

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 6th October 2016

Present:- Cllr K Owen (Chair), Cllrs Algar, Mardon, Parkins, Robertson and Simpson

061016/001 To receive and approve apologies for absence

Cllr R Morley, District Councillor C Morris

061016/002 To receive declarations of Interest

Cllr K Owen – Planning Application – Hill House Farm / Grass Cutting Contract

Cllr M Robertson – Finance - Anglian Water

Cllr G Parkins – Grass Cutting Contract

061016/003 Open Forum

Cllr K Owen reminded Council that it should be the Clerk who contacts companies / individuals to obtain quotations for contracts, this way all parties are given exactly the same details. Cllr Owen informed Council that he had been approached by one of the individuals who had provided a quotation for the grass cutting contract and would leave the meeting when this item was discussed.

061016/004 To approve the Minutes of 1st September 2016

The minutes of the Meeting of the Parish Council held on 1st September 2016 were approved and signed as a true and correct record.

061016/005 Matters arising - Consideration of Action Update Sheet

Council considered the attached Action Update Sheet. Adam Cobb from the Highways Department is scheduled to visit the village and will clarify that the proposed location of the new gateway feature is acceptable. Lars Laj to replace the nets at the play area, date to be confirmed. New office equipment has now been provided for use by the Clerk. Cllr Robertson had met with Enlight regarding the possibility of fitting LED lights to the Parish Council owned street lights.

061016/006 County and District Councillor Reports

Apologies had been received from District Councillor Chris Morris.

061016/007 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)

Anglian Water - £34.73 (Direct Debit)

CGM Group - £227.05 (Grass Cutting)

CGM Group - £101.68 (Grass Cutting)

PKF Littlejohn – £120.00 (External Audit)

007.2 Receipts

ECDC 2nd Installment of Precept - £7858.87

ECDC DCLG Additional Funding 2016/17 2nd Installment - £51.00

007.3 Finance Report

The Clerk presented the Finance Report for the Quarter ending September 2016 (copy attached). Council noted that the Council's finances were on target for the year.

007.4 External Auditors Report

Council noted that the External Auditors had found that the information in the annual return was in accordance with proper practices and no matters had come to their attention giving cause for concern also that relevant legislation and regulatory requirements had been met.

Cllr S Mardon arrived 8.05pm

061016/008 Environment and Footpaths

008.1 Monthly Footpath Report

Concern was raised regarding overgrown footpaths in the village. Concern had been raised regarding an overgrown hedge and overhanging trees in Church Lane, this is preventing refuse collection vehicles using the lane. The Clerk was asked to write to the land owner to ask that they cut back the hedge / trees.

A quotation had been received to clear the ditch / pond area, it was agreed that a maximum figure of £225 be allocated for this work.

Correspondence had been received from Sharp's Nutrition giving support to change the kissing gates to larger more accessible gates on the footpath from Stetchworth Road to Kettlefields School. Cllr Mardon reported that there are nine very steep steps at the entrance to the footpath at Stetchworth Road, it was suggested that the steps be taken out in favour of a ramp and a rail may be needed at the bottom of the proposed ramp, Sarah Mardon to consult with Neil Band from the County Council Highways Department regarding this. The work was to be considered under the LHII 17/18.

The Clerk was asked to send a letter to Mr Dudley asking him to cut back the hedge on his property bordering 18 Cross Green.

008.2 Trees

Notification of the following tree works at the following property:-

Woodlands, 1 Elm Close, Dullingham

T1 Cedar – Remove poorly sited tree.

G2 Sycamore x 2 – Remove leaning tree.

G3 Horse Chestnut Trees x 2 – Reduce by up to 20%, limbs extending over roof and towards road, then reduce height to balance and reduce tree behind to match as they have a shared canopy.

T4 Yew – Reduce by 20% and crown raise to 2.5 metres.

T5 Elm – Remove deadwood.

061016/009 Planning

009.1 To receive Planning Application decisions:

None

009.2 To consider recent Planning Applications:

The following Planning Application had been received after the Agenda was issued. Council agreed to discuss this as a response is required by 20th October 2016:

16/01274/FUL Woodlands, 1 Elm Close, Dullingham

Form 2no. 3 bedroom, two storey detached dwellings from existing single dwelling

– NO OBJECTIONS as it was considered that due to the location of the property the impact on foul water would be minimal.

0109.3 **Planning Report**

The Council had been copied in on an email sent from a village resident to the Planning Department at East Cambridgeshire District Council. The resident was enquiring if a piece of land he owns in the village could be included in the development area with potential to build on, and if so, what is the process to explore this further? A response had been sent from East Cambridgeshire District Council stating that in early 2016, they requested sites to be put forward so that they could be considered for allocation in the Local Plan. Many sites had been sent in and they have now been considered and thoroughly assessed. The next version of the Local Plan, which is due to be consulted on in late November 2016, will contain sites that have been selected to be taken forward for allocation in the Local Plan. During this consultation period there will be the opportunity to comment on the selected sites and any other sites that were put forward. There will also be an opportunity at this point for the resident to submit their site for consideration. This will most likely be the last chance for sites to be put forward before submission of the Local Plan for

consideration by the Secretary of State. The resident was advised to check the District Council website for the start of the Local Plan consultation.

061016/010 Play Area

010.1 Play Area Maintenance

Cllrs Simpson and Morley had carried out a playground inspection, it was agreed that in future play ground inspections would take place monthly. Cllr Simpson reported that the bolts on the bouncy bike were slightly loose causing movement at the base. The Clerk was asked to contact Lars Laj to ask them to look at this when they install the replacement nets. It was also noted that grass appears to be growing up the kick boards surrounding the play area. The Clerk asked for details of the play equipment in preparation of the ROSPA checks, it was thought details of the correct play equipment were on file.

061016/011 Correspondence

011.1 Local Government Boundary Commission of England – Electoral Review of Cambridgeshire and East Cambridgeshire: Final Recommendation

Council considered the Local Government Boundary Commission of England – Electoral Review of Cambridgeshire and East Cambridgeshire: Final Recommendation

011.2 Cambridgeshire Parish Council Conference– Friday 18th November

An initial invitation by email had been received inviting Councillors to the Cambridgeshire Parish Council Conference. A formal invitation was expected and once received Councillors will confirm their attendance.

061016/012 Other Matters

012.1 Rural Services Grant

The Clerk was asked to check if there is a deadline when the money needs to be spent by. Cllr Simpson had been tidying up the area around Balsham Lane and the possibility of having a bench situation in this area was raised.

A response was still awaited from the Sports Committee regarding work to update the Sports Pavilion.

Cllr Simpson agreed to provide prices at the next Council meeting for a new key/lock for the sports field.

012.2 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 been received, however, two of these had not quoted for strimming and it was felt that to give all contractors a fair and equal opportunity the Clerk would contact the two parties concerned and ask for like for like quotations. The grass cutting contract would then be decided at the November Parish Council Meeting.

012.3 Local Highways Improvement Grant 2017/18 – East Cambridgeshire

Cllr Mardon was in contact with the Footpaths Officer / Highways Department regarding making the footpath from Stetchworth Road to Kettlefields School a safer and more accessible route for puchchairs and people with disabilities. Correspondence had been sent to the land owner and the school asking for their support for the project. The Clerk also agreed to ask for support for this project via the Parish Council website.

012.4 Street Lighting

Following a recent meeting with Enlight Cllrs Robertson and Algar had confirmed the number of street lights in the village. It was thought that a number of the lights were no longer considered to be compliant with current regulations and a refund should be requested from Balfour Beatty in relation to these. A number of the lights were still good although were in need of cleaning. Cllr Robertson reported that Enlight had informed him of a trial of new lights which we may be allegeable to take part in, further details were awaited. Cllr Robertson had the copy of the current contract with Balfour Beatty, once this had been returned to the Clerk it would be copied and emailed to all Councillors.

It was also reported that the junction box on Brinkley Road, opposite Stetchworth Road is currently open, this will be reported to Balfour Beatty.

The Clerk was asked to write 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 should be sent to the Cambridgeshire County Council and our MP.

061016/013

Councillors' Reports - To receive reports from Parish Councillors

Cllr Robertson asked if it would be possible for a blue recycling bin to be located at the Sports Field. The Clerk would contact the East Cambridgeshire District Council to enquire about this. Cllr Robertson reported that the street sign 'Stetchworth Road' at Cross Green had been damaged, the Clerk reported that street signs are dealt with by the Street Naming and Numbering Department at East Cambridgeshire District Council and would inform them of this damage. The bin at the pond had not been emptied, this would be reported to Dave White at East Cambridgeshire District Council.

Cllr Robertson reported that the Parish Plan was not currently on the Parish Council website, the Clerk will upload a copy of the plan.

A number of 'Welcome Packs' were requested for new residents of the village, Cllr Mardon agreed to liaise with Maggie Carvalho regarding this.

Cllr Algar informed Council that he would undertake work on the noticeboard which was currently difficult to open. The board at the pond also needs to be oiled.

Cllr Simpson reported that the seating area at the bottom of the Millennium Garden needs to be tidied up and the benches need to be painted.

Cllr Owen informed Council of a recent incident involved burning in the village. Council was asked that if members of the public contact them regarding people burning they should be asked to report it directly to East Cambridgeshire District Council or the Environment Agency.

Staff appraisals are scheduled to be carried out, Cllr Mardon is to liaise with the Clerk regarding this.

Cllr Owen had purchased bulbs to be planted within the village, he agreed to contact Councillors with a date for planting.

Winter gritting information had been received and forms given out, a number of forms were completed and returned to the Clerk for submission.

061016/015

Absences

All absences were noted by the Clerk.

061016/016

Risk Assessments

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

061016/017

Date of the next meeting

The next meeting of the Parish Council will take place on Thursday 3rd November 2016.

The meeting closed at 10.00 pm.

Signed

Dated