum where planning issues will be addressed.

16. Correspondence:

- a) **E-mail from Suffolk County Council re their consultation on the future of children's centres in Suffolk. A questionnaire can be completed online at www.suffolk.gov.uk/consultations**
It was resolved that no response would be submitted.
- b) **E-mail from Great Bradley Parish Council about training on 27th and 30th October.**
It was resolved that the clerk would e-mail information about the content of the training to J McCully and I Aylott.
Action: Clerk
- c) **E-mail from Peter Moore at Suffolk Farm Fencing re clearance of native trees**
It was resolved that no trees would be purchased.
- d) **E-mail from SALC about parish council powers to discharge their functions (for information only).**

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

The clerk was asked to find out about the new Vodafone initiative to improve rural mobile phone signals

There being no further business the meeting closed at 9.45

Signed (Chairman) Dated