

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 7th April 2016

Present:- Cllr K Owen (Chair), Cllrs Mardon, Morley and Robertson (arrived at 8.10 pm)
County Cllr Shutler and District Cllr Morris

070416/001 To receive and approve apologies for absence
Cllrs T Owen, Parkins and Algar

070416/002 To receive declarations of Interest
Cllr K Owen (Finance – Purchase of Filing Cabinet)

070416/003 Open Forum
Presentation from Phil Rose & Debbie Wildridge – Strategic Land Advisors, East Cambridgeshire District Council regarding Community Land Trusts. Debbie Wildridge explained to Council that Community Land Trusts are non-profit organisations created by members of the local community and run by volunteers. They strive to meet the long term needs of the community, for example building permanent affordable housing, workspaces or acquiring pubs or shops, these are then owned by the Community Land Trust for perpetuity. By providing affordable housing they enable residents to stay in or move back to the community they have grown up in. Any profits are put back into the organisation to be used for new projects. Examples of local villages where Community Land Trusts had been set up include Swaffham Prior, Stretham and Wilburton. Stretham and Wilburton are building a new doctors surgery and 50 new homes of these 15 will be affordable homes. Swaffham Prior has built 20 new homes of which 8 were affordable homes. Developers and land owners jointly apply for planning permission. Debbie Wildridge stated that Community Land Trusts do not provide a route for a speculative developer to get planning permission. Debbie Wildridge informed Council that East Cambridgeshire District Council gives grants to set up Community Land Trusts, for a £1 membership fee you are kept informed, are able to vote at AGMs and elect trustees. It was asked that if any Community Land Trusts set up so far were making profits, Phil Rose stated that an example of where a Community Land Trust was making a profit a pub had been bought and people in the community had shares in this. Debbie Wildridge and Phil Rose informed the Council that they had been approached by Sean Dudley of Hope Hall stating that he was prepared to work with a Community Land Trust and the Parish Council. Council felt that this site would be too big and the facilities not able to cope, i.e. sewage and the local school, Debbie Wildridge stated that this situation would then become imperative for the District and County Councils to provide better facilities. Following these discussions it was agreed that Community Land Trusts would be an Agenda item at the June meeting of the Parish Council.

070416/004 To approve the Minutes of 3rd March 2016
The minutes of the meeting held on 3rd March 2016 were approved and signed as a true and correct record.

070416/005 Matters arising - Consideration of Action Update Sheet

Council considered the attached Action Update Sheet. The Clerk had received notification from James Rigney at Cambridgeshire County Council informing us that we can employ an experienced local carpenter to make the traffic calming gates for Balsham Lane. The Clerk had asked for confirmation of the specifications for the gates, a response was awaited. The Clerk had received an email from Lars Laj regarding the nets on equipment at the play area, this was an Agenda item later in the meeting. Cllr K Owen was liaising with the Highways Department to arrange a meeting with them to discuss the Eagle Lane B1061 junction, the installation of dropped kerbs would also be discussed at this meeting. The application to apply for the Local Council Award Scheme was deferred until the Clerk had gained the CILCA qualification. The Local Highways Improvement Initiative – 2016/17 funding which had recently been secured was an Agenda item later in the meeting. Cllr K Owen would arrange removal of the files to the Taylor Hall to be stored in the Filing Cabinet he had recently acquired for use by the Parish Council. The Parish Council was still awaiting a response regarding the funding recently applied for under the Transparency Fund for Smaller Authorities, the Clerk had unsuccessfully tried to make contact with CAPALC regarding this. The Clerk agreed to try to contact CAPALC again and report back to Council.

070416/006 County and District Councillor Reports

County Cllr Shuter gave the Council a brief overview of the thoughts of the County Council on the proposed devolution for Norfolk, Suffolk and Cambridgeshire. County Cllr Shuter also informed Council about the development plans for Bottisham Village College.

District Cllr Morris gave a brief update on the meetings he had recently attended, this included the Parish Forum which he had chaired on 22nd February 2016. District Cllr Morris informed Council that due to the Annual Parish Meeting also taking place in a neighbouring parish on 19th May he would likely arrive late for the Annual Parish Meeting in Dullingham.

070416/007 Finance

007.1 Payments To approve accounts for payment

The following payments were approved and cheques signed accordingly:

J Weaver (Salary) - £381.84 (Inc. £63.60 Tax refund from February salary)

K Owen (Purchase of Filing Cabinet - £60.00

Anglian Water (Sports Field 16/12/15-09/03/16) - £42.92 (Direct Debit)

Came & Company (Insurance 2016/2017) - £562.23

S J Harrison Tree Services (Fell & Remove Horse Chestnut Tree) - £750.00

Balfour Beatty (Street Lighting Maintenance 41 Assets x £22.39) - £1101.59

Letters to Lloyds Bank were signed by Cllrs K Owen, Mardon and Morley setting up a monthly standing order for the Clerk's salary (£318.24) and informing the bank of the change of name and address for the Clerk.

007.2 Receipts

None

007.3 Consideration of Accounts for the year ended 31st March 2016 and Annual Return

The approval and signing of the Annual Return was deferred to the May meeting of the Parish Council. The Clerk presented the Accounts for the year ended 31st March 2016. The Accounts were approved by Council. Cllr Robertson asked that the copy of the Accounts on the website should include a note to inform the parishioners that invoices received in March 2016 and approved at the April 2016 meeting were not included in end of year accounts, these would be included in the accounts for 2016/2017. It was believed that the 5 pence per year for the Sports Field was not currently collected, Cllr K Owen agree to collect this.

007.4 Review of Internal Controls

It was agreed that this item be deferred to a future meeting of the Parish Council. The Councillors were provided with a copy of the Internal Controls to read through in more detail before future discussion.

070416/008 Environment and Footpaths

008.1 Monthly Footpath Report

Cllr Mardon reported that fresh horse tracks were visible on village footpaths this would be monitored over the coming weeks. Cllr Mardon agreed to put up the Dog Fowling Warning stickers which had now been received from ECDC.

008.2 Trees

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

8 Brinkley Road, Dullingham

T1 Sycamore – Reduce by 50%

G1 Sycamore x 4 - Topping

070416/009 Planning

009.1 To receive Planning Application decisions:

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

15/01458/FUL Field House, 3 Elm Close, Dullingham

First floor extension over garage including two storey link - Approved

16/00088/FUL 12 Vicarage Close, Dullingham

Proposed rear extension. Loft conversion to existing bungalow. Garage conversion to habitable space and construction of detached cart lodge garage with attached workshop - Approved

009.2 To consider recent Planning Applications:

None

009.3 Planning Report (Cllr T Owen)

None

070416/010 Play Area

010.1 Play Area Weekly Maintenance

Cllr K Owen informed Council that he was planning to check the play area with Steve White in the following few days, after this it would be checked on a monthly basis with councilors attending on a rota basis.

010.2 Email from Lars Laj regarding nets and fasteners including request for 50% of fitting cost - £375

The Clerk informed Council that she had received an email from Lars Laj stating that they were prepared to replace the nets and clips free of charge but would ask Council to pay 50% of the charge for the labour as it would be necessary to dig out. The charge to Council would be £375. Council would look into this further before a response was given to Lars Laj. Cllr Morley mentioned that some items of equipment needed staining, Cllr Robertson agreed to look at the play area with Cllr Morley and any necessary staining would be carried out. 'No Dogs' signs were also still not in place in the play area, Cllr K Owen agreed to speak to Steve White regarding this.

070416/011 Correspondence

011.1 Donation request from Magpas Helimed

Council agreed they would not make a donation at this point in time.

011.2 Donation request from East Anglia's Children's Hospice

Council agreed they would not make a donation at this point in time.

070416/012 Other Matters

012.1 Annual Parish Meeting

Council agreed that the Annual Parish Meeting would take on the same format as in previous years with refreshments provided. Cllr K Owen agreed to ask Cllr Parkins if she would arrange refreshments and if she would contact The Boot Inn to arrange to borrow drinking glasses.

012.2 Local Highways Improvement Initiative – 2016/17

B1061 Speed Limit Reduction

The Clerk had acknowledged the initial email informing the Council that we had received funding. Cllr K Owen agreed to contact the Highways Department to obtain further information and timescales regarding this.

070416/013

Councillors' Reports - To receive reports from Parish Councillors

Cllr Robertson had received a telephone call from Sue Hunter regarding a bin which was not emptied on a regular basis near to the pond in Church Lane. Cllr Robertson and Cllr Morley agreed to look into moving the bin nearer to the road to aid the collections. Vehicles had recently been parking on the grassed area in front of the church making the area muddy and unsightly after recent wet weather. The Council discussed erecting posts and chains to prevent vehicles parking on this area, this is Parish Council land, however, the Clerk was asked to send a letter out of courtesy to the Church to ask if they had any objections. Cllr Morley mentioned he had been contacted by residents regarding parking concerns outside and in the vicinity of Kettlefields School at drop off and pick up times. The Clerk was asked to write a letter to the new head teacher at Kettlefields School welcoming her to the school and mentioning the Council's concerns regarding the parking issues. Cllr K Owen reported that an email had been received from Claire Bush requesting use of the Village Green for parking on her Mother's 80th birthday on Saturday 9th July. Council agreed parking would be allowed at a cost of £15. Cllr Robertson suggested that we should not charge village residents who requested the use of the Village Green for parking, it was agreed to discuss this at a future meeting. Cllr K Owen asked the Clerk to contact Claire Bush to confirm that we would allow parking. Cllr K Owen informed Council that he had received notification that the fun fair would like to visit Dullingham again this year on 3rd and 4th June. It was agreed this was acceptable at the usual charge of £95. Cllr K Owen agreed to speak to the land lord of The Boot Inn to ask if they would consider organising a barbeque on one or both of the evenings. Cllr Mardon agreed to ask that a note be included in the next church newsletter informing residents about the fun fair. Cllr K Owen reminded Council that it is Her Majesty the Queen's 90th Birthday on Thursday 21st April, Cllr K Owen agreed to investigate the possibility of lighting the beacon on the Village Green on the evening of the 21st April as other areas across the country were also lighting beacons to mark this occasion. If it was decided to light the beacon Cllr K Owen would endeavour to make members of the community aware of this. Cllr Robertson stated that this year was also the 100th Anniversary of the Battle of the Somme and it was agreed the Council would discuss this further at a future meeting with a view to marking this anniversary.

070416/014

Absences

All absences were noted by the Clerk.

070416/015

Risk Assessments

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

070416/016

Date of the next meeting

The following meetings will be held on 19th May 2016:-
Annual Meeting of the Parish Council and Annual Parish Meeting.

The meeting closed at 9.35 pm.

Signed

Dated