

## DALHAM PARISH COUNCIL

Minutes of the meeting held on Tuesday 20th January 2015

Councillors present: I Aylott (Chairman), R Padman (Vice-Chairman), J Atkinson and J Bolton

Also present: Mrs J Ince (Clerk), Sgt Jason Francis, PC John Gowing, County Councillor L Chambers and one member of the public.

**1. Acceptance of apologies for absence**

Apologies were received from J McCully. District Councillor Carol Lynch 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**

No crimes have been reported in Dalham since the last meeting. One speed check was carried out at about 4pm, but no one was caught speeding. There has been an increase in oil thefts and residents are asked to be vigilant, especially if they see a van or small lorry which they do not recognise parked on the road as the thieves are quite blatant about where they park when they carry out these thefts.

PC John Gowing is retiring but is not being replaced at present. J Bolton proposed a vote of thanks for all his hard work for Dalham during his time with the Safer Neighbourhood Team.

**4. Report from County Councillor Lisa Chambers**

She has received a lot of complaints from parish councils about Highways and has spoken to her senior officers about the poor service being provided. She will contact Highways about all the outstanding issues.

She spoke about the next budget with cuts of 38 million pounds required. One way of saving money is to move away from building based services in Children's Services and provide more outreach projects to help harder to reach families.

Suffolk County Council is discouraging the use of sky lanterns and balloons released on local authority-owned land and at events licensed by the Council. Sky lanterns and balloons pose a significant hazard to wildlife and property as they return to the ground. There have been many examples involving livestock, birds and sea-life getting injured as a result of these falling onto ground or into water. There is also evidence that fires have been caused by lanterns falling on to thatched roofs and other susceptible surfaces. There is also the issue of waste, as there is no way of knowing where the lanterns will fall once they burn out.

**5. Village hall report**

The Village Hall has a new licence for showing films at a greatly reduced cost provided the event is not advertised.

**6. Approval of minutes of the meeting held on Tuesday 18th November 2014**

One amendment was made to page 68, item 19: 'Update to the discuss on progress of the village welcome pack' was amended to "Update on the progress of the village welcome pack". It was resolved that the amended minutes were correct. The Chairman then signed them.

Councillors also reviewed the draft minutes of the planning committee meeting held on 16th December 2014 which are subject to approval at the next meeting of the planning committee. The following correction was made to item 70/3b:

*The paragraph 'The council has learnt that an appeal has been made against the Enforcement Notice but the Council has not been formally consulted. It was resolved that the Clerk would contact Forest Heath to ascertain how Dalham Parish Council could be involved in this process. It was resolved that the Council's response would be that any new building in Dalham should adhere to planning policy and be in accordance with all regulations and legislation.'*

was amended to:

*An appeal has been made against the Enforcement Notice. It was resolved that the Council's response would be that any new building in Dalham should adhere to planning policy and be in accordance with all regulations and legislation.*

**7. Co-option of a councillor**

It was resolved that Karine Ferrin would be co-opted onto the Council. She completed a Declaration of Acceptance of Office form and took a Register of Members Interest to complete.

**Action: KF**

**8. Update on list of actions since the last meeting**

The following actions are outstanding:

- Close the Santander account (JB)
- Stain the Dunstall Green notice board (JB)
- Request a form for electronic banking (IA)

- Make a list of volunteers who would be willing to spread grit (JA)
- Gathering of information about the ownership of Brookside (RP) - this item is ongoing
- Footpath review group (IA and JM)

## 9. Finance

### a) Approval of payments

It was resolved that the following payments would be approved:

- J P Ince - expenses December 2014 - January 2015 - LGA 1972, s111 - **£11.53**
- J P Ince - pay increase and non-consolidated one off payment - LGA 1972, s111 - **£11.91**

It was also resolved that I Aylott would be authorised to purchase 4 snow shovels for the grit bins up to a maximum of £50 for all four.

**Action: IA**

The Council has received a quote from K Hutchinson and Son for verge cutting from the junction of the Dalham to Denham Road and Dunstall Green Road to the stud farm in Ousden. He has quoted an additional £50. It was resolved that the Council would accept the quote and will contact K Hutchinson when they want the verges to be cut for the first time. He will be asked to avoid the daffodils and shrubs along the verges.

**Action: Clerk**

### b) Summary of the receipts and payments made since the last meeting

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

### c) To approve the 2014 -16 National Salary Award for the clerk which includes a non-consolidated payment and a new pay scale payable from 1st January 2015

It was resolved that:

- A non-consolidated payment of £10.80 would be made in January 2015 and a further £0.19 in April 2015.
- The hourly rate for the Clerk's pay (SCP 27) would increase to £12.32

### d) Letter from the Pensions Regulator about automatic pension enrolment

The Council has received a letter from the Pensions Regulator with a guide to automatic enrolment. Employees with monthly earnings below **£481** have the right to join a pension scheme but there is no requirement on Dalham PC for automatic enrolment. It was resolved that no further action would be taken as the Clerk is already enrolled in a pension scheme.

### e) E-mail from FHDC confirming that the tax base figures, which were sent with the precept forms in November, were approved with no amendments by full Council on 10th December 2014 - for information only

### f) E-mail from SEBC confirming that the Government is not looking to impose Council Tax level referendum cap at Parish Council level for the financial year 2015/16 - for information only

## 10. Planning

### a) Procedure for dealing with planning applications and notifying residents of meetings

At present meeting dates are advertised on the Parish Council website. Notices of meetings are displayed on the village notice board at least three working days before the meeting along with the agenda. The agenda is also published on the Parish Council website. As meetings of the planning committee are arranged on an ad hoc basis, it was resolved that in addition to the above, applicants whose applications are to be discussed and neighbours who will be affected by the application will be sent individual notifications of the meeting. The clerk was also asked to find out if it would be possible to put meeting dates in the 'Announcements and Forthcoming Events' section of the Dalham website.

**Action: clerk**

### b) Ongoing planning issues

#### The Woodyard

Dalham Parish Council has sent a letter to the Planning Inspectorate as agreed at the planning meeting on 16th December

#### The Mill

The owners of the Mill have been sent a letter from FHDC giving advice following their visit to the site. The letter points out the breaches to planning regulations and how to remedy them.

## 11. Highways/Rights of Way/Environment Agency/Transport issues:

### a) Outstanding Highways and Rights of Way issues

There are a number of outstanding Highways issues. The Council has received no response to their requests for further information. Lisa Chamber agreed to speak to Highways. Ross Corbyn from Highways has now moved to Wessex so is no longer dealing with the issues reported to him. Lisa Chambers agreed to follow them up with his replacement.

**b) Tree issues**

- **Diseased tree on Brookside**

As the village is in a Conservation Area any tree works would need planning permission from the owner. It is still not certain who owns the diseased tree, though the Council has received an e-mail from a resident about Brookside and possible ownership. It was resolved that the Council would collate the information from this e-mail and from the minutes of previous meetings to provide evidence of ownership of Brookside.

The Council has also received information from its insurers, Zurich PLC about liability for the tree should it decide to carry out any tree work. DPC would need to issue a disclaimer saying that any tree works carried out are a one off gesture of good will and that DPC is not assuming responsibility for the tree in the future. Zurich has confirmed that it would cover DPC for liability if the tree causes damage/injury and the Council is to blame but would not cover negligence of the contractor.

It was resolved that the clerk would contact FHDC to request their Tree Officer come and report on the state of the tree and advise on the process necessary to obtain planning permission (advice on other trees in the vicinity would also be appreciated) on the basis that the tree is unsafe. The clerk was also asked to obtain a third quote for the tree works in addition to the two quotes already supplied by J Porter.

**Action: Clerk**

**12. E-mail from Tarndeeep Sandhu from the Harlequin Group about the Government's Mobile Infrastructure Project to improve the mobile phone signal in areas with a poor mobile reception and asking for the Council's help in identifying suitable locations to site a signal mast**

It was resolved that the Council would contact Strutt and Parker to find out if they have been approached about providing a suitable location and if they have, would they reconsider as Dalham has a poor mobile reception and this is a frequent complaint by residents. Improving the mobile phone network would benefit the whole community.

It was also resolved that a request for help in identifying possible locations be included in the next newsletter.

**13. Village issues****a) The state of the telephone box**

It was resolved that the clerk would contact BT about the phone box which needs repainting.

**Action: Clerk**

**b) Suggestion to hold a village spring clean**

The Council agreed on Saturday 14th March for a village spring clean. It was resolved that details would be publicised in the newsletter followed by social event in the Affleck Arms (subject to confirmation with the landlord).

**Action: IA and Clerk**

**14. Dates of meetings in 2015/16**

It was resolved that the following dates would be approved:

- 14th April 2015 - Annual Parish Meeting
- Tuesday 19th May 2015 Annual Meeting
- Tuesday 21st July 2015
- Tuesday 15th September 2015
- Tuesday 17th November 2015
- Tuesday 19th January 2016
- Tuesday 15th March 2016

**15. Parish Council Elections on 7th May 2015**

SEBC will be holding free elections training mid Feb to which clerks and councillors will be invited. Nomination forms will be given out then. Four councillors said they were happy to be nominated.

**16. Neighbourhood Watch**

J Bolton received an e-mail from Neighbourhood Watch as they are trying to re-establish it in Dalham. It was resolved that an article would be included in the next newsletter to see if any residents would be interested in volunteering.

**Action: Clerk**

**17. Dates for distribution of the Dalham newsletter**

It was resolved that the newsletter would be distributed four times a year in the spring, summer, autumn and winter to fit in around parish council meetings.

**18. Correspondence:**

- a) **E-mail from UK Power Networks about their vulnerable customer register for people who may need extra support during a power cut**  
It was resolved that details would be included in the next newsletter.
- b) **E-mail from SALC about the Government's Automatic Precept Referendums consultation which is looking at whether parish councils should be subject to precept referendums in line with larger councils.**  
It was resolved that no response would be submitted.
- c) **Letter from the New Anglia Growth Hub giving details of their free face-to-face business support**  
It was resolved that details would be included in the next newsletter.

**Action: Clerk**

**There being no further business the meeting closed at 9.44pm**

Signed ..... (Chairman) Dated .....