

DALHAM PARISH COUNCIL

Minutes of the meeting held on Thursday 17th March 2016

Councillors present: Isobel Aylott (Chairman), Rachael Padman, and Jay Mc Cully

Also present: Joanne Kirk (Clerk)

1. Acceptance of apologies for absence

Apologies were received from Karine Ferrin and Jackie Bolton. District Councillor James Lay also sent his apologies.

2. Declaration of Interest in items on the agenda

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

3. Approval of the minutes of the meeting held on Thursday 21st January 2016

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

4. Police issues

There were no local police issues which the Parish Council wished to report.

5. District Councillor's Report

- There is now a charge of £40 for brown bins to be emptied. A leaflet will be put on every bin
- The decision on devolution will be announced soon.

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

There were 8 outstanding councillor actions.

7. Finance

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

- J P Kirk - to reimburse the pension contribution for February 2016 as direct debits for February were not collected from the clerk or any of the parish councils she works for due to clerk's name change. Fidelity have requested a single top-up by cheque to cover the missed payments which the clerk will pay - LGA 1972 , s111 - **£15.00**.
- J P Kirk, expenses, LGA 1972, s111 - **£15.17**

Rachael Padman and Jay McCully checked and signed the invoices and Schedule of Payments and Isobel Aylott countersigned it.

b) Approval of the record of online payments made since the last meeting

It was resolved that the record of online payments would be approved. Rachael Padman then signed it.

c) Signatory to complete the checklist of Internal Controls

Rachael Padman completed and signed the Checklist of Internal Controls

d) Statement of receipts and payments made since the last meeting

It was resolved that the statement of receipts and payments would be approved.

e) Review of all regular payments including the clerk's salary and approval of payments relating to these services for 2016-17

It was resolved the following regular payments would continue to be paid in 2016 - 17:

| Payment | 2015/16 | 2016/17 |
|---|---------|---------|
| Community Action Suffolk - insurance | £236 | £236 |
| Subscriptions: | | |
| Community Action Suffolk | £25 | £25 |
| SALC | £123 | £127 |
| Internal Audit | £65 | £65 |
| Risby Parish Council (12% contribution to phone costs) | £33 | £19 |
| K Hutchinson & Son - verge Cutting | £1,080 | £1,100 |
| Clerk's salary - monthly amount | £214 | £214 |
| Fidelity Funds Network - pension costs | £180 | £180 |

f) Approval of the setting up of a new standing order for the clerk's salary

It was resolved that a revised standing order would be set up paying into the clerk's new TSB account in April 2016

g) Review of the income and expenditure for 2015/16 against the budget and the level of reserves for general and earmarked expenditure

Councillors reviewed the income and expenditure for 2015/16 against the budget. The Council was within budget with a surplus of £308. At year end, the estimated bank balance will be £6,895 less allocated funds of £3,022 of as detailed below. Predicted reserve: £3,873.

| | Details | Parish Plan | Election costs | Maintenance of fixed assets | Community Project | Defibrillator fund | Total |
|---------|-------------------|---------------|----------------|-----------------------------|-------------------|--------------------|---------------|
| 2012/13 | Brought forward | £1,002 | | | | | |
| | Budget allocation | | | £50 | | | |
| 2013/14 | Budget allocation | | | £100 | £250 | | |
| 2014/15 | Budget allocation | | £320 | £100 | £250 | | |
| 2015/16 | Budget allocation | | £300 | £0 | £150 | | |
| 2015/16 | Locality funding | | | | | £500 | |
| | | £1,002 | £620 | £250 | £650 | £500 | £3,022 |

h) Review the register of fixed assets and insurance values

Councillors reviewed the assets register. No new items have been added and no items removed.

i) Review of the Council's Risk Assessment

It was resolved that no amendments were necessary. The Chairman then signed it.

j) Liability insurance

The Council has the following levels of liability cover:

Public liability cover: £6,000,000

Personal accident: £25,000

Fidelity guarantee: £25,000

Employer's liability (clerk only) £10,000,000

k) Review of the Council's Financial Regulations to ensure that they are being complied with

It was resolved that the new Financial Regulations were working well so far and that regular checks are carried out to ensure that electronic payments are monitored. The Chairman then signed them.

l) Appointment of a councillor to check the accounts and complete the checklist of internal controls including salary details and PAYE tax codings

It was resolved that Karine Ferrin would check the Council's accounts this year.

m) Appointment of a councillor to inspect the Council's property for damage or defects by 30th April 2016 and complete the inspection checklist.

It was resolved that Isobel Aylott would inspect the Council's property.

n) Appointment of an internal auditor to complete section 3 of the annual return

It was resolved that Elaine Taylor would be appointed as internal auditor again this year at a cost of £65.00.

o) Review of the effectiveness of the internal audit

The Council reviewed the effectiveness of the internal audit. It was resolved that the internal audit was effective and that audit regulations would be met.

p) Review the Council's Standing Orders

The Council's Standing Orders were reviewed. Two changes have been made: The day of meetings has been changed to the third Thursday in January, March, May, July, September and November at 7pm. The Council's new Financial Regulations were adopted on 19th March 2015.

q) Precept request

No precept information has been received yet.

a) Letter from SALC re subscription fees for 2016/17

The cost of a SALC subscription will increase from £123 to £127.79 in April 2016. It was resolved that this payment would be approved.

b) Revised Direct Debit form for Fidelity

Due to the clerk's change of name, the direct debit for the clerk's pension was cancelled by Fidelity and a revised form sent. It was resolved that the revised direct debit would be approved. Rachael Padman and Isobel Aylott signed the form

8. Planning

a) Update on the Woodyard appeal

The appeal has been denied and the owner now has a year to comply with the decision notice. The Council has received a letter from a resident asking why details of the decision notice were not included in the last newsletter. It was resolved that the clerk would respond saying that the outcome of the appeal was not known when the last newsletter went out and that details of the application and appeal were available on the westsuffolk.gov website. As the principal planning authority Forest Heath District Council dealt with this application as it does with all planning issues and Dalham Parish Council liaised with FHDC to represent the interests of the parish.

The Council has received a letter from another resident about the future of the Woodyard Site. It was resolved that the clerk would respond saying that any applications will be dealt with by the planning authority and Dalham Parish Council will comment as appropriate if a future application is received.

b) Update on the Mill

An Enforcement notice was issued by Forest Heath District Council on 1st January 2016.

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

a) Update on the progress of the footpath map

The information about the walks is ready it just needs to be compiled into a leaflet.

b) Update on Vehicle Activated Signs (VAS)

There has been no further action by Highways. It was resolved that the clerk would contact Hen Abbott at Highways again for a progress report.

c) Speeding

The Parish Council received three responses to their query in the newsletter about the possibility of installing white gates at the entrances to Lidgate. The general consensus was that white gates would not have any impact on speeding and that specific measures like speed bumps were needed. It was resolved that the clerk would include information in the next newsletter about speed reductions measures like speed bumps and the fact that Suffolk County Council does not support them.

It was also resolved that the clerk would contact Highways Engineer Claire Starling about the possibility of creating a 40mph buffer to slow vehicles down before they enter the village, if the option of moving the 30mph sign further out is not acceptable to Suffolk County Council and that the Council would request a set of white gates for the Lidgate entrance to Dalham only as this is where the worst problems occur.

10. Update on the proposal to purchase a defibrillator and case

The total raised so far is £1,650 leaving a shortfall of approximately £750. The Council has received an e-mail from a resident suggesting that a request for donations is made within the village and that one resident has already offered to make a donation.

11. Update on the Community Governance Review - for information only

The Parish Council has received a letter from St Edmundsbury Borough Council confirming that the Borough Council does not have the ability to make changes to district boundaries as part of the Community Governance Review but can consult on this issue and raise these concerns with the Local Government Boundary Commission and ask them to examine the boundary between St Edmundsbury Borough Council and Forest Heath District Council when it carries out a Principal Area Boundary Review. The final recommendation is that St Edmundsbury Borough Council will ask the Boundary Commission to look into this.

12. Request for a representative on the Alms' House Committee

None of the councillors present were able to take on the role at this time due to work commitments. It was resolved that this item would be raised at the Annual Parish Meeting.

13. Correspondence

a) Letter from St Edmundsbury Newstalk requesting a donation

It was resolved that no donation would be made.

b) Information from Suffolk County Council about a survey regarding Recycling Centre opening hours and the suggestion to close on a Wednesday and open for longer on Sundays, Bank Holidays and one day a week during summer hours.

It was resolved that no response would be submitted

c) E-mail from a resident giving thanks to the village for their recent support.

The clerk was asked to minute this vote of thanks to everyone in village for their support following a recent accident.

d) E-mail from FHDC about an engagement meeting on the future of the Mildenhall base - for information only

e) E-mail from new county councillor, Robin Millar

The Council has received an e-mail from Robin Millar who has replaced Lisa Chambers as County Councillor. It was resolved that he would be invited to the Annual Parish Meeting.

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

A new vicar is due at end of the year. Peter Gill will be covering the role until then.

There being no further business the meeting closed at 8.30.pm.

Signed..... Dated