

DALHAM PARISH COUNCIL
Minutes of the meeting held on Thursday 29th September 2016

Councillors present: Isobel Aylott (Chairman), Rachael Padman, Karine Ferrin and Jackie Bolton

Also present: Joanne Kirk (Clerk), County Councillor Robin Millar,

1. Acceptance of apologies for absence

Apologies were received from Roger Dicker.

2. Declaration of Interest in items on the agenda

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

3. Approval of minutes of the meeting held on 4th August 2016

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

4. Report from County Councillor Robin Millar

Robin Millar introduced himself to the councillors. He looks forward to working with the Parish Council. He has taken on the role of working to promote stronger families. He is also a member of the Health and Wellbeing board.

Locally he has spent a lot of time on highways issues. Pressure has been put on the Police to enforce parking in Newmarket. This has now started to happen.

Parish forums. One thing being discussed is growth. They have been trying to promote better working relationship between Forest Heath District Council and parish councils by producing a Memorandum of Understanding.

There is concern about housing growth in East Cambridgeshire and its impact on the road infrastructure in Suffolk.

The Secretary of State's decision that Newmarket has special economic status and to stop the Hatchfield development in Newmarket has caused concern as many people feel that there is a need for additional housing in Newmarket.

Devolution. The debate is ongoing. Each area has to be in agreement for devolution to go ahead, this is looking unlikely in Norfolk. If devolution goes ahead, there will be an elected mayor. More money will be made available by the Government in return for more growth.

Strengthening communities. He asked if there are any projects in Dalham which he can support.

Highways is going through a lot of change at the moment. This has meant that things have not always run smoothly.

A question was asked about funding for the Vehicle Activated Sign and the speed reduction measures at the Lidgate end of the village. Robin Millar agreed to look into this.

5. Police issues

There was a break in the village a few weeks ago and some vandalism at the Old School.

6. To approve the procedure for co-opting new councillors

It was resolved that the procedure for adopting new councillors would be approved and that the clerk would contact the residents who have expressed an interest in being co-opted asking them to write to the her by a specified date confirming their eligibility to stand and writing a short paragraph explaining why they would like to become a parish councillor.

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

There were two outstanding councillor actions.

8. Finance

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

It was resolved that the following payments would be approved:

- Risby Parish Council – phone costs and 1/6th share of portable hard drive for backing up Council files - LGA 1972, s111 - **£27.85**
- HMRC – PAYE following pay increase - LGA 1972, s111 - **£1.80**
- Community Action Suffolk – insurance (Long-term undertaking expires 30/09/16) - LGA 1972, s111 - **£246.81**
- J P Kirk expenses – LGA 1972, s111 – **£23.57**
- Rachael Padman – to reimburse the cost of teak oil to stain the Dunstall Green noticeboard - LGA 1972, s111 - **£9.99**

Rachael Padman and Jackie Bolton signed the Schedule of Payments. The Chairman then countersigned it.

No additional payments were authorised between meetings.

b) Approval of the record of online payments

Jackie Bolton checked and signed the record of online payments.

c) Signatory to complete the checklist of Internal Controls

Jackie Bolton completed and signed the checklist of internal controls.

d) Inspection of parish council property

The property has been inspected and no problems found.

e) Update on the Annual Audit 2016

The Annual Return has been received from the external auditors BDO. There were no matters which came to their attention which required the issuing of a separate additional issues arising report.

f) Transfer of One Suffolk website from Suffolk County Council to Community Action Suffolk from 1st November 2016 with an annual charge of £50 for parish councils

It was resolved that the website would be transferred to Community Action Suffolk and that the payment of the annual charge of £50 would be approved. Robin Millar agreed to pay the £50 for the first year.

9. Planning

a) Email from West Suffolk re public notice of planning applications

West Suffolk has notified the Parish Council that it is a legal requirement for the Council to give public notice of certain types of planning applications and other planning matters by placing an advertisement in a locally circulated publication. They have reviewed their advertising costs and in future all their planning notices will be placed in the Friday edition of the East Anglian Daily Times only. Site notices for all applications will continue to be posted and notifications sent to adjoining properties.

Two applications have been received since the agendas for this meeting went out:

- DC/16/1932/FUL, The Mill, Stores Hill, Dalham, Single storey side extension (following demolition of unauthorised two storey side extension)
 - DC/16/1735/FUL, The Woodyard, Stores Hill, Dalham, 2 dwellings and ancillary access arrangements (retrospective)
- It was resolved that a planning meeting would be held on Thursday 13th October 2016 to discuss these applications.

b) Email from Bill Rampling about a meeting of the Rural Parishes Alliance on Monday 3rd October

It was resolved that the Parish Council would continue to support the RPA and that Isobel Aylott would try to attend the meeting.

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

a) Speed reduction measures

The Parish Council is still awaiting a response from Claire Starling.

b) Vehicle Activated Signs

The Parish Council is still awaiting confirmation of funding.

11. Village issues

a) Defibrillator

The Parish Council has received an additional £840 in donations. Free training will be given to 12 people. It was resolved that training would be offered initially to people who had made a donation. Additional costs will be mileage cost for the trainers and the installation cost for an electrician to wire the defibrillator in. Dalham Village Hall has confirmed that it is happy for the defibrillator to be installed outside the village hall. Jackie Bolton agreed to ask her neighbour who is an electrician if he would be interested in carrying out the work, if not Isobel Aylott will ask Rachel Mack Smith which electrician the village hall uses.

It was resolved that Karine Ferrin would order the defibrillator and that the invoice would be sent the clerk. Isobel Aylott agreed to contact the Dalham Estate to ask for the £500 donation they pledged.

b) Footpath Map

Isobel Aylott attended a meeting in Ousden. Ousden has completed the SCC template. Lidgate and Dalham have to finalise theirs. The aim is to launch in May 2017 to coincide with the Suffolk Walking Festival. The next meeting is in December.

c) Sharing local information

The possibility of setting up a Dalham Community Facebook page to share local information, such as police issues was discussed. Isobel Aylott agreed to discuss this with the village hall committee first. The clerk agreed to set up the page and Jackie Bolton agreed to be an administrator.

12. Correspondence

a) Email from West Suffolk re their joint Parish Conference on 14th November in Newmarket – for information only.

b) Email from Suffolk Police re a public meeting to be held by PCC Tim Passmore and Chief Constable Gareth Wilson on Tuesday 6th December 2016 – for information only

13. Any other business for noting or including on the agenda

Karine Ferrin announced her intention to step down at the end of the year.

There being no further business the meeting closed at 8.55pm.

Signed (Chairman) Dated