

**DULLINGHAM PARISH COUNCIL**  
**[www.dullingham.org.uk](http://www.dullingham.org.uk)**  
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Chairman: K Owen

Clerk: Mrs J Weaver

Minutes of the meeting of Dullingham Parish Council held in The Taylor Hall, Dullingham at 7.15p.m. on Thursday 1<sup>st</sup> June 2017

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**Present:-** Cllr K Owen (Chair), Cllrs Algar, Marden and Simpson

**010617/001 To receive and approve apologies for absence**  
Cllrs Morley, Parkins and Robertson

**010617/002 To receive declarations of Interest**  
None

**010617/003 Open Forum**  
No members of the public present

**010617/004 To approve the Minutes of 15<sup>th</sup> May 2017**  
The minutes of the Meeting of the Parish Council held on 15<sup>th</sup> May 2017 were approved and signed as a true and correct record.

**010617/005 Matters arising - Consideration of Action Update Sheet**  
Council considered the attached Action Update Sheet. The signs at the play area had now been installed. Quotations for the annual inspection at the play area had been received and would be considered later in the meeting. The next newsletter is scheduled for Autumn 2017. An update is awaited from Cllr Robertson regarding any necessary surveys required for the updating of the Parish Council owned street lights.

**010617/006 Election of Councillors for specific responsibilities**  
It was decided that the Councillors responsibilities would remain as follows for the coming year –  
Planning and Affordable Housing and Land Trusts – Cllr M Robertson  
Village Green, Play Area and Sports Field – Cllr R Morley / Cllr C Simpson  
Parish Council Assets, Register Maintenance and Environment – Cllr R Algar  
Newsletter and Publicity – Cllr G Parkins  
Footpaths and Conservation – Cllr S Mardon  
Finance – Cllr K Owen

**010617/007 County and District Councillor Reports**  
Cllr Chris Morris reported on various meetings he had attended since he had last attended a Parish Council Meeting. Cllr Morris informed Council that the Annual Meeting had recently taken place at East Cambridgeshire District Council and there was now a new leadership team and restructuring of committees.

**Cllr Chris Morris left the meeting at 8.05pm**

**010617/008 Finance**  
008.1 Payments To approve accounts for payment  
The following payments were approved and cheques signed accordingly:  
J Weaver – (Salary) - £318.24 (Standing Order)  
Burwell Parish Council – (Photocopies Annual Report) - £5.00  
CAPALC – (Membership Fees) – £252.32  
LGS Services – (Internal Audit) - £90.00  
L F Field – (Grass Cutting) - £390.00

An invoice had been received from Balfour Beatty – (Street Lighting) – £1088.80 this was for year 3 of the previous contract for the year 2015 which they had failed to raise. Council

did not sign the cheque for this invoice and the Clerk was asked to contact the Internal Auditor for advice on paying an invoice which is 2 years old.

- 008.2 Receipts  
ECDC 1<sup>st</sup> Installment of Precept - £8677.29  
Sports Field Rent – Annual Fee – 50 pence
- 008.3 Review of Internal Audit 2016/17 and Appointment of Internal Auditor 2017/18  
Council agreed to appoint LGS Services to act as Internal Auditor for Dullingham Parish Council for 2017/18. The same scope of audit as in 2016/17 would be requested. The Clerk reported that no points for serious concern were raised at the Internal Audit.
- 007.4 Consideration of Play Ground Inspection Quotations  
Three quotations for the annual playground inspections had been received. Council agreed to accept the quotation for an accompanied inspection from Wicksteed Playscapes at a cost of £71.00 plus a detailed analysis of risk at £15.00.

**010617/009 Environment and Footpaths**

- 009.1 Monthly Footpath Report  
Cllr Mardon reported that she would liaise with the Clerk regarding obtaining quotations for the installation of the two gates from the Highways Department for footpaths 2 and 3. The Clerk was asked to remind the relevant authorities to cut the hedge on footpath 2. Cllr Mardon reported that a number of footpaths in the Parish are becoming overgrown these had been reported to the Highways Department.
- 009.2 Trees  
Nothing to report

**010617/010 Planning**

- 010.1 To receive Planning Application decisions:  
**17/00312/FUL Woodlands, 1 Elm Close, Dullingham**  
Form two detached dwellings from the existing single one (16/01274/FUL)  
– **REFUSED**
- 010.2 To consider recent Planning Applications:  
**17/00725/FUL Land North East of Widgham Park, Dullingham Ley**  
Proposed new house and garages  
**NO OBJECTIONS.** The Parish Council has no objections providing it remains as a family home which the applicant assured us it would during a recent visit to a Parish Council meeting. Please note we do have concerns regarding the increased volume of heavy vehicles using Dullingham Ley while construction is taking place and the damage this is likely to cause to this narrow country lane. The Parish Council also notes that the site of the house has moved from the original application (April 1991 Ref. E/0668/90/F) and we would like to request that the original footings which have already been constructed are removed.

**060417/011 Play Area**

- 011.1 Play Area Maintenance  
Cllr Simpson reported that the cost of new locks for the playing field would be £45.00 this includes 2 locks and 4 keys. Council agreed that these should be ordered. Cllr Algar reported that there were a number of areas in the play area / Millennium Garden that required painting. Council agreed that this should be done and Cllr Algar agreed to paint the areas required.

**060417/012 Correspondence**

- 012.1 Letter from MAGPAS requesting a donation  
Council agreed that no donation would be given at this time.
- 012.2 Letter from The Voluntary Network requesting a donation  
Council agreed that no donation would be given at this time.
- 012.3 Email regarding planning application 17/00711/FUL  
The Granary North East of 104 Station Road, Dullingham  
Council notes an email received from a parishioner regarding the above application. All points were noted and the email would be kept as reference with the planning application.

**010617/013 Other Matters**

013.1 Rural Services Grant

A variety of trees were considered for purchase. Cllrs Simpson and Algar would give further consideration to one or two trees and a decision would be taken at the July meeting.

The Council considered the purchase of a bench for the village. Cllr Simpson had researched the different types of benches available and it was agreed to purchase a Phoenix Recycled Material Seat from Glasdon at a cost of £416.69 (excluding VAT).

The Guides had outlined a village footpath walk / scavenger hunt and details would be listed in the proposed Visitors Centre.

The telephone box needed to be cleaned and repainted and would then be ready for use as the new proposed Visitors Centre.

013.2 East Cambridgeshire District Council – Local Plan Update

The Parish Council's report had now been submitted to East Cambridgeshire District Council. Letters and contact details received from residents had been noted by the Parish Council and would be kept on file.

013.3 Car Parking

A 'No Parking' sign had been requested from the Highways Department for the area outside the King's Head Pub. The Clerk would request an update on this.

013.4 Street Lighting Maintenance Contract

An email had been received from Balfour Beatty following the Parish Council's complaint regarding the street lighting maintenance contract. The Parish Council did not feel the email provided an adequate response. The Street Lighting Maintenance Contract had previously been discussed under Finance and would again be discussed at our next meeting.

**060417/014 Councillors' Reports** - To receive reports from Parish Councillors  
No further issues to report.

**010617/015 Absences**  
All absences were noted by the Clerk.

**010617/016 Risk Assessments**  
Council agreed that there was no need to carry out additional risk assessments.

**10617/017 Date of the next meeting**  
The next meeting of the Parish Council will take place on Thursday 6<sup>th</sup> July 2017.

The meeting closed at 9.28pm.

**Signed**

**Dated**