

**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 4<sup>th</sup> February 2016

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- Present:-** Cllr K Owen (Chair), Cllrs Algar, Mardon, T Owen, Robertson and Parkins (arrived at 7.50 pm)  
Also Present: District Cllr Morris (arrived 8.00pm)
- 040216/001 To receive and approve apologies for absence**  
Cllr Morley  
Cllr Robertson informed Council that due to work commitments he would need to leave the meeting early.  
  
Cllr K Owen informed Council that a new Clerk had been appointed and he asked the Council to stay at the end of the meeting to discuss a Contract of Employment.
- 040216/002 To receive declarations of Interest**  
Cllrs K Owen declared an interest in the planning application for 12 Vicarage Close.
- 040216/003 Open Forum**  
No matters were raised.
- 040216/004 To approve the Minutes of 14<sup>th</sup> January 2016**  
The minutes of the meeting held on 14<sup>th</sup> January 2016 were approved and signed as a true and correct record.
- 040216/005 Matters arising - Consideration of Action Update Sheet**  
Council considered the attached Action Update Sheet. The Clerk informed Council that we are still awaiting a response from Highways regarding the costings of traffic calming gates for Balsham Lane. Following the recent issue with flooding in Station Road, with foul sewage escaping from a drain cover outside Tilbrook Farm Cottage, Cllr Robertson had been unable to contact the owner of Tilbrook Farm Cottage, Cllr Mardon was asked if she would try to make contact and ascertain whether they had made a formal complaint to Anglian Water and if not, to advise them to do so. The Clerk was asked to contact Lars Laj, the company who had installed the playground equipment and request net connectors. Cllrs K Owen and Robertson to arrange a time to meet with Highways to discuss the Eagle Lane B1061 junction. Cllr Algar agreed to speak to the parochial church council regarding support for the newsletter. The newsletter is currently in production and the Clerk agreed to copy the newsletter ready for distribution with the church newsletter. The Clerk was asked to investigate the possibility of again applying the Local Council Award Scheme. Several prices had been obtained for the felling and removal of the tree on the corner of Balsham Lane. The council accepted a quote for £750.00 from S J Harrison Tree Services & Grounds Maintenance to fell and take away the tree, although a number of people had shown interest in the wood this was thought the best option. At least one more entrance in Eagle Lane has had curbing installed by Highways to prevent surface water accessing their properties. An email had been received supporting the Council's proposal to reduce the speed through the village. A letter had been received from the Taylor Hall Committee agreeing to allow storage at the Taylor Hall for Parish Council records, obtaining storage would now be looked into.

## 040216/006 County and District Councillor Reports

District Councillor Morris gave a brief update on the meetings he had recently attended, he also informed Council that he had attended the Bottisham by-election. District Councillor Morris provided the Council with contact details for Lucy Fraser's Constituency Secretary. District Councillor Morris also informed Council about a Parish Forum on 22<sup>nd</sup> February. He also informed Council that a Spirus, a PR company had taken over the PR for East Cambridgeshire District Council. District Councillor Morris informed Council that due to a prior commitment he would be unable to attend the next meeting.

## 040216/007 Finance

007.1 Payments To approve accounts for payment  
The following payments were approved and cheques signed accordingly:  
Y Rix - Final Expenses and Salary £273.61  
CGM - October Grass Cutting £62.69

007.2 Receipts  
None

## 040216/008 Environment and Footpaths

### 008.1 Monthly Footpath Report

Cllr Mardon reported to Council regarding the diversion of Footpath No 22. Council agreed that the new route has the potential to be an improvement on the existing route, although Council would like some provisos –

- The footpath is a minimum of 2 metres wide and preferably 2.5 metres wide
- Adequate drainage of the path is put into place in all areas before the path is used
- A bridge is installed over the ditch
- The footpath is kept in good order with no encroachment permitted

Council also felt the both the new and existing paths should be available for use over the following two winters so that suitability of both paths can be assessed. Therefore, it was felt that the existing path would need to be reinstated, cleared and maintained. There appeared to be no paperwork regarding the earlier diversion of the path from its current route in 2006. A dyke had been built along the current route which meant it was always wet with little or no maintenance. Work has already taken place to put driveways directly across this route. It was agreed that Cllr Mardon would liaise with the Clerk to send a letter to the relevant people regarding this matter.

## 040216/009 Planning

009.1 To receive Planning Application decisions:  
There were no planning application decisions to note.

009.2 To consider recent Planning Applications:  
16/00088/FUL 12 Vicarage Close  
Proposed rear extension. Loft conversion to existing bungalow. Garage conversion to habitable space and construction of detached cart lodge garage with attached workshop - No objections although Council listed a number of points to be included in the response. The points included concerns regarding the distance from the garage to the neighbouring property and a flat roof which may cause drainage issues onto the neighbouring property. It was also felt it was not in keeping with the area. Parking restrictions while the work was carried out was also asked to be considered with onsite parking preferred once the work is complete.

Cllr T Owen reported that a caravan had recently been offloaded outside the King's Head, it was thought that the size of the caravan exceeded the approved plans for a site in Dullingham Lay. Cllr T Owen agreed to check the plans and contact the appropriate authority if necessary.

## 040216/010 Play Area

010.1 Play Area Weekly Maintenance  
The Clerk had not received hard copies of the play area reports. The Clerk was asked to check if the new links had been received from Lars Laj and if not to contact them. The bin in Church Lane near the duck pond had not been emptied and the Clerk was asked to contact ECDC to ask them to rectify this. Cllr Morley was emptying the other bins in the play area.

**040216/011 Correspondence**

011.1 ECDC Dog Fouling Warning Stickers

Council agreed that it would be beneficial to order a pack of 10 dog fouling warning stickers. These would be located at locations considered appropriate within the village. The Council asked the Clerk to order the stickers from ECDC.

011.2 ECDC Parish Council Conference/Workshop – East Cambridgeshire Local Plan

Cllrs Algar, T Owen and Robertson agreed to attend the afternoon session of the ECDC Parish Council Conference/Workshop – East Cambridgeshire Local Plan. Cllrs Mardon and Parkins would possibly attend the evening session and would confirm with the Clerk.

011.3 Letter of resident regarding dog fouling

An email regarding dog fouling and speeding on the B1061 had been received by the clerk. These matters were both of concern to the Council who had earlier agreed to install dog fouling warning stickers in points around the village. Both the issues of dog fouling and speeding within the village were to be included in our next newsletter.

**040216/012 Other Matters**

012.1 Newsletter

Cllr Parkins agreed to finalise a copy of the newsletter and the Clerk agreed to copy it and arrange for distribution.

012.2 Clean for The Queen

Council agreed to support the nationwide Clean for The Queen campaign in readiness for the Queen's 90<sup>th</sup> Birthday. Sunday 6<sup>th</sup> March was agreed with a start time of 10.00am at the village green. It was suggested that union flags could be purchased and given out at the event. Cllr Parkins agreed to be the contact for this event.

**040216/013 Councillors' Reports - To receive reports from Parish Councillors**

Cllr Mardon raised the issue of a footpath and the area around the gate in the paddocks at the Vicarage becoming very muddy, Cllr K Owen would investigate this. Cllr Mardon also believed that Cllr Algar was not receiving his emails from the dullingham.org.uk email system, Cllr T Owen agreed to look into this and try to resolve this matter.

Cllr T Owen informed Council that he had looked into applying for a grant (Transparency Fund for Smaller Authorities – Funding Application) on behalf of the Council to purchase a laptop and scanner for use by the Clerk. Council agreed to go ahead with this application and Cllr T Owen agreed to liaise with the Clerk regarding any necessary information needed to complete the application.

Cllr Algar had been approached by residents of the village regarding parking on the Green. Council charges £15 to park on the Green and both the residents would be informed of these charges.

Cllr Parkins informed Council of a bright blue substance that had appeared on the Village Green, this would be investigated further by Cllr K Owen.

Cllr K Owen informed Council that there is still a large build-up of leaves at the junction of Eagle Lane and Station Road and the path at Old Maid's Corner was also overgrown, these issues had previously been reported to Highways and the Clerk was asked to contact Highways again regarding this.

**040216/014 Absences**

All absences were noted by the Clerk.

**040216/015 Risk Assessments**

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

**040216/016 Date of the next meeting**

The next Parish Council meeting will be held on 3<sup>rd</sup> March 2016

The meeting closed at 9.00 pm.

**Signed**

**Dated**