

DALHAM PARISH COUNCIL

Minutes of the meeting held on Thursday 30th March 2017

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

Also present: Joanne Kirk (Clerk) and two members of the public

The following issues were raised during the Open Forum:

- Problems with Broadband in Dalham because of a fault at the exchange in Ousden. The Parish Council agreed to look County Councillor Mary Evans who has a contact at BT to see what could be done to resolve the problems.
- 1. **Acceptance of apologies for absence**
Apologies were received from Jackie Bolton. Roger Dicker 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 minutes of the meeting held on 16th November 2016**
It was resolved that the minutes were correct. The chairman then signed them.
- 4. **Report from County Councillor Robin Millar**
Robin Millar met Councillor Jane Storey to discuss broadband provision in Dalham. Dalham is scheduled to be upgraded to faster broadband sometime between December 2017 and June 2018.
- 5. **Report from District Councillor Roger Dicker**
No report was received from Roger Dicker.
- 6. **Police issues**
There were no issues to report.
- 7. **Co-option of new councillor**
No prospective councillors attended the meeting. With the resignation of Karine Ferrin, the Parish Council will struggle to achieve a quorum at future meetings. The clerk was asked to include an item in the newsletter about the role of the Parish Council and whether Dalham would like it to continue, as this will not be possible without more volunteers coming forward.
- 8. **Update on list of actions agreed at the last meeting**
There were six 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:
 - J P Kirk expenses and pay adjustment – LGA 1972, s111 – **£8.50**
 - HMRC – PAYE - LGA 1972, s111 - **£1.00**
 Rachael Padman and Karine Ferrin signed the Schedule of Payments. The Chairman then countersigned it.
 - b) **Approval of payments authorised between meetings**
No payments were authorised between meetings.
 - c) **Regular payments made between meetings**
The following regular payments were made since the last meeting:

30/01/17	J P Kirk	S/O	215.63
28/02/17	J P Kirk	S/O	215.63
 - d) **Approval of the record of online payments**
Rachael Padman checked and signed the record of online payments.
 - e) **Signatory to complete the checklist of Internal Controls**
Rachael Padman completed and signed the checklist of internal controls.
 - e) **To decide whether Dalham Parish Council should claim back website costs from the Transparency Fund**
It was resolved that the Parish Council would claim in 2017/18 as it has missed this year's round of applications.

f) To decide whether Dalham Parish Council should transfer its website to the Suffolk Cloud

It was resolved that Dalham Parish Council would keep the website with One Suffolk until November when the decision will be reviewed.

g) Review all regular payments including the clerk's salary and approve payments relating to these services for 2017 – 2018

It was resolved that the following regular payments would be approved:

Payment	2016/17	2017/18	Notes
Community Action Suffolk - Insurance	£247	£247	
Subscriptions:			
SALC	£129	£133	
Risby Parish Council - phone costs	£22	£30	
Internal audit	£65	£65	
CAS Ltd - website hosting fee	£60	£60	
HMRC - PAYE	£3	£10	Amount may vary slightly
Clerk's salary	£2,588	£2,588	Monthly payment, amount may vary slightly if PAYE paid. Amount higher in 2016/17 because of transparency grant money paid
Fidelity funds Network - contribution to clerk's workplace pension	£180	£180	
Verge cutting	3-4 cuts @ £360 per cut	3-4 cuts @ £360 per cut	Amount may vary depending on weather conditions and number of cuts

h) Review of the clerk's salary for 2017/18 and approval of standing order

It was resolved that the clerk's hourly rate would increase from £12.44 to £12.56 in April 2017 in line with the NALC national salary award for 2017/18 and payments would continue to be made by standing order, which would be amended accordingly.

i) To review the income and expenditure for 2016/17 against the budget and discuss the level of reserves for general and earmarked expenditure.

Councillors reviewed the income and expenditure for 2016/17 against the budget. At year-end Dalham Parish Council will have a budget surplus of approximately £470. The estimated reserve as of 31/03/15: £4,493 of which £2,656 is already allocated so Dalham Parish Council has a good reserve.

j) To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate

Councillors reviewed the assets register. One new asset was added in 2016/17 - the defibrillator and cabinet.

k) To review the Council's risk assessment

It was resolved that no amendments were necessary. The Chairman then signed it. The clerk was asked to try and find an example of risk assessment for a defibrillator ready for discussion at the next meeting.

l) To check that the levels of liability insurance are adequate

- 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

m) To review the Council's Financial Regulations Orders and ensure that they are being complied with

It was resolved that the Council's Financial Regulations were being complied with. The Chairman then signed them

- n) **To appoint 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.
- o) **To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2017 and complete the inspection checklist.**
It was resolved that I Aylott would inspect the Council's property.
- p) **To appoint an internal auditor to complete section 3 of the annual return**
It was resolved that E Taylor would be appointed as internal auditor again this year and that a fee of £65 would be paid.
- q) **To review 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.
- r) **To review the Council's Standing Orders**
The Council's Standing Orders were reviewed. No changes have been made
- s) **To receive information about the Council's precept request**
No precept information has been received yet.

10. Planning

- a) **DC/16/1735/FUL - The Woodyard, Stores Hill, Dalham - 2 dwellings and ancillary access arrangements (retrospective) – application refused by FHDC – for information only**
- b) **DC/17/0542/TCA - 5 Church Lane, Dalham - TCA notification - lift and reduce by 2 metres 3 yew trees, reduce lateral branch of 1 sycamore by 3 metres**
Councillors agreed to have a look at the site and decide if they need a planning meeting.

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

- a) **Email from Suffolk County Council giving details of their new 'Report a flood in Suffolk' webpage on Suffolk County Council's website (www.suffolk.gov.uk/flooding) - for information only.**
- b) **Vehicle Activated Signs**
A Vehicle Activated Sign, data collection unit and additional set of brackets have now been ordered and County Councillor Robin Millar has given £3,000 by from his local Highways budget. The clerk was asked to find out when the VAS would be delivered. It was resolved that the payment of £3,100 + VAT would be approved.

12. Village issues

- a) **Village litter pick**
Isobel Aylott agreed to set a date and email it to residents on the email list.
- b) **Footpath Map**
There is a footpath meeting on 10th April.
- c) **New Families and Communities Liaison Officer Will Wright**
The clerk was asked to invite him to the July meeting.
- d) **Defibrillator training**
Another article will be included in the next newsletter as at least 7 more volunteers are needed.

13. Dates of meetings

- Thursday 18th May 2017 Annual Meeting of the Parish Council followed by the Annual Parish Meeting.
- Thursday 20th July 2017
- Thursday 21st September 2017
- Thursday 16th November 2017
- Thursday 18th January 2018
- Thursday 15th March 2018

14. Correspondence

- a) **Public consultation about Bury St Edmunds Masterplan – for information only**

There being no further business the meeting closed at 8.25pm.

Signed (Chairman) Dated