

DULLINGHAM PARISH COUNCIL
www.dullingham.org.uk
E Mail: dullinghamparishcouncil@btinternet.com

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 3rd November 2016

Present:- Cllr K Owen (Chair), Cllrs Algar, Mardon, Morley and Simpson
County Councillor M Shuter and District Councillor C Morris

031116/001 To receive and approve apologies for absence
Cllr G Parkins

031116/002 To receive declarations of Interest
Cllr K Owen – Finance / Grass Cutting Contract

031116/003 Open Forum
No members of the public were present.

031116/004 To approve the Minutes of 6th October 2016
The minutes of the Meeting of the Parish Council held on 6th October 2016 were approved and signed as a true and correct record.

031116/005 Matters arising - Consideration of Action Update Sheet
Council considered the attached Action Update Sheet. Adam Cobb from the Highways Department had talked with Cllr Simpson regarding the location of the new gateway feature and would approve this on a forthcoming visit to the village. The new signs for the playground had now been received and are awaiting installation. Lars Laj have now replaced the nets on the playground equipment and the bolts have been tightened on the rocker. Councillors were encouraged to gather items for the next newsletter. Cllr Owen agreed to contact Adam Cobb for an update on the speed reduction within the village.

031116/006 County and District Councillor Reports
Cllr Shuter reported that work has now commenced on the new Ely crossing and is due for completion by the end of 2017. The next discussions on the Local Plan are due for discussion on 14th November. Voting on the devolution is scheduled to take place in November. Winter gritting is scheduled to be carried out on main routes only. Council felt that a salt bin would be of benefit at Bakehouse Hill and the Clerk was asked to make enquiries regarding the price. Cllr Shuter informed Council of rail crossing closures locally although Dullingham would not be directly affected.

Cllr Chris Morris arrived 7.40pm

Cllr Morris reported on meetings he had recently attended. He advised that the Parish Forum is temporarily suspended.

031116/007 Finance

- 007.1 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) - £79.20
K Owen – (Bulbs) – £49.94
Newcampe Medical Ltd – (Signs Car Parking Village Green) - £72.21
Business Computer Services – (Office Equipment) - £380.00
CGM Group – (Grass Cutting) - £391.42

- 007.2 Receipts
ECDC CIL Meaningful Proportion 15% - £1574.59

031116/008 Environment and Footpaths

008.1 Monthly Footpath Report

The Clerk informed Council that an email had been received from Mr Dudley stating that he did not own the hedge bordering 18 Cross Green, Council asked the Clerk to write to the owners of 18 Cross Green asking them to cut back the hedge on their property.

The Clerk was asked to contact Sharp Nutrition to confirm they are happy for both gates to be removed on footpath 3 for the proposed LHI17/18 grant application. A letter was also awaited from the land owners confirming they are happy for the steps to be removed and replaced by a slope, the Clerk would contact the owners regarding this. The Clerk would liaise with Cllr Mardon and arrange a meeting to complete the grant application which had to be submitted by 30th November. A comment had been submitted by a village resident on the Parish Council website concerning speeding in the village particularly in the vicinity of the school, the Clerk was asked to respond to the resident informing them of the forthcoming speed restrictions and also the grant application to make footpath 3 a safer route to school.

A section of hedge bordering the school remained overgrown this was believed to be the property of the school / education authority. However, the school did not believe this was the case, the Clerk would liaise with Cllr Mardon to resolve this matter.

008.2 Trees

Cllr Mardon reported that following advice from tree experts the landowners of the trees in Watery Lane had recently had approximately 60% of the trees felled.

031116/009 Planning

009.1 To receive Planning Application decisions:

16/00854/OUT 59 Brinkley Road, Dullingham

One new dwelling with off road parking plus widen original drive by 5 metres

– APPROVED

The Parish Council had objected to this application as we had received insufficient supporting information. Council felt that a letter should be sent to the Planning Department at East Cambridgeshire District Council expressing concern regarding the lack of supporting information received. Cllr Owen would liaise with the Clerk regarding this.

009.2 To consider recent Planning Applications:

None

0109.3 **Planning Report**

None

The following item was moved forward in the meeting to be discussed before the departure of County Councillor M Shuter and District Councillor C Morris.

012.9 **Street Lighting**

A letter had been sent to Balfour Beatty asking that they inspect the street lights as soon as possible as the Council is currently unhappy with the service we are receiving from them, copies of this letter had been sent Cllr Shuter and Cllr Morris. Cllr Owen reported that no service / maintenance reports had been received from Balfour Beatty for over a year and that when faults had been reported they had not been repaired. Council agreed that time would be allowed for a response to be received from Balfour Beatty and if no response was received a further letter would be sent and a copy of this letter would be sent to the County Council and our Member of Parliament.

An email had been received from a resident of Eagle Lane regarding the lack of visibility of the 30mph sign. The Clerk was asked to reply to the resident informing him that we are contacting the land owner to ask them to cut back the trees that are encroaching the highway and currently blocking out some lights.

Cllr Mathew Shuter and Cllr Chris Morris left the meeting at 8.20pm

031116/010 Play Area

010.1 Play Area Maintenance

Cllr Owen reported that following the recent work by Lars Laj on the nets at the playground the surrounding membrane had been left in a state of disarray. It was also believed that only work on one of the nets had been carried out, Cllr Simpson and Cllr Morley would look at this.

031116/011 Correspondence

011.1 Letter from Jenny Neale - Internal Auditor regarding relinquishment of role.

A letter had been received from Jenny Neale relinquishing her role as Internal Auditor for the Parish Council. It was suggested that a notice could be included in the newsletter for a new Internal Auditor and the Councillors would also make enquiries regarding a suitable replacement.

011.2 Letter from Lucy Frazer QC MP – Regarding contributions for newsletter

As the Parish Council is non-political unlike the District and County Council it is therefore felt it would be inappropriate for Lucy Frazer to contribute to the Parish Council newsletter.

011.3 Email from Centurion Traffic Management regarding road closure near level crossing

Council noted that the road would be closed near the level crossing over 2 shifts between 23.00-0.600hrs on 12th-13th December and 13th-14th December 2016.

011.4 Cambridgeshire Parish Council Conference – Friday 18th November

No members of the Parish Council are available to attend the Cambridgeshire Parish Council Conference.

011.5 CAPALC Annual General Meeting 2016 – Thursday 15th December

No members of the Parish Council are available to attend the CAPALC Annual General Meeting.

011.6 Cambridgeshire ACRE - Membership Renewal

Council agreed not to renew its membership of Cambridgeshire ACRE.

031116/012 Other Matters

012.1 Notification of addition of property name – 18 Cross Green, Dullingham will from the 1st November 2016 be known as Skye Cottage, 18 Cross Green, Dullingham.

Council noted the additional of the property name.

012.2 Polling District, Polling Places and Polling Stations Review

Council noted that the Taylor Hall would still be used as the polling station for Dullingham, therefore the village was not affected by any change.

012.3 Staff Appraisal

Cllr Mardon reported that she had recently carried out the Clerk's Annual Staff Appraisal. It was noted that the Clerk does not have an official job description, this would be drawn up. The Clerk had asked that the Councillors are reminded to copy her into all emails that they send so she is kept up to date with matters arising. Cllr Mardon reported that the appraisal had gone well.

012.4 East Cambridgeshire Local Plan Update

The next stage of the local plan was scheduled to place on 18th November, Cllr Shuter had clarified this earlier in the meeting.

012.5 National Improvement Strategy Consultation

Council felt they had no comments to raise on this consultation.

012.6 Rural Services Grant

Council are still in the process of deciding how best to spend the Rural Services Grant. The purchase of benches for areas in the village was discussed.

012.7 Grass Cutting Contract

Cllr K Owen had declared an interest in this item and left the room while the grass cutting contract was discussed.

Four quotations had now been received. Following careful consideration of all quotations Council decided to offer the grass cutting contract for the forthcoming year to Les Field, total amount of £2250.00 per year, this was considered to offer the best value.

012.8 Local Highways Improvement Grant 2017/18 – East Cambridgeshire

The LHII 2017/18 had been discussed briefly earlier in the meeting under 'Footpaths'. Council agreed that they would offer to contribute 20% of the total price towards the grant application.

Proposed – Cllr R Algar

Seconded – Cllr R Morley

031116/013 Councillors' Reports - To receive reports from Parish Councillors

Cllr Owen asked Council to consider if salt bins may be required for a number of locations in the village. Cllr Owen agreed to write an article for the next newsletter asking residents views on this. Cllr Owen asked that Councillors check the levels in the current salt bins and the Clerk would contact the County Council to ask that they be filled up as necessary. The Clerk was also asked to confirm the cost of new salt bins.

Cllr Simpson reported that he was still not receiving all emails and that his details needed adding to the Council email list. The Clerk would liaise with Cllr Simpson to resolve this matter.

Cllr Algar reported that the pond and ditch had now been cleared. Cllr Algar also raised concerns that a significant amount of leaves were now covering the road at Old Maid's Corner, this was felt to be a hazard to traffic as the edge of the verge could not be seen. This would be reported to Highways.

Cllr Morley reported that he had received a letter from Dennis Vacher at the Highways Department following a letter sent from Cllr Morley earlier in the year expressing concerns regarding grass cutting in the village. Cllr Morley felt it would be beneficial to meet with Dennis Vacher to discuss this matter further. Cllr Morley would liaise with the Clerk regarding this.

Cllr Mardon raised concerns regarding the overgrown hedge boarding the school.

Correspondence had been received from the headmistress stating that it did not belong to the school, however, following some investigations this was not believed to be the case. Cllr Mardon would liaise with the Clerk and a further letter would be sent to the headmistress regarding this.

031116/014 Absences

All absences were noted by the Clerk.

031116/015 Risk Assessments

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

031116/016 Date of the next meeting

The next meeting of the Parish Council will take place on Thursday 1st December 2016.

The meeting closed at 9.40 pm.

Signed

Dated