

DULLINGHAM PARISH COUNCIL
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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 2nd June 2016

Present:- Cllr K Owen (Chair), Cllrs Mardon, Algar and Robertson (arrived at 8.10 pm)

020616/001 To receive and approve apologies for absence
Cllrs Morley and District Councillor C Morris

020616/002 To receive declarations of Interest
Cllr M Robertson - (Planning Application)

020616/003 Open Forum
No members of the public present

020616/004 To approve the Minutes of 19th May 2016
The minutes of the Annual Meeting of the Parish Council held on 19th May 2016 were approved and signed as a true and correct record.

020616/005 Matters arising - Consideration of Action Update Sheet
Council considered the attached Action Update Sheet. Cllr K Owen agreed to contact Cary Simpson to ask him to supply the recently discussed gateway feature. The gates would be installed near the start of the 30mph sign and it was thought that a 30mph sign on the gate was more likely to be effective. Council members had recently met with Neil Band from the Highways Department regarding the Eagle Lane / B1061 junction, various options had been discussed and a response was awaited from Neil Band. Councillors were asked to forward all items for the next Newsletter to Cllr Parkins by 20th June. The Local Highways Improvement Initiative – 2016/17 funding which had recently been secured was discussed, suggestions to be considered included a buffer zone from 40mph down to 30mph to slow traffic down coming down the hill and to move the 30mph sign further up the hill as previously agreed. If funds were still available a VAS was suggested. Cllr K Owen had now moved the files he had in storage to the Parish Council filing cabinet located at the Taylor Hall. The Clerk reported that she had received notification that funding under the Transparency Fund for Smaller Authorities had now been secured, this would be discussed further at the next Parish Council meeting.

020616/006 Elections of Councillors for specific responsibilities
Following discussions with the Chairman the following councillors agreed to undertake the following responsibilities -
Planning and Affordable Housing and Land Trusts – Cllr M Robertson
Village Green, Play Area and Sports Field – Cllr R Morley
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

020616/007 Policy and Regulation Review

Standing Orders
Financial Regulations
Risk Management Policy
Complaints Procedure
Freedom of Information
Publication Scheme
Publication Scheme- Information Document

It was felt that this item should be carried forward to the July meeting of the Parish Council. The Clerk will forward copies of the Policies to members of the council to enable them to consider them in detail prior to the meeting.

020616/008 County and District Councillor Reports

District Councillor Morris had sent his apologies. He had asked the Clerk to inform the Council that the next meeting of the Parish Forum will take place at Cheveley Community Room on Monday 27th June 2016 at 7.30pm. Cllr K Owen and Cllr S Mardon agreed to attend.

020616/009 Finance

009.1 Payments To approve accounts for payment

The following payments were approved and cheques signed accordingly:

J Weaver (Salary) - £318.24 (Standing Order)
J Weaver (Expenses and Mileage) - £68.39
CAPALC Membership Fees 2016/17 – £246.64
J A Neale (Internal Audit Services 2015/16) - £100.00
Burwell Parish Council (Photocopying – Annual Report) - £16.50

009.2 Review of Internal Controls

The Council reviewed the Internal Controls.

009.3 Review of Effectiveness of Internal Controls

The Council was happy that the Internal Controls were effective and all the financial affairs were in order during the last financial year.

009.4 Signing of Governance Statement and Annual Return

The Chairman read out the Governance Statement and details of the Annual Return, these were agreed by Council. The Chairman and the Clerk then signed the necessary documentation.

009.5 Asset Register Checklist

Cllr R Algar had taken over responsibility for the Asset Register Checklist and a copy was passed to him for reference.

009.6 Appointment of Internal Auditor 2016/17

Council agreed to appoint Jenny Neale to act as Internal Auditor for Dullingham Parish Council for 2016/17. The same scope of audit as in 2015/16 would be requested. The Clerk confirmed that the only issue raised on the Internal Audit Report for the year ending 31st March 2016 was that future records include details of assets held by the parish along with date of last maintenance inspection and also showing annual cost of maintenance against each asset so that it is possible to find out from the asset record what costs are incurred annually on maintenance.

020616/010 Environment and Footpaths

010.1 Monthly Footpath Report

Cllr S Mardon reported that a footpath on Mr Gredley's land had been missed when grass cutting had taken place.

The footpath from the school to Taylor's Field was scheduled to have the kissing gates taken out, this had been confirmed by Karen Champion, Footpath Officer at the County Council. Steps had been put in by the County Council a number of years ago, however, these were difficult for pushchairs and it was felt a ramp would be a better alternative, the steps are becoming overgrown by low vegetation, Cllr Mardon agreed to speak to the property owners regarding this.

010.2 Trees

A significant number of large ash trees on Watery Lane are looking badly diseased and it is felt need closer examination by a professional tree company. Watery Lane, Footpath 13 is used a lot of members of the public and we want to avoid unnecessary danger but also we don't want to lose trees needlessly. The Clerk was asked to contact the landowners with regard to this.

An ash tree is down on Gypsy Hall Lane, Cllr Mardon is liaising with Karen Champion regarding this.

020616/011 Planning

011.1 To receive Planning Application decisions:

The following planning decisions had been received from the District Council:-

16/00387/FUL Middle Park Stud, Dullingham Ley

Erection of four blocks of five stables – APPROVED

011.2 To consider recent Planning Applications:

Cllr M Robertson had declared an interest in the following application and left the room while the application was discussed:

16/00546/FUL Paddocks South of 27 to 29 Stetchworth Road, Dullingham

Erection of two stables with feed room and hay store – NO OBJECTIONS

011.3 Planning Report

Members of the Council had recently attended a Parish Conference and Local Plan. Cllr Robertson had a form to complete and return allowing the Parish Council the chance to give their opinions on the suitability of proposed sites for more developments within Dullingham. Whilst some sites in Dullingham were considered suitable, some sites were felt too large as too many houses would then be built and there is concern over local infrastructure not being able to cope with such demand. Council had previously stated that we felt we were only a small sized village and not a medium sized village as was indicated by East Cambridgeshire District Council, it is felt we are lacking facilities which would enable the village to be classed as medium sized.

020616/012 Play Area

012.1 Play Area Weekly Maintenance

Cllr R Morley had taken over responsibility for the play area and more regular inspections were scheduled to take place. Cllr M Robertson and Cllr R Algar agreed to look at the digging out of the nets before the next Council meeting to establish whether this was considered necessary to aid the installation of replacement nets.

020616/013 Correspondence

013.1 Email of resignation from the Parish Council from Tim Owen

An email of resignation had been received from Tim Owen. The Council asked the Clerk to write to Tim Owen thanking him for all his years of service to the Council and wishing him well in the future.

013.2 ECDC – 3R Campaign – Raising Awareness of Radicalisation

Council was made aware of this new campaign from East Cambridgeshire District Council regarding raising awareness of radicalization in the community.

013.3 CCC – Cambridgeshire Highways Depot Open Days 2016

Council was notified of the forthcoming open days for the Cambridgeshire Highways Depot.

013.4 Letter from Wing Commander Venner RAF (Ret'd) – Regarding the Closure of the Stetchworth and Dullingham Branch of the Royal British Legion

Cllr K Owen agreed to speak to Wing Commander Venner to ascertain if there were any remaining members of the branch and any further relevant information. Council felt they would need to ascertain if they were allowed to hold money in trust and what if any the implications would be for the Council.

013.5 Letter from East Cambridgeshire Community Safety Partnership

The Clerk informed the Council that she had recently met with Inspector Marcia Pringle and Sergeant Tim Kirkby who are involved in this initiative in the district. The Clerk gave a brief outline of the discussions. The Clerk was asked to acknowledge the letter and state that any support for speed reduction and input and advice would be greatly appreciated.

Council had been approached about the Parish Council becoming involved with a Dullingham Village Community Facebook group, this was discussed and it was felt that whilst not becoming directly involved we would ask that they would put on a link to the Parish Council website.

020616/014 Other Matters

014.1 Rural Services Grant

Cllr K Owen presented a list of suggestions for the use of the rural services grant we had recently been allocated. The suggestions included:

- Planting of a new tree and shrubbery around the triangle at the Station Road and Balsham Lane junction
- Garden benches at Cross Green and on the sports field
- Dog bins on the footpath beside the school fields and the Cross Green area
- Purchase our own grass cutter for the sports field and the village green
- Replant daffodil bulbs and snow drops on the village green and around the village

- A donation to the school for equipment for a village school project
- Establish a Dullingham Visitors Centre in the telephone box including leaflets and information on the local area and local facilities
- Purchase our own photocopier

Councillors agreed to consider these suggestions for further discussion at the next Parish Council meeting.

014.2 Use of Village Green for Car Parking

Council agreed that a form and a set of rules should be drawn up for future use of the village green for car parking. Details of who to contact for those wishing to use the village green for car parking would be posted on the notice board and in the newsletter.

014.3 100th Anniversary of the Battle of the Somme

A letter had been received from the Centenary Fields organisation, however, it was felt that there was no land available for this purpose in the village. Council felt that rather than marking the anniversary of the battle of the Somme it would be better to mark the centenary of the end first world war in 2018. Interest was raised regarding obtaining further information on the men of Dullingham who had lost their lives in the First World War and were commemorated on the War Memorial. It was suggested that further information may be available from the Anglian Regiment and a number of websites. Cllr M Roberson agreed to look further into this matter.

020616/015 Councillors' Reports - To receive reports from Parish Councillors

Cllr M Robertson reported that a lot of rubbish had been left on the sports field. It was suggested that recycling bins could be obtained for the sports field and signs could be erected encouraging the use of bins. Broken glass in this area was obviously a significant risk to those taking part in sporting activities. The Clerk was asked to contact ECDC to obtain large bin liners, larger than the standard domestic bin liners. It was also reported that Middle Park Stud had been burning horse manure for a number of months now, the Clerk was asked to report this to the Environment Agency.

Cllr R Algar suggested a possible candidate for the vacancy of Parish Councillor. The Clerk was asked to inform East Cambridgeshire District Council of the recent resignation of Tim Owen and set in place the necessary action required announcing the vacancy of a Parish Councillor.

Cllr S Mardon reported that she had been contacted regarding the six parishes walking group, it was felt that this was not something that the Council wished to become involved with at this time.

Cllr Robertson left the meeting at 9.40pm

Cllr K Owen informed the Council of the recent illness of Yvonne Rix, the previous Clerk to the Parish Council. The Clerk was asked to send a card and flowers to Yvonne Rix on behalf of the Council.

020616/016 Absences

All absences were noted by the Clerk.

020616/017 Risk Assessments

Council agreed that there was no need to carry out additional risk assessments.

020616/018 Date of the next meeting

The next meeting of the Parish Council will take place on Thursday 7th July 2016.

The meeting closed at 9.45 pm.

Signed

Dated