

# DALHAM PARISH COUNCIL

Minutes of the meeting held on Tuesday 17th March 2015

**Councillors present:** I Aylott (Chairman), K Ferrin, J McCully and J Bolton

**Also present:** Mrs J Ince (Clerk) and District Councillor Carol Lynch

**1. Acceptance of apologies for absence**

Apologies were received from J Atkinson and R Padman. County Councillor L Chambers 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 District Councillor Carol Lynch**

Councillor Lynch spoke about the following:

- Planning issues in Dalham

**4. Approval of minutes of the meeting held on Tuesday 20th January 2015**

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

**5. 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)
- Gathering of information about the ownership of Brookside (RP) - this item is ongoing

**6. Finance**

**a) Approval of payments**

It was resolved that the following payments would be approved:

- HMRC - PAYE - LGA 1972, s111 - **£2.20**
- J P Ince - expenses - LGA 1972, s111 - £10.60 and pay adjustment (difference between standing order and correct monthly salary £4.22. Total paid **£14.82**

It was also resolved that the clerk would be authorised to purchase the latest version of the website software used at a cost of approximately £50 and that Dalham PC would pay one sixth of the cost.

**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) Review of all regular payments including the clerk's salary and approval of payments relating to these services for 2015-16**

It was resolved the following regular payments would continue to be paid in 2015 - 16:

Regular payments	2014 - 2015	2015- 2016	Frequency
<b>Insurance</b>	£236.00	£236.00	Annually
<b>Subscriptions:</b>			
SALC	£120.00	£120.00	Annually
Community Action Suffolk	£30.00	£30.00	Annually
<b>Services</b>			
Verge cutting	£1,295.00	£1,500.00	Annually
<b>Clerk's phone</b>	£33.00	£33.00	Annually
<b>Fidelity (clerk's workplace pension)</b>	£15.00	£15.00	Monthly
<b>Clerk's salary</b>	£211.00	£214.00	Monthly

**d) Review of the income and expenditure for 2014/15 against the budget and discuss the level of reserves for general and earmarked expenditure**

Councillors reviewed the income and expenditure for 2014/15 against the budget. The Council had a budget deficit of approximately £16.00

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

It was resolved that the Council would approve the revised Financial Regulations based on the NALC model to introduce procedures to allow for electronic banking.

- f) **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 K Ferrin would check the Council's accounts this year.
- g) **Approval of the revised risk assessment based on the model provided by BDO LLP**  
It was resolved that the revised risk assessment would be approved. The Chairman then signed it.
- h) **Appointment of a councillor to inspect the Council's property for damage or defects by 30th April 2015 and complete the inspection checklist.**  
It was resolved that I Aylott would inspect the Council's property.
- i) **Review the register of fixed assets and insurance values**  
Councillors reviewed the assets register. It was resolved that the insurance values were correct.
- 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) **Appointment of an internal auditor to complete section 3 of the annual return**  
It was resolved that the clerk would ask R Padman to e-mail round to find out if anyone would be willing to check the Council's accounts this year and to confirm if they would be happy to receive correspondence direct from the clerk and for the clerk to keep a list of their e-mail addresses. If no one comes forward to check the accounts, it was resolved that E Taylor would be appointed as internal auditor and that a fee of £65 would be paid.
- l) **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.
- m) **Review the Council's Standing Orders**  
The Council's Standing Orders were reviewed and updated on 18th November 2014 to add in changes brought in by Openness of Local Government Bodies Regulations 2014 Act.
- n) **Precept request**  
No precept information has been received yet.
- o) **Letter to Lloyds amending monthly standing order for clerk's salary**  
It was resolved that the clerk's salary would continue to be paid by standing order and that the monthly standing order for the clerk's salary would be amended following the pay increase agreed at the last meeting. The letter to Lloyds was signed by I Aylott with R Padman to sign it later.
- p) **Reserves**  
At year end, the estimated bank balance is £5,892, less allocated funds of £2,072 as detailed below. **Predicted reserve: £3,819.** BDO LLP recommends that reserves should be at least 50% of the Council's annual precept request of £5,523 so Council has a good reserve.

## 7. Planning

- a) **Draft Memorandum of Understanding**  
It was resolved that the Council was happy with the shorter version of the Draft Memorandum of Understanding which had been amended by Moulton Parish Council.
- b) **FHDC and SEBC's Joint Development Management Policies Local Plan Document has now been adopted. This supersedes some of the policies in the FHDC Local Plan 1995 (for information only)**

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

- a) **E-mail from Ross Corbyn at SCC with his suggestions for Highways modifications for Dalham**  
This item was deferred until the next meeting.
- b) **Ownership of Brookside**  
The Council is still trying to find concrete evidence of ownership. It was resolved that residents of Brookside would be invited to the Annual Parish Meeting and asked to bring along copies of their deeds if they have them. I Aylott agreed to draft a questionnaire for residents at the APM. J Bolton and I Aylott agreed to draft a letter to Ruston and Lloyds. The clerk was asked to contact J Porter to ask him for a copy of the tree report.
- c) **E-mail from a resident about verge cutting along Brookside**  
The Council has received an e-mail from a resident asking for the verges along Brookside to be cut as part of the Council's current contract. As R Padman was not at the meeting and she set up the current contract, it was resolved that the clerk would discuss the contract with her first before any decisions are made.
- d) **Possible siting of a mobile phone mast**  
View of residents are mixed but no one has come forward to offer any land to site a mast. It was resolved that the clerk would contact the Harlequin Group to let them know this.

**9. Parish Council Elections on 7th May 2015****a) Nomination forms**

4 councillors completed their nomination forms.

**b) E-mail from SEBC re cost of a contested election**

Dalham Parish Council will be expected to pay approximately £200 for a non-contested election and between £500 and £666 if contested.

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

It was resolved that meetings would be held on the following dates:

- Thursday 16th April - Annual Parish Meeting - 7pm
- Tuesday 19th May 2015 - Annual Parish Council Meeting at 7.45pm
- Thursday 23rd July 2015 - (This is the fourth Thursday in July)
- Thursday 17th September 2015
- Thursday 19th November 2015
- Thursday 21st January 2016
- Thursday 17th March 2016

**11. Correspondence:****a) Letter from SCC re their Education and Learning Infrastructure Plan**

The letter was circulated to councillors.

**b) E-mail from Newstalk requesting a donation**

It was resolved that no donation would be made.

**c) E-mail from the Spinal Injuries Association about their fund raising event the Great British Fish and Chip Supper 2015 on Friday 15th May 2015 - for information only****12. Any other business for noting or including on the next agenda**

The village spring clean was successful with ten residents taking part. The suggestion was made to organise an annual 'Spring Clean' on the first Saturday in March and to ask the adjoining parishes to co-ordinate on that date.

**There being no further business the meeting closed at 9.15pm**

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