

DULLINGHAM PARISH COUNCIL

Minutes of the meeting held on Thursday 14th January 2016 at 7.15 pm, The Taylor Hall, Dullingham

Present: Cllr K Owen (Chair), Cllrs Algar, Mardon, Morley, T Owen, Parkins and Robertson (arrived at 7.40 pm)

- 140116/001 **To receive and approve apologies for absence**
District Councillor Chris Morris
Cllr Algar informed Council that due to a prior engagement he was only able to stay for the first hour of the meeting.
Cllr K Owen informed Council that he had received a letter of resignation from the Clerk and that due to time scales an advert had been posted on the noticeboard advertising the position.
- 140116/002 **To receive declarations of Interest**
Cllr Morley declared an interest in the planning application for 3 Elm Close.
- 140116/003 **Open Forum**
No matters were raised.
- 140116/004 **To approve the Minutes of 3rd December 2015**
The minutes of the meeting held on 3rd December 2015 were approved and signed as a true and correct record.
- 140116/005 **Matters arising - Consideration of Action Update Sheet**
Council considered the attached Action Update Sheet. The Clerk was asked to find out the cost of traffic calming gates for Balsham Lane and also ask if they have to meet a particular specification or could the Parish Council arranged for some to be constructed. There has recently been an issue with flooding in Station Road, with foul sewage escaping from a drain cover outside Tilbrook Farm Cottage. This was reported to the relevant authorities including the Environment Agency. Cllr Robertson to check to see if the owner of Tilbrook Farm Cottage has made a formal complaint to Anglian Water and if not, to advise her to do so. Water has damaged the road outside the BT Exchange. Highways has repaired the road, but the repair may fail when there is significant rain in the future. Water was also over the road at the entrance of Dullingham Ley. A drain outside no's 87 and 89 Stetchworth Road also had water gushing out from it. The Clerk to make Highways aware of the situation. Cllrs K Owen and Robertson to arrange a time to meet with Highways to discuss the Eagle Lane B1061 junction. Council were pleased that the hedges and trees near to the junction had been cut back by Stetchworth Estates. The Newsletter is to be discussed at the February meeting and be ready for distribution by 20th February 2016. A Litter Pick has been organised for 20th March and will be advertised in the Newsletter. Several prices had been obtained for the felling and removal of the tree on the corner of Balsham Lane. The cheapest to fell and take away being in the region of £750.00 or £400.00 to fell and leave in manageable logs for others to remove. Council agreed to defer the decision until the next meeting to see if anyone would be interested in the wood. At least one more entrance in Eagle Lane has had curbing installed by Highways to prevent surface water accessing their properties. Several further emails have been received supporting the Councils proposal to reduce the speed through the village. Cllr Robertson reported that he had attended the Panel Meeting to put the proposal forward and had received a positive response from the Panel members.
- 140116/006 **County and District Councillor Reports**
As District Councillor Morris was unable to attend the meeting he had sent a brief update on the meetings that he had recently attended. He hoped to be able to attend the next meeting.
- 140116/007 **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 DDR £48.83
Threlfall Contracts £365.00
- 007.2 Receipts
Council noted that the following had been received since the previous meeting:
HMRC VAT Reimbursement £2359.92
- 007.3 Consideration of Final Precept request for 2016/2017
This item was considered after reviewing the Quarterly Report.
- 007.4 Consideration of Quarterly Finance Report
Council considered the attached Quarterly Finance Report as prepared by the Clerk. It was noted that no invoice has yet been received for either the streetlight maintenance or energy charge. The financial position of the Council continues to be acceptable.
Council then discussed the final precept amount that should be submitted for the year 2016/2017.

In view of the financial position of the Council it was suggested that a lower final request should be submitted in preference to the estimated amount of £15,873.36. It was proposed that the Council should increase the precept by 1% equating to £15,717.74. Following a vote of 6 in favour and 1 against, Council resolved to submit a final precept request of £15,717.74.

140116/008 **Environment and Footpaths**

008.1 Monthly Footpath Report

Cllr Mardon reported that the paths were generally wet. No sign of horses having been ridden along Footpath 2 could be found. It is possible that the horses were actually being ridden in the adjacent field. Concern was raised that horses were being ridden on stewardship land near Water Lane. Cllr Mardon reported that she had checked with Ron Gabain, Stetchworth Estates to see if he had given permission, but he had not. If anyone is seen riding on this land, they need to be reported. Council then discussed the proposed diversion of Footpath No 22 to allow Cllr Algar to be involved in the discussion prior to leaving the meeting. There is concern that the footpath may be diverted without going through the proper channels and that current work being undertaken in preparation may not be legal. The new footpath is due to be situated along the boundary with a property that is currently on the market and it is felt that possibly any new owner should have the opportunity to comment on the proposed diversion. The diversion would see users of the footpath having to walk over turning circles within the grounds of the property. A copy of a letter from the Ramblers Association had been received by the Council outlining their thoughts. Council agreed that it would be useful to meet on site with the County Council Footpaths Officer and members of the local Ramblers Groups to look at the work being carried out and to discuss the proposed diversion. Cllr Algar left at 8.20 pm

140116/009 **Planning**

009.1 To receive Planning Application decisions:

There were no planning application decisions to note.

009.2 To consider recent Planning Applications:

15/01458/FUL Field House 3 Elm Close

First floor extension over garage including two storey link - **No Objections**

009.3 Planning Report (Cllr. T Owen)

Cllr T Owen was asked to speak to the Planning Officers regarding the legitimacy of the stable buildings on the land to the east heading out of the village towards Newmarket.

140116/010 **Play Area**

010.1 Play Area Weekly Maintenance

The Clerk has yet to receive the hard copies of the play area reports. The zip wire may need the length of the seat shortened to stop people catching their feet on the ground. Cllr Robertson agreed to look at this. Incorrect links had been issued by Lars Laj. Someone has complained to Cllr K Owen about the amount of algae in the decking boards. This should improve as the weather gets better, but a warning sign should possibly be put up warning users of the danger. Cllr K Owen to sort out the signs and to speak to Stephen White about carrying out the regular inspections.

140116/011 **Correspondence**

011.1 ECDC Notification of User Surveys for Total Transport Pilot

The Clerk informed Council that the survey only covers the North of the district and was therefore not relevant to Dullingham.

011.2 Letter regarding Proposed Diversion of Footpath No 22

This matter was discussed earlier during the meeting.

011.3 Letter of resignation from Clerk

A letter of resignation had been received from the Clerk. She will cease employment with the Council at the end of January 2016.

140116/012 **Other Matters**

012.1 Community-Led Development and Community Land Trusts

Cllr K Owen informed Council that he was aware that land maybe available for a community led development but need for such a development would have to be established prior to taking the matter any further. Cllr Robertson agreed to draft a survey to establish need. A member of the Community Land Trust from Stretham is willing to talk to the Council about Community-Led Developments.

012.1 Parish Council Records

The Clerk had previously discussed with the Chairman the amount of Council paperwork currently in storage. The vast amount of the paperwork is past planning applications. A new Clerk may not have the necessary room to store this quantity of paperwork. Council agreed that it was important to retain the past applications as not all of the information could easily be found on line. It was suggested that it may be worth enquiring if the plans could be stored at the Taylor Hall. The Clerk was asked to write to the Taylor Hall Committee to see if this would be a possibility.

CAPALC had emailed a request for nominations for the Queens Garden Party. Unfortunately no one wished to be nominated.

ECDC is in the process of drafting a new Local Plan and will be holding 2 sessions for Parish Councils on 18th February at Ely to discuss the proposals.

An email has been received from ECDC asking Parish Councillors to make residents aware of the help that is available for claim submissions through ECDC during periods of cold weather. The email also reminds all to be aware of the elderly during the cold winter months.

140116/013

Councillors' Reports - To receive reports from Parish Councillors

Cllr T Owen informed Council that the School Governors would hopefully soon be in a position to appoint a new Head Teacher.

Cllr Mardon informed Council that the streetlight PC1 in Cross Green was missing its lens cover. The Clerk to report.

Cllr Parkins reported a tree that had fallen near the Crescent which is blocking the footpath. Cllr K Owen agreed to remove. Cllr Parkins continued to report that several of the stone walls through the village were beginning to look unstable. Cllr T Owen informed Council that he may hold a village workshop on stone/flint walling later on in the year. There is still a branch overhanging the footpath from a property in Station Road. The Clerk agreed to write to the resident concerned. The road and path around the Old Maid's Corner is covered with leaf mulch, covering important road markings. The Clerk to inform Highways.

Cllr Robertson highlighted the need for Council to consider what the course of action should be taken as ageing Parish Council owned streetlights begin to fail. He suggested that now the replacement County Council streetlights have been installed, Council should carry out a survey as to which Parish Council lights would not need to be replaced if they failed.

Cllr Morley reminded Council that the signs were still in situ at the entrance to the parcels of land up Kings Head Hill.

Cllr K Owen informed Council that a vehicle gaining access to the fields along Station Road had left a considerable amount of mud on the road. It is thought that the vehicle may have been stolen. There is a large build-up of leaves at the junction of Eagle Lane and Station Road. Damage had been caused to the bank of the pond and the church footpath by a plumbing vehicle working at one of the Malting's properties. The company involved is due to repair the damage that it has caused.

140116/014

Absences

All absences were noted by the Clerk.

140116/015

Risk Assessments

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

140116/016

Date of the next meeting

The next Parish Council meeting will be held on 4th February 2016

The meeting closed at 9.34 pm.

Signed

Dated