

DALHAM PARISH COUNCIL
Minutes of the meeting held on Thursday 4th August 2016

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

Also present: Joanne Kirk (Clerk)

1. Acceptance of apologies for absence

Apologies were received from Jackie Bolton. Robin Millar 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 Annual Meeting of the Parish Council held on 26th May 2016

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

4. Written report from County Councillor Robin Millar

- He has been appointed to Suffolk County Council's Scrutiny Committee of which he has attended two meetings so far. The first meeting looked at the Council's approach to consultations. In particular, differentiating between information, engagement and consultation exercises to set residents' expectations accordingly. The second meeting focused on domestic abuse and the services provided on this across the County.
- He has a portfolio role with special responsibility for stronger families. He has been involved in conversations with officers and the portfolio holder for education about school places for children. More children than ever were placed in their first and second choice schools this year. However, getting more children into first choice schools and addressing any shortfall of places must be a priority.
- There is a CCG consultation about possible changes to health services.
- Speeding in Dalham. Claire Starling met Rachel Padman on site in November 2015 where a speed limit extension/40mph buffer at the Lidgate end of the village was discussed. Claire Starling is awaiting feedback from Dalham Parish Council on the option of making a gateway feature with dragon's teeth and a 30 roundel to highlight the existing speed limit.
- Devolution. Forest Heath Councillors voted on the Devolution Agreement in June 2016. There is now a public consultation until 23rd August ahead of a vote by the end of October 2016.
- Brexit. This is a seismic event that will shape politics for the next decade. It will of course influence other matters and SCC we keep a watching brief to see what effect this will have locally.
- Hatchfield Farm. This is currently in the hands of Westminster but an announcement is expected imminently.
- The next Parish and Town Forum will be take place on Wednesday 14th September at 7pm at Red Lodge Pavilion.
- Communication. His aim is to attend a meeting of Dalham Parish Council at least once each quarter. Realistically, given the limited number of evenings in a week, there will be meetings that he is unable to attend. In such cases, where appropriate, he will endeavour to circulate a written report prior to the meeting. He regularly posts updates on his Facebook page – Cllr Robin Millar – and can be contacted anytime via email robin.millar@suffolk.gov.uk.

5. Police issues

No police issues were raised.

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

There were five outstanding councillor actions.

7. 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 - LGA 1972, S111 - **£40.72**
- Ken Hutchinson - verge cutting - Highways Act 1980, s96 - **£432.00**
- An online payment of **£500** to Dalham PCC to replace the cheque signed at the last meeting but which has gone astray. The cheque has now been stopped.

Rachael Padman and Karine Ferrin signed the Schedule of Payments. The Chairman then countersigned it.

b) Payments made between meetings

The following payments, which have previously been authorised, were made between meetings:

- Ken Hutchinson - verge cutting - Highways Act 1980, s96 - **£432.00**
- E Taylor – internal audit - LGA 1972, S111 - **£65.00**

No additional payments were authorised between meetings.

c) Approval of the record of online payments made since 1st April

Rachael Padman checked and signed the record of online payments.

d) Signatory to complete the checklist of Internal Controls

Rachael Padman completed and signed the checklist of internal controls.

e) Inspection of parish council property

This item is ongoing.

f) Update on the Annual Audit 2016

The accounts have been checked by the Council's internal auditor Elaine Taylor. No issues were raised.

The Annual Return has now been sent to the external auditors BDO LLP.

g) To approve the new NALC pay scale for the clerk which will be backdated until 1st April 2016

It was resolved that the new NALC pay scale for clerks would be approved and that the pay increase would be backdated to 1st April 2016. The pay increase for SCP 27 equates to £2.14 a month plus backdated pay from April to July of **£8.56**. It was resolved that the monthly standing order would be amended to **£215.63**.

8. Planning

a) Changes to the West Suffolk Planning Service – for information only

There have been a number of changes to the West Suffolk Planning Service. The planning desk has transferred to the Customer Services Team. There will be a new one-stop-shop planning web page. From 4th July there will be an upgraded charged-for pre-application advice service with costs starting at £48.00 and appointments needing to be booked

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

a) Rights of Way consultation

Isobel Aylott has submitted a response on behalf of the Parish Council.

b) Email from Claire Starling re speed reduction measures at the Lidgate end of the village

It was resolved that the clerk would contact Claire Starling to ask her to proceed with her suggestion to provide dragon's teeth, a 30mph roundel and white gates at Lidgate entrance to the village. The clerk was also asked to chase the Parish Council's VAS application which was re-submitted on 13th June as no response have been received from Suffolk County Council.

10. Village issues

a) Footpath Map

Footpath information needs to be transferred onto the Suffolk County Council template. Karine Ferrin has completed her section. Isobel Aylott needs to transfer her information onto the template.

b) Defibrillator

Three donations have been received totalling £250 leaving a shortfall of £500. It was resolved that the Council would try to raise the shortfall through donations and that the clerk would produce an update for residents about the progress to date and the hope that Dalham Parish Council will be in a position to purchase the defibrillator by the end September.

11. Correspondence

a) Letter from the NHS re proposed changes to Healthcare in West and East Suffolk

It was resolved that individual responses would be submitted.

b) Devolution public consultation which ends on 23rd August

It was resolved that individual responses would be submitted.

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

a) The Woodyard

The Council has received an update from Forest Heath District Council about the Woodyard. The owner of the site has until February 2017 to comply with the Enforcement Notice.

b) Vacancy on the Parish Council

The Parish Council has received confirmation from FHDC that no election has been requested by 10 electors so the Parish Council can now co-opt a councillor. This will be included on the next agenda.

There being no further business the meeting closed at 8.15pm.

Signed (Chairman) Dated