Members of the Council are summoned to and General Meeting of Dullingham Parish Council to take place on

**Wednesday 10th June 2020, Virtually via Zoom at 7pm**

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via a Zoom Meeting (<https://zoom.us/>). The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4th April 2020 (“the Regulations 2020”), enabling local councils to hold remote meetings (including by video and telephone conferencing) until May 2021.

If you wish to join the Parish Meeting please contact the Clerk directly by 4pm on the day of the meeting for the meeting ID and password (this will be forwarded to you on the day of the meeting) and if you wish to raise any points within Item 100620/6 these must be sent to the Parish Clerk at least 24 hours before the meeting is due to commence.

We are limited to 40 minutes so this will enable to Council to respond.

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

**Members of the public are welcome to attend and speak on any item on this agenda for the first**

 **10 minutes of the meeting. They are then welcome to remain and observe the rest of the meeting.**

**Minutes**

**100620/1 VIRTUAL MEETING PROCEDURE TO BE ACCEPTED AND APPROVED**

The policy was accepted by unanimous vote.

**100620/2 ELECTION OF A CHAIR/VICE CHAIRMAN TO BE CARRIED OVER TO MAY 2021**

It was agreed by all to carry over the current Chair and Vice Chair to May 2021 due to Covid-19 outbreak in the United Kingdom.

**100620/3 TO RECORD APOLOGIES FOR ABSENCE**

None received

**100620/4 TO RECEIVE ANY DECLARATIONS OF INTEREST:**

 1. Declaration of any disclosable pecuniary interest in any item of business

2. Declaration of any personal and/or prejudicial interest in any items on the agenda

3. Written requests for dispensations for disclosable pecuniary interests

4. Grants to any requests for dispensation

Cllr Robertson declared an interest in agenda item 100620/17

**100620/5 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:**

Full Parish Council Meeting 5th March 2020 –approved by all

Extraordinary Parish Meeting 17th March 2020 – approved by all

Full Parish Council Meeting Friday 3rd April 2020 – approved by all

100620/6 OPEN FORUM FOR PUBLIC PARTICIPATION

Please note all issue to be raised in this section must be sent to the Clerk via email 24 hours before the meeting is due to commence. At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.

There were no members of the public present.

**100620/7 TO APPROVE AND ADOPT STANDING ORDERS**

The Standing Orders were circulated to all prior to the meeting. These were approved and adopted unanimously.

**100620/8 TO REVIEW AND APPROVE FINANCIAL REGULATIONS, INTERNAL FINANCIAL CONTROLS DOCUMENT, NEW FINANCIAL YEARS ASSURANCES AND SIGNATORIES FOR 2020/21**

The Financial Regulations, Internal Financial Controls, New Financial Years Assurances and Signatories for 2020/21 were circulated to all prior to the meeting. These were approved and adopted unanimously.

**100620/9 TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS**

The Standards and Code of Conduct for Members were circulated to all prior to the meeting. These were approved and adopted unanimously.

**100620/10 TO REVIEW AND APPROVE DULLINGHAM PARISH COUNCILS POLICIES**

Dullingham Parish Council Policies were circulated to all prior to the meeting. These were approved and adopted unanimously.

**100620/11 INTERNAL AUDIT REPORT 2019/20 TO BE ACCEPTED AND APPROVED**

The Internal Audit Report 2019/20 was circulated to all prior to the meeting. This was approved and adopted unanimously.

**100620/12 INTERNAL AUDIT REVIEW 2019/20**

The Internal Audit Review 2019/20 was distributed to all prior to the meeting. All points within the review were agreed and the Council approved the review unanimously.

**100620/13 AGAR 19/20: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED**

Cllr Simpson proposed, and Cllr Agar seconded that Statement 1-8 in the Annual Governance Statement for 2019/20 should be answered “yes” and Statement 9 should be answered “N/A”. Motion carried unanimously.

**100620/14 AGAR 19/20: ANNUAL ACCOUNTING STATEMENT TO BE APPRROVED**

Cllr Simpson proposed, and Cllr Agar seconded that the year-end figure on the Accounting Statement 2019/20, which was circulated to all Councillors before the meeting, should be approved. Motion carried unanimously.

**100620/15 APPOINTMENT OF INTERNAL AUDITOR 2020/21**

Cllr Simpson proposed, and Councillor Agar seconded that S&J Accounting should be appointed as Independent Internal Audit for 2020/21. Motion carried unanimously.

**100620/16** **MATTERS ARISING:**

1. To adopt Dullingham Parish Council Emergency Plan – it was agreed to defer this item to the next Full Parish Council meeting. The plan will be re-circulated and Councillors are asked to read and decide if the plan should be adopted.

**100620/17** **PLANNING**

(Any plans the PC are aware of after posting of the agenda will be discussed at the next meeting. The application numbers and brief details will be posted via the notice board prior to said meeting.)

**Applications to discuss:**

**20/00528/TRE 5 Elm Close, Dullingham**

T1 – Yew – Fell T2 – Holly – Fell T3 – Pine – Fell T4 – Pine – Fell

G1 – Leyland Cypress – Reduce height by 30-40% - the Parish Council have requested a refusal to the application and requested retention of the Holly and Yew with a deduction at most rather than a refusal – **replied 08.05.2020 for refusal. Comment from Tree Officer after a site visit was: after a site visit and discussions has resulted in removal of the request to remove the mature Yew tree in the front garden. The Holly tree appeared to be in poor condition and its removal will be permitted. Any further request to remove or significantly reduce the Yew tree will result in the Council serving a Tree Preservation Order on it due to its significant amenity value.**

**20/00526/FUL Land between 31 and 37 Brinkley Road, Dullingham**

New Dwelling and garage and change of use from agricultural to residential – the Parish Council have no objection to the plans but would ask that no further development of the site as a caveat. It was noted that this is outside the development envelope and as an infill was a solid plan – **replied 11.05.2020 with comment of over development**

**20/00560/VAR Site south of 22 Brinkley Road, Dullingham**

To vary condition 1 (approved plans) of previously approved 18/0172/FUL for erection of 5 dwellings and garages/Cart Lodge – **No comment reply**

**20/00282/FUL 5 Eagle Lane, Dullingham**

60mx30m all weather Equine Menage – **no comment reply**

**20/00565/LBC and 20/00566/FUL Dullingham House, 34 Station Road, Dullingham**

Alteration to existing single storey wing to link adjacent outbuilding to create back kitchen, cloakroom, boot room, utility room and family/side entrance including new paving and under floor heating to the existing hall and kitchen and new cloakroom to study – **No comment reply**

**20/00600/TRE 5 Elm Close, Dullingham**

G1 Conifer hedge – fell to ground level – **No comment reply 29.05.2020**

 **Planning Updates:**

 **10/00522/DISA 19-21 Dollyn Cottage, Stetchworth Road, Dullingham**

To discharge in part (rear main door) Condition 3 (detailed drawings of doors) of decision dated 12 August 2010 for renovation of master bedroom, conversion of garage to habitable room and canopy porch to rear door

**20/00279/FUL Albert Farmhouse 57 Station Road, Dullingham**

Install bespoke hardwood driveway gates – APPROVED

**20/00205/FUL 2 The Crescent, Dullingham**

Proposed annex – APPROVED

**20/00321/FUL Cara Lodge & Desiree Dullingham Ley, Dullingham**

Change of use of building from 2 holiday lets to 2 dwellings

**18/01672/DISA -Site South Of 22 Brinkley Road Dullingham Suffolk**

To discharge Conditions 3 (Land Contamination), 4 (Contamination), 5 (Surface Water), 6

(Archaeological) and 7 (Footpath), of decision dated 14.11.2019 for Erection of 5 Dwellings and Garages / Cart lodges

**19/01666/DISA - Ley Cottage 2 Dullingham Ley Dullingham CB8 9XG**

To discharge Condition 7 (Surface Water) of decision dated 13.03.2020 for To Vary Condition 1(Approved Plans) of previously approved 17/00329/FUL for Demolition of existing house and

Construction of new replacement dwelling

 **100620/18 PLAY AREA**

 To update/ inspection report

Report from Councillor Cameron received. Noted that painting of the fencing will commence shortly – date to be confirmed and social distancing to be adhered to. CS thanked MC/RA for their work on this.

MC advised a clear up and ground levelling is also necessary in the area, MC/RA to carry out works. MR was asked to source 3 x ton bags of rubber chippings for a surface top up.

MC will gain quotes for benched and report back once quotations received.

**100620/19 SPORTS FIELD**

GP advised she has received Accounts from the Sport Club and an email advising they wish to work with DPC on this matter. GP to update at next meeting.

RA advised that the Pavilion does need attention and if vandalism continues it may be necessary to board the whole building. Agreed to monitor situation.

GP asked if grass cutting of the field could be cut back to fortnightly, all agreed to leave at weekly cutting and review at next meeting.

**100620/20 COUNTY AND DISTRICT COUNCILLOR REPORTS**

 April’s received distributed, no other reports received.

 **100620/21 ENVIRONMENT AND FOOTPATHS**

SM asked KP if she could make arrangements for the Dog Waste bins to be emptied by Aislabie Stud .

 **100620/22 ASSETS**

 To be deferred to next meeting.

 **100620/23 FINACIAL MATTERS**

 010.1 Bank Reconciliation for Signature May 2020 agreed and signed

 Cambridgeshire Building Society £17011.40

 Lloyds Treasurers Account £32020.40

**Payments:**

010.2 K & M Lighting Feb Inv 5605 £86.04 BACS

 Came and Company Insurance £762.45 BACS

 McGregor Services Inv 3949 £432.00 BACS

 K&M Lighting April Inv 5721 £86.04 BACS

 Opus (Street Lighting) £167.77 DD

 Wages and Expenses - April £570.91 BACS

 **May**

 Wages and Expenses £561.06 BACS

 K & M Lighting Inv 5773 £86.04 BACS

 McGregor Services Inv 3975 £432.00 BACS

 All payments agreed and signed off

 **100620/24 COUNCILLORS FORUM**

MR raised concerns over recent incidents in the village. It was agreed by all that contacting the local PCSO for advice would be the best course of action. CS/KP to progress.

 **100620/25 TO APPROVE AGENDA FOR ANNUAL PARISH MEETING**

The agenda for the Annual Parish Meeting was agreed by unanimous decision.

**100620/26** **TEMPORARY DELEGATION SCHEME**

In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.  This will be carried out where possible by consultation with members by electronic means or telephone.  The clerk will further consult with the chairman for guidance as necessary.  The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.

This was agreed by unanimous decision.

**100620/27 DIARY DATES –** Next meetings – Thursday 2nd July 2020 –via Zoom

 Annual Parish Meeting at 7pm

 Full Parish Meeting to follow at 7.15pm

Meeting Closed 19.54

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K Peck

**Karen Peck**

**Clerk & Responsible Finance Officer**

**Dullingham Parish Council**

**2nd July 2020**

**……………………………………………………………………………**

**C Simpson**

**Cary Simpson**

**Chairman**

**Dullingham Parish Council**

**2nd July 2020**