

DULLINGHAM PARISH COUNCIL

Minutes of the Meeting held on Thursday 8th January 2015 at 7.15 pm, The Taylor Hall, Dullingham

Present: Cllr. K Owen (Chairman), Cllrs Mardon, T Owen and Robertson.

080115/001 **To receive and approve apologies for absence**

Apologies for absence had been received from Cllr Parkin (McDonnell) and Cllr White. An apology for absence had also been received from District Council C Morris.

The Chairman informed Council that due to timings for responses an amendment to planning application 14/01151/FUL 1 Cross Green would be considered at this meeting.

080115/002 **To receive declarations of Interest**

Declarations of Interests were received from Cllr Mardon for the planning application for 1 Cross Green and from Cllr Robertson regarding the payment of the invoice for Anglian Water.

080115/003 **Open Forum**

No matters were raised during the Open Forum.

080115/004 **To approve the Minutes of 4th December 2014**

The minutes of the meeting held on 4th December 2014 were approved and signed as a true and correct record.

080115/005 **Matters arising - Consideration of Action Update Sheet.**

The attached Action Update Sheet was considered by Council. Cllr White had informed the Clerk that he would try and make contact with Cllr T Owen regarding the timber backing for the play area signs over the next few days. Cllr T Owen agreed to speak to the landlord at the Kings Head regarding the flint wall. The Chairman reminded Council that the next Newsletter is due out soon and to think of ideas which could be included. The Clerk was asked to contact Highways as no reply had been received regarding the tree at the top of Balsham Lane. The new sign near the school has not yet been installed. Pam Joyce, Highways is due to come out to Dullingham on Friday 9th January to look at the issues with Brinkley Road. Cllr Robertson informed Council that it was his intention to meet with her if possible. Water from the top of the hill near the water tower appears to be running down the road and missing the drains. The amount of water accumulating near the water tower may indicate a leaking or burst water main. Water accumulated in the entrance grates to a couple of properties on the east side of Brinkley Road including Hope Hall Stud is flowing on to the road in preference to draining away. Council could consider asking for the support of County Councillor Shuter should the problems not be resolved by Highways. Council noted that the Police had briefly attended the recent road incident which had occurred due to water turning into ice along Brinkley Road at the entrance of the village. Others who had attended the incident were disappointed in the lack of action taken by the Police to prevent a further accident occurring. The Clerk was asked to write to the Police, making them aware of Council's concerns.

080115/006 **County and District Councillor Reports**

No reports had been received from the County and District Councillors.

080115/007 **Finance**

007.1 Payments To approve accounts for payment

The following amounts were approved for payment. In addition to this an invoice for Safe Play Zones in the sum of £85.00 for the annual playground inspection was also approved for payment.

Y Rix Salary £309.19 DDR

Anglian Water £136.48

ESPO £26.40

007.2 Receipts - None

007.3 Consideration of draft Precept/Budget 2015/2016

The Chairman reminded Council that they had previously agreed to a one and a half percent increase in the Band D Rate payable by households. The Base Rate has now been confirmed and is slightly higher than last year, allowing for a precept to be requested of £15,396.10. Council agreed that a precept of £15,396.10 should be requested for the financial year 2015/2016.

007.4 Consideration of Direct Debit Payment to Anglian Water

The Clerk explained to those present the problems that occur with the timings of invoices from Anglian Water with Parish Council meetings. With the majority of invoices over the past years it has been necessary to contact Anglian Water with an explanation for late payment. She proposed that the Council should set up a variable direct debit payment, which could be reviewed on an annual basis. Council agreed to the proposal and signed the necessary mandate form.

007.5 Consideration Quarterly Report

The attached Quarterly Report was considered. There is an overspend of the grass cutting budget

due to additional cut of the Village Green being approved and carried out at the end of the season. The overspend shown for the play area is due to the purchase of the replacement item of equipment. Cllr Robertson suggested that the Parish Council should consider sourcing an independent contractor to carry out street light maintenance. This would be dependent on how many years are left of the contract with Balfour Beatty and the overall cost of the contract, which could be expensive. Cllr Robertson reported on some recent work to remove greenery from around a street light, where the level of workmanship had not been good. He reported that one branch had been left in a hazardous condition. The Clerk was asked to inform Balfour Beatty of the Council's concerns.

007.6 Consideration of donation to Dullingham Charities

A further request had been received for a donation from Dullingham Charities. Having looked at the accounts accompanying the request, Council believed that the finances of the charity looked healthy. ***Cllr Robertson proposed, seconded by Cllr Mardon that a donation of £50.00 be approved. Council resolved that a donation of £50.00 is approved.***

007.7 Payment of invoice for street light energy 1.10.13 to 30.9.14

The Clerk informed Council that she was still waiting for a reply from the County Council with a reason why the Parish Council appeared to have been charged twice for a street light energy between 01/04/2013 and 30/09/2013. The Clerk had received a further request for payment of the invoice for energy used between 1.10.13 to 30.9.14 She had informed the County Council that the Parish Council would not pay until the query had been resolved. She agreed to contact the County Council again regarding the matter. Council agreed that once the matter had been resolved, the cheque in payment of the outstanding account would be released.

080115/008 **Environment and Footpaths**

008.1 Monthly Footpath Report, Footpath Maintenance Proposal and Funding

Cllr Mardon reported that the condition of all the paths has been affected by the recent weather. The path leading down to the London Road has been cleared of trees by the landowner. Hope Hall Stud has been helpful with footpath matters. However not so much support has been given by Stetchworth Estates and UNEX to footpaths on their land. The Gibson's have initiated a three year plan to carry out maintenance work to their land along Watery Lane. Cllr Mardon continued by explaining the proposal for the work along Stour Valley Way and the path running through the land at the top of Dullingham Ley. Cllr Robertson confirmed that he found the proposal acceptable as long as no Parish Council funds were being used to carry out work that should have been carried out by a landowner. A written quotation for the proposed work is due to be obtained and once received, a formal request can be made to the County Council for the 'one off' funding for this particular project.

008.3 Winter Gritting

The Clerk handed out the County Council Winter Gritting Training packs to those Councillors wishing to assist with the Winter Gritting. She will pass the completed forms onto Highways when she has received them. Highways have already been notified that Cllr White is the contact for Winter Gritting Alerts.

080115/009 **Planning**

009.1 To receive Planning Application decisions:

Council noted the following Planning Application decisions.

14/01178/FUL 18 Cross Green

Single Storey side extension and single/two storey rear extension-Approval

14/01179/FUL 85 Stetchworth Road

Bricking up of external walls of existing airey house (residential)-Approval

009.2 To consider recent Planning Applications:

An amendment to the Planning Application 14/01151/FUL 1 Cross Green was considered after Cllr Mardon had left the room. Council agreed that they had no objection to the proposal.

009.3 Planning Report

Cllr T Owen informed Council that he had nothing to report.

080115/010 **Play Area**

010.1 Play Area Weekly Maintenance

No matters were raised.

010.2 Annual Playground Inspection Report

The report of the annual inspection of the play area had been circulated to all members of the Council. The report highlights a few low risk and medium risk items. The scramble net may need replacing and the aerial runway requires adjusting. An entrapment concern has been raised with the new piece of equipment. The report also highlights that the membrane is showing around the new item of equipment. This may need relaying as the edges do not appear to have been pinned back down; Council agreed that a copy the report should be sent to Lars Laj for their comments. As soon as an opportunity arises with the weather, additional chippings need to be put down where needed.

080115/011 **Correspondence**

011.1 Request for use of Village Green for parking

A request had been made by Melissa Pooley for the use of the Village Green for car parking for a wedding taking place on 13th June 2015. Cllr T Owen proposed, seconded by Cllr Robertson that a £15.00 charge should be made for the use of the Village Green for car parking to help cover some of the costs for setting out markers etc. This charge would be applied on all occasions regardless of the nature of the event taking place. Council agreed to the proposal. The Clerk was asked to write to Miss Pooley and inform her of the Council's decision, that access on to the green should be made only at the specified point and that no vehicles should remain on the Village Green overnight.

011.2 ECDC Community Infrastructure Levy – Update and Consultation

Council noted correspondence from ECDC regarding the Community Infrastructure Levy. £388,012.83 has currently been received, with £56,314.70 being distributed to parishes. Council agreed that they did not wish to comment on the amendments to the Regulation 123 list and had no suggestions of projects that they wished to consider for possible future CIL funding.

011.3 NALC – Local Council Award Scheme

The Local Council Award Scheme, replacing the former Quality Status Scheme commenced on the 6th January 2015. Those parish councils who have previously achieved Quality Status are able to register for the Foundation stage until January 2016. The normal charge applicable will be waived as long as registration has been received by the end of January 2015. During the year a council will need to decide if they wish to be part of the scheme and which level they wish to be assessed at. Council agreed initially that they should carry out the first step of registering for the Foundation stage.

011.4 Response from Anglian Water

A response had been received from Anglian Water to the Council's last letter. The letter expressed that as they had not received any reports from the Parish Council, they were unable to comment on the Council's findings which state that a five year storm would potentially create a capacity of 120%. Cllr Robertson explained that the reports and information had been presented to Anglian Water previously. Anglian Water stated that they were unable to share the information requested as it was not available to the Lead Local Flooding Authority and therefore it would be incorrect to make it available for a Parish Council. Cllr Robertson informed Council that he had drafted a letter in response, suggesting a further meeting between Anglian Water and members of the Council.

080115/012 **Councillors' Reports** - To receive reports from Parish Councillors

Some of the bins usually emptied by Veolia have not been emptied for a couple of weeks. The Clerk has reported this to the District Council. The Clerk agreed to check to see if any further progress has been made for a bin to be sited at the end of Watery Lane.

CAPALC are requesting nominations of Councillors to attend a Royal Garden Party in May 2015.

No suggestions were made. The Clerk informed Council that the Police would need early notification of dates for Annual Parish Meetings if Councils wished for the Police to be in attendance.

080115/013 **Absences**

All absences were noted

080115/014 **Risk Assessments** - To consider the need to carry out additional risk assessments.

Council agreed that there was no need for any additional risk assessments to be carried out.

080115/015 **Date of the next meeting – 5th February 2015**

The next Parish Council meeting will be held on 5th February 2015.

There being no further business the meeting closed at 9.12 pm.

Signed

Dated