

DULLINGHAM PARISH COUNCIL

Minutes of the Meeting held on Thursday 1st October 2015 at 7.15 pm, The Taylor Hall, Dullingham

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

- 011015/001 **To receive and approve apologies for absence**
Apologies for absence had been received from Cllrs Algar, Morley and District Councillor Morris.
- 011015/002 **To receive declarations of Interest**
Cllr Robertson declared an interest in 011015/007.1 Finance – Payment to Anglian Water
- 011015/003 **Open Forum**
No matters were raised during the Open Forum.
- 011015/004 **To approve the Minutes of 3rd September 2015**
The minutes of the meeting held on 3rd September 2015 were approved and signed as a true and correct record.
- 011015/005 **Matters arising - Consideration of Action Update Sheet.**
Council agreed that it is unlikely that Anglian Water will accept that there are issues with the drainage system in the village and decided that residents should be made aware of the situation through the newsletter. Included within the article will be a request for parishioners to let the Parish Council know of any incidents reported to Anglian Water, along with if possible, photographs showing the problem and its location.
The hedge at the back of the village green is overgrown and needs attention, along with the Council's side of the ditch. Cllr K Owen will inspect.
The streetlight on the corner of Cross Green needs cleaning. The Clerk will report. Concern was shown over the age of the column and what would happen should the light no longer be safe. The resident in Eagle Lane has received the information from the Parish Council regarding the installation of kerb stones to prevent surface water running off the road into their properties. They intend to raise the matter directly with Highways.
- 011015/006 **County and District Councillor Reports**
There were no reports from the County or District Councillors.
Cllr T Owen arrived at 7.50 pm.
- 011015/007 **Finance**
007.1 Payments To approve accounts for payment
The following payments were approved and cheques signed accordingly.
Y Rix Salary £309.19 DDR
Anglian Water Sports Field Water Charge £54.13 DDR
CGM Grass cutting £422.91
Cambridgeshire ACRE Membership Renewal £54.00
PKF Littlejohn LLP £120.00 External Audit
Council agreed that due to the weather it may be necessary to continue cutting the Sports Field grass during October. Council agreed to authorise one cut at this stage and for the grass to be monitored and if required, authorise further cuts as necessary. There may be a need for an additional early cut next spring.
- 007.2 Receipts None
- 007.3 Revision of Building Society Mandates
Council agreed that the Building Society Account Mandate should be amended, removing past Councillors and adding Cllrs Mardon and Algar as signatories.
- 007.4 Quarterly Finance Report
Council considered that attached Quarterly Finance Report and noted that the Councils finances were on target for the year.
- 007.5 External Auditors Report 2014/2015
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 that relevant legislation and regulatory requirements had not been met. They did point out that answers relating to acting as sole managing trustee for any trust funds had not been consistent.
- 011015/008 **Environment and Footpaths**
008.1 Monthly Footpath Report
Cllr Mardon reported that The County Footpaths Officer had spoken to her regarding the Footpath 3 which runs adjacent to the school. The Footpaths Officer will contact the school and ask them to trim back the hedge. However it may not be the schools responsibility. Cllr Mardon agreed to speak to Ron Gabain, Stetchworth Estates to see if the hedge is their responsibility and not the schools.

- 008.2 CCC Review of draft Rights of Way Improvement Plan
Cllr Mardon agreed to look at the draft Rights of Way Improvement Plan and bring back her comments to the next meeting.

011015/009 **Planning**

- 009.1 To receive Planning Application decisions:
Council noted the following planning application decision:
15/00765/FUL Land Adjacent 5 Eagle Lane
Proposed single storey building comprising five stables, tack room and wash down with associated works - APPROVAL
- 009.2 To consider recent Planning Applications:
Council considered the following planning applications:
15/01014/LBC Dollyn Cottage 19 Stetchworth Road
Replacement of cement render for lime render
Council noted that the application mentions that repair work is to be carried out to the windows of the Cottage and agreed that, ensuring that the work is carried out in keeping with the age of the building should be raised with the Planning Officer.
15/00937/FUL 18 Cross Green
Erection of replacement dwelling to include previously approved side and rear extension
Council noted an amendment involving revisions to the window sizes and positions in the elevations to correctly reflect what has been built.
15/01095/FUL 14 Cross Green
Single storey rear extension to form increased bedroom space and single storey front extension to form new kitchen
This item was considered at this meeting due to a response being required to be submitted prior to the date of the next Parish Council meeting.
Council objected to the proposal as they felt that the extension will not be in keeping with the adjoining properties and that the dwelling would be over dominating on the street scene bearing in mind the high positioning of the properties.
- 009.3 Planning Report(Cllr. T Owen)
Cllr T Owen informed Council that he had been made aware that a large concrete base had been put down on land adjacent to the former Mission House in Dullingham Ley. He asked for clarification on the size of caravan that was permitted to be sited there under the previous Certificate of Lawfulness. As no copy of the certificate was available, Cllr T Owen agreed to investigate further.

011015/010 **Play Area**

- 010.1 Play Area Weekly Maintenance
Cllr K Owen reported that he had spoken to Steve White about the Playground Checks. S White has carried these checks out, but has yet to forward the sheets on to the Clerk. One of the foot pegs is missing on the Multi Unit and the rope ladder clips still need to be replaced. There are no other repairs required at this stage. Mr White suggested that it would be useful for a Council member to attend when he carries out some of the checks. Cllr K Owen agreed to do so. Larger bins bags are now available to replace the full ones when emptying the bins. There is one more bag of rubber chippings to go down and Council agreed that this should be done. At the same time, brambles hanging over the play area from the adjacent hedge could be cut back.

011015/011 **Correspondence**

- 011.1 ECDC Notification of consent to carry out work to trees – Deer Park Barn 33 Station Road
Notification of approval by ECDC of tree work at Dear Park Barn had been received. Notification had also been received from ECDC of approval work to trees at Cables Barn, Station Road. Cllr T Owen declared an interest in this item.
- 011.2 Email regarding proposed Parish Forum for Ashley, Cheveley, Kirtling & Upend, Woodditton, Dullingham and Stetchworth
The first meeting of the local Parish Forum is due to be held on Monday 26th October. Cllrs Robertson, K and T Owen agreed to attend if available.
- 011.3 Invitation to ECDC Parish Conference 4.11.15
ECDC will be holding a Parish Conference on 4.11.15 at Mandeville Hall in Burwell. Further details to follow.

011015/012 **Other Matters**

- 012.3 Consideration of possible projects for submission – Local Highways Improvement Initiative.
Council considered options for projects suitable for submission under the Local Highways Improvement Initiative including traffic calming in Stetchworth Road and speed reduction along the main B1061 road through the village. They agreed to submit an application for the reduction of speed through the village from 40 mph to 30 mph. It was agreed that parents and residents should be asked to complete letters of support for the application.

- 011015/013 **Councillors' Reports** - To receive reports from Parish Councillors
Cllr Robertson requested that Highways should be asked to contact Stetchworth Estate regarding the need to cut the hedges on the Stetchworth side of the B1061 at the Eagle Lane junction.
Cllr Mardon commented that the 'keep access clear' signs were still situated along the road to Newmarket.
Cllr T Owen agreed to compile an article on flint walls for the next Newsletter.
Cllr K Owen informed Council that following a telephone call reporting a water leak in Dullingham Ley, he had investigated and found that Anglian Water had installed a stand pipe to allow foul water to run off following an issue with a neighbouring mains water pipe.
Cllr Mardon questioned who is responsible for the ditch near her property at the bottom of Cross Green. Council commented that they were unsure if the ditch was on land belonging to the Gibson's.
- 011015/014 **Absences**
The Clerk noted future absences.
- 011015/015 **Risk Assessments**
Council agreed that there was no need to carry out any additional risk assessments on items agreed to during the meeting.
- 011015/016 **Date of the next meeting – 5th November 2015**
The next meeting of the Parish Council will be held on 5th November 2015.

As there was no further business, the meeting closed at 9.22 pm

Signed

Dated

DRAFT