

DILHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 20th May 2026 in Dilham Village Hall

Present: Councillors: J G Paterson, (Chairman), I Warner, P Duffield, N Loadman, S Rowland and P Noble and 4 members of the public.
Also present C Drew (Parish Clerk).

1. ELECTION OF CHAIR

Mr J G Paterson was elected unanimously (Proposed by Cllr P Duffield and Seconded by Cllr P Noble)

2. TO RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE

Cllr JG Paterson signed the Chair Declaration of Acceptance of Office

3. ELECTION OF VICE CHAIR

Cllr I Warner was unanimously elected (Proposed by Cllr S Rowland and Seconded by Cllr P Noble)

4. APOLOGIES FOR ABSENCE

None

5. APPROVAL OF THE MINUTES OF THE LAST MEETING

The minutes of the last meeting were approved and signed as a true record of the business of the meeting.

6. MATTERS ARISING

None

7. TO CONSIDER A CO-OPTION APPLICATION

Steph Butcher's application was considered and unanimously approved. Steph signed the declaration of acceptance form.

8. TO RECEIVE DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA AND CONSIDER REQUESTS FOR DISPENSATIONS

None

9. REGISTER OF INTEREST FORMS

The Clerk reminded the Councillors to update their Register of Interest Forms if anything has changed.

10. ANNUAL RETURN

a. To receive Internal Auditor's Report - **Received and agreed**

b. Completion of the Annual Governance Statement - **Approved and signed by the chair**

c. To Approve the Annual Parish Council Statement - **Approved and signed by the Chair**

d. To Approve the Annual Return – **Approved and signed by the Chair**

11. PUBLIC PARTICIPATION/DISTRICT & COUNTY COUNCILLOR REPORT

A parishioner brought up the licensing application at Dilham Retreats and raised concerns about the impact on the pub and the noise. It was confirmed that Dilham PC had submitted an objection to this licensing application.

Member of the public raised the question of number of parish councillors on the village hall committee and also the security of only having one 'signatory' required for Village Hall Committee banking. Councillor Loadman (who is also Chairman of the Village Hall Committee) explained that there had been a recent change of bank and that they would investigate how the procedure for approval of payments can be made more secure.

Member of public raised the question of the road safety in the vicinity of the bend outside the Cross Keys public house, the damage to neighbours hedge and the traffic in general approaching the corner. Another member of the public suggested that removal of the grass triangle would be detrimental to road safety. The chairman

explained that all approaches by the Parish Council to Highways have been rejected and that the suggested way forward is by demonstration by weight of public opinion which, if the Dilham residents arrange, the parish council will back. (This also covers items 12 c & d)

12. CORRESPONDENCE

- a. To note email and response re license application - WK/260003110 Glamping Site, Oak Road, Dilham. **Noted**
- b. To note email Broads Authority –Review of the Broads Plan **Noted**
- c. To discuss email re Safety of Dilham’s Roads **Discussed above**
- d. To discuss email re grass triangle outside the pub **Discussed above**

13. FINANCIAL AND ADMINISTRATIVE MATTERS

- a. To review Schedule of Assets **Resolved Reviewed**
- b. To appoint Internal Auditor – **Action Clerk to move to next meeting**
- c. To appoint a member of the council to undertake the periodic review of the administration and accounting procedures **Resolved Cllr I Warner was unanimously voted and agreed to take on this review.**
- d. Approve the schedule of meetings 26/27 **Resolved as attached (appendix 1)**
- e. To Review risk assessment Risk assessment to include physical risks associated with parish council owned equipment. Suggested to include risks with the moving and installation of SAM2 equipment. **Action Councillor Warner**
- f. To Consider Parish Council Insurance Renewal **Resolved and Approved**
- g. To consider subscription to Norfolk ALC **Resolved and approved**
- h. To consider subscription to NPTS **Resolved to approve**
- i. To approve General Reserve Figure – **Resolved to keep the same figure as last year.**
- j. To receive monthly budget report – **Received and approved**
- k. To Approve the Annual Bank **Reconciliation Received and approved**
- l. To consider installing and maintaining dog bins for the village - Provision of dog waste bins in locations around the parish was discussed. The clerk will contact the waste disposal company to confirm the costs to the parish for the routine emptying of each bin. Subject to be discussed further at the next meeting. **Action Clerk to move this item to the next meeting.**

14. INVOICES TO APPROVE FOR PAYMENT

£

a. NPTS Subscription	74.40
b. Parish Clerk salary April and May	524.74
c. HMRC Income tax	106.00
d. Norfolk ALC subs	123.64
e. Insurance premium	241.00
	Total £1069.78

Income: Precept £3100

Resolved: Noted income and to make all payments as above

15. Public Rights of Way

- a. Update on highways maintenance

16. PLANNING MATTERS.

- a. Applications for consideration: None
- b. Notifications: None
- c. Outstanding: None

**d. Responses sent under the Planning Protocol: PF/26/0791| Dilham Grange, Chapel Road, Dilham, Norfolk| Installation of ground mounted solar PV array–
Response sent – No comment**

16. ITEMS FOR REPORTING FOR FUTURE AGENDA

17. DATE AND TIME OF THE NEXT MEETING

Wednesday 9th September 2026 commencing at 7.30pm in Dilham Village Hall

Signed: Chairman

Date:

Appendix 1

Dilham Parish Council

Your Parish Councillors

James Paterson – Chairman
Iain Warner – Vice Chairman
Peter Duffield
Neil Loadman
Philip Noble
Stephanie Rowlands
Steph Butcher

Wednesday 9th September 2026

Wednesday 25th November 2026

Wednesday 27th January 2027

Wednesday 19th May 2027 APM and AGM

All meetings start at 7.30 p.m. in Dilham Village Hall

For more information visit:

<https://dilhampc.wixsite.com/dilhampc>

Contact the Clerk Charlotte Drew at dilhamparishcouncil@outlook.com