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

**Thursday 3rd December 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.

To join the Parish Meeting the meeting ID 89873528163 and password 832376.

**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**

**031220/1 TO RECORD APOLOGIES FOR ABSENCE**

There were no apologies for absence

CS was experiencing intermittent connection issues and arrived at 19.19. Vice Chair RA started the meeting at 19.08 in CS absence

AS arrived at 19.14

GP arrived at 19.12

KO was absent

**031220/2 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

No declarations were declared

**031220/3 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:**

The full Parish Council Meeting minutes from Thursday 5th November 2020 were approved by unanimous vote as a true record of the meeting.

031220/4 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

No members of the public were in attendance

**031220/5** **MATTERS ARISING:**

1. Street Lighting

The item was deferred until CS could enter the meeting. CS arrived at 19.19 and updated all that he has contacted our Street Light Maintenance in regard to the proposed new Street Lighting requirements and was still awaiting a reply. CS to contact by telephone to chase and also report PC7 Street Light issue.

1. Hire of Village Green

KP advised that this item was requested by KO but in his absence it was decided that the Village Green could be used for the Christmas event and no charge. No cars are allowed on the green.

1. To discuss the Sports Pavilion break in and to adopt CCTV Policy

The Council discussed the recent break in at the Pavilion and expressed their disappointment in the lack of Police progress with the matter. AS advised he would take this up on the Parishes behalf, KP to send all correspondence to AS to progress.

The Council discussed the draft CCTV Policy and agreed by unanimous vote to adopt the Policy with immediate effect. KP to purchase CCTV signage for the building and CS to install equipment.

1. East Cambs Community Fund Grant discussion

The Council discussed the Community Grant and it was agreed to apply to replace the badly damaged and now unusable bench at The Pond. KP to completed application form on behalf of the PC

1. To confirm where Planning Application Information can be found for Dullingham Parish

The Council confirmed that all planning information for the Parish is published on the Agenda, Minutes and Noticeboards. Also all information can be found on the Parish Website under agenda and minutes [www.dullingham.org.uk](http://www.dullingham.org.uk) or on East Cambs Planning Portal <https://www.eastcambs.gov.uk/planning/current-planning-applications>

1. Development Envelope review and comparison

MR updated the Council and advised that he was still awaiting maps from some Councillors before he could collate the information. A deadline of Friday 10th December 2020 was set for return. MR will collate information and present to the Chairman and the Council at the next meeting.

1. Grant request for Christmas event

CS advised that a request had been made for £200 funding towards a Christmas event on 20th December 2020. The Council discussed the request and agreed that the Parish Council would fund this from the Chairman’s allowance.

1. Grant request from Dullingham Charities

The Council discussed the letter received and decided on this occasion that they are not in a position to make a donation as they are currently working on a number of projects in the village which includes work to items like refurbishment of the Children's Play area and a Christmas event.

**031220/6** **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:**

**20/01523/FUL 22 Station Road, Dullingham**

Construct a new timber framed garden room/store in the rear garden if the property

The Council discussed the application and agreed by unanimous decision a “No Comment” response

**20/01524/LBC 22 Station Road, Dullingham**

Construct a new timber framed garden room/store in the rear garden if the property

The Council discussed the application and agreed by unanimous decision a “No Comment” response

**20/01566/FUL 18 Bakehouse Hill, Dullingham**

Single storey rear and side extension and a new boundary fence

The Council could not discuss the application as the portal held no documentation for the application. KP to contact case officer Molly Hood to ask for and extension and relevant documentation so that the Council could make a final comment.

**UPDATES**

**20/01139/FUL Dullingham House, 34 Station Road, Dullingham**

Garden room extension to the west of the existing main house – APPROVED

**20/01140/FUL Dullingham House, 34 Station Road, Dullingham**

Garden room extension to the west of the existing main house - APPROVED

**031220/7 PLAY AREA**

To update/ inspection report

MC circulated a full Play Area Inspection to all before the meeting.

MC updated all that the zip wire repairs had been completed and the survey for the install of the new equipment was planned for next week. This had been delayed due to COVID lockdown

**031220/8 COUNTY AND DISTRICT COUNCILLOR REPORTS**

AS updated all that the Local Authority Accounts now being signed off at the Finance and Assets Committee.

Bus Review plans has been sent in to the combined Authority and further talks to take place in the New Year.

AS to forward letter from Richard Kay to KP in regard to Planning White Paper

**031220/9 ENVIRONMENT AND FOOTPATHS**

To update

SM noted that all pathways are muddy but no other matters to raise.

There had been a large amount of fly tipping on the Camel humps and SM will report.

**031220/10 ASSETS**

To update

RA updated that most works had now been completed. The millennium garden will need to be thought about in the New Year and a redesign of the area to open up the space is needed.

**031220/11 FINANCIAL MATTERS**

010.1 Bank Reconciliation for 30th November 2020

Lloyds Treasurers Account £17011.40

Cambridgeshire Building Society £34229.82

**Payments:**

010.2

Expenses, Tax, NI and Salary £539.14 BACS

K&M Lighting – Street Light Maintenance £86.04 BACS

McGregor Services – Grass Cutting £240.00 BACS

Opus – Street Light Energy £160.82 DD

H L Carpenter – Wreath £40.00 BACS

Newcampe Medical Ltd – Inv 26773/ & 27043 £98.82 BACS

All payment and the bank reconciliation up until 30th November 2020 were agreed by unanimous decision

**Income**

10.3 None

**031220/12 COUNCILLORS FORUM**

To raise any concerns outside of agenda items

SM advised that the Poly tunnels has been removed and burnt 2 weeks ago. KP advised an email had been sent to the Burrough Green Clerk and a message left on the answerphone for the Clerk but had received no reply from either.

SM also advised that the Environmental Survey is taking place with boxes and mats present in the village and on Algar Drive.

MR updated on Trees, de-ivy and pruning of some of the lower branches of trees at the front of the sports field is needed. RA, MR and CS to action works.

MR encouraged all to consider the planting or new trees in the area and will progress the Eagle Lane land. The Council felt that any damaged trees could be replaced with new and also in the next newsletter could encourage the community to plant trees on their own land.

MR and MC attended the Flood meeting with CCC for Pre App Advise. MR reiterated the already known concerns from the Parish Council and also pushed for silt removal for Bridge/Stream and raised concerns for the ownership for the bridge on Water Lane as responsibility unclear.

RA raised his concerns over the ongoing issue and maintenance of the pavilion and hoped in the coming months the PC would make further progress on the future of the building. CS to investigate the cost to place meshes on all windows to help with security.

GP raised concerns over reports of ASB in the village and advised all to be aware and for reports to be made to the Police if necessary.

CS updated that bulbs had been planted. The phone box works are delayed due to the weather and CS to look at speed signs ASAP and advise PC.

White gates are to be replaced at a cost tbc, but will be circa previous ones made.

KP to chase highways on the 30mph sign rusted through and fallen down on Eagle Lane please.

**031220/13** **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

**031220/14 DIARY DATES –** The next Parish Council Meeting will be on 7th January 2021 via Zoom

The meeting closed at 20.36

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K Peck C Cimpson

**Karen Peck C Simpson**

**Clerk & Responsible Finance Officer Chairman**

**Dullingham Parish Council Dullingham Parish Council**