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

**Thursday 6th May 2021, Virtually via Zoom at 7.30pm**

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 85809186121 and password 323805

**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**

**060521/1 ELECTION OF A CHAIR AND TO RECEIVE THE ACCEPTANCE OF DECLARATION OF OFFICE**

Councillor Algar proposed and Councillor Robertson seconded that Councillor Simpson should be elected as Chairman for the coming year. Motion carried unanimously

**060521/2 ELECTION OF A VICE CHAIR AND TO RECEIVE THE ACCEPTANCE OF DECLARATION OF OFFICE**

Councillor Simpson proposed and Councillor Mardon seconded that Councillor Algar should be elected as Vice Chairman for the coming year. Motion carried unanimously

**060521/3 TO RECORD APOLOGIES FOR ABSENCE**

District Councillor Alan Sharpe and Parish Councillor Mick Cameron

**060521/4 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

MR declared and interest in APP/Vo510/W/20/3265378 and Anglain Water Charges

**060521/5 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:**

The minutes from Dullingham Full Parish Council Meeting on 1st April 2021 were circulated to all Councillors were taken as read. Councillor Simpson proposed and Councillor Algar seconded, that the minutes should be signed as a true record of the meeting. Motion carried unanimously.

060521/6 OPEN FORUM FOR PUBLIC PARTICIPATION

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 available

**060521/7 TO APPROVE AND ADOPT STANDING ORDERS**

Councillor Simpson proposed and Councillor Algar seconded to approve and adopt the Councils Standing Orders. Motion carried unanimously.

**060521/8 TO REVIEW AND APPROVE FINANCIAL REGULATIONS, INTERNAL FINANCIAL CONTROLS DOCUMENT, NEW FINANCIAL YEARS ASSURANCES AND SIGNATORIES FOR 2021/22**

Councillor Algar proposed and Councillor Parkin seconded to approve and adopt the Councils reviewed Financial Regulations, Internal Financial Controls Documents, New Financial Years Assurances and Signatories for 2021/22. Motion carried unanimously.

**060521/9 TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS**

Councillor Parkin proposed and Councillor Mardon seconded to approve and adopt the Councils Standards and Code of Conduct for Members. Motion carried unanimously.

**060521/10 TO REVIEW AND APPROVE DULLINGHAM PARISH COUNCILS POLICIES**

Councillor Mardon proposed and Councillor Owen seconded to approve and adopt the Councils Policies. Motion carried unanimously.

**060521/11 INTERNAL AUDIT REPORT 2020/21 TO BE ACCEPTED AND APPROVED**

Councillor Owen proposed and Councillor Algar seconded to approve the Councils Internal Audit Report 2020/21. Motion carried unanimously.

**060521/12 INTERNAL AUDIT REVIEW 2020/21**

Councillor Robertson proposed and Councillor Simpson seconded to approve the Councils Internal Audit Review 2020/21. Motion carried unanimously.

**060521/13 AGAR 20/21: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED**

Councillor Simpson proposed and Councillor Parkin seconded to approve the AGAR/20/21 Annual Governance Statement. Motion carried unanimously.

**060521/14 AGAR 20/21: ANNUAL ACCOUNTING STATEMENT TO BE APPRROVED**

Councillor Algar proposed and Councillor Mardon seconded to approve the AGAR 2020/21 Annual Accounting Statement. Motion carried unanimously.

**060521/15 APPOINTMENT OF INTERNAL AUDITOR 2021/22**

Councillor Simpson proposed and Councillor Algar seconded that S& J Accounting Ltd should be appointed as the Councils Independent Internal Auditor for 2021-22. Motion carried unanimously.

**060521/16** **MATTERS ARISING:**

1. Street Light Replacement – to discuss and approve quotation for works

The Council discussed the three quotations sought and circulated to all before the meeting. Councillor Simpson proposed and Councillor Robertson seconded to proceed with Quotation A from K & M Lighting- Option 1 x 13 lamps and Option 3 x 28 lamps. A maximum spend limit of £15000 including VAT. Motion carried unanimously

CS left the meeting at 19.45

1. Pavilion – to agree spend for essential works

The Parish Council had an extensive discussion in regard to the unsatisfactory electrical report and general condition of the Pavilion. It was agreed that all keys holders who are not Parish Councillor will be contact by GP/RA to return keys. GP/RA to arrange a virtual meeting for the Sports Groups, Parish Council and Community to discuss the future of the pavilion.

1. Footpath Map – Update

Councillor Mardon advised she has been working on a footpath map.

Councillor Algar proposed and Councillor Parkin seconded that a spend limit of £450 could be allocated for the project. Motion carried unanimously

1. To agree and approve new Delegation Scheme -circulated to the Council in advance of the meeting Appendix 1

Councillor Algar proposed and Councillor Owen seconded approval of the delegation scheme. Motion carried unanimously.

1. Correspondence regarding Access Balsham Lane to The Crescent

The Parish Council had received a letter regarding the restricted passing opposite his property. Response sent regarding this and actions with Highways to see if anything can be done given complaints and bank being cut away. Also responded ref SORN vehicles, a DVLA matter. No further comment required unless feedback from highways.

1. To agree purchase of two number bags of rubber chippings for play area

Councillor Mardon proposed and Councillor Algar seconded the purchase of the Bark at £240.83 (excluding VAT). Motion carried unanimously.

**060521**/**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:**

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

Single storey rear and side extension and a new boundary fence- AMENDMENT reduction in the red line to exclude land to the west of the application property from the proposals and the inclusion of an additional high-level rear window within the proposed rear extension – responded under delegated powers with the following comment - please ensure that the piece of land with blue border is not fenced

**21/00558/VAR Ley Cottage 2 Dullingham Ley, Dullingham**

To vary condition 1 (Approved Plans) of previously approved 19/01666/VAR for demolition of existing house and construction of new replacement dwelling

**21/00276/FUL 18 Bakehouse Hill, Dullingham**

Change of use from public amenity land to residential garden – Comment made under delegated powers

**21/00579/TRE 1A Elm Close, Dullingham**

T1 Lime – Reduce bough leaning towards house approx. 20ft (6m) up by 15ft to balance weight. Also remove 2 x lower limbs over boundary to balance shape T2 Lime – Remove epicormics growth up to 20ft (6m) T3 Horse Chestnut – Remove x 2 lower boughs at Approx 20ft(6m) up to balance shape. Reduce overhanging branches back to clear conservatory by 6ft 6 inches (2m) – No Comment response recorded

**Planning Updates:**

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

Single Storey rear and side extension – APPROVED

**21/00294/FUL Field House, 3 Elm Close, Dullingham**

Demolition of old timber conservatory and erection of new single storey extension to the rear of the property, with wrap around to the side – APPROVED

**21/00341/TRE Albert Farmhouse 57 Station Road, Dullingham**

Tree Works T1 Cherry – APPROVED

**21/00354/TRE Tilbrook Farm Cottage 81 Station Road, Dullingham**

T1 Apple, T2 – Lilac, H1 Hornbeam hedge/row young trees – APPROVED

**Appeal**

**APP/Vo510/W/20/3265378 Land between 31 and 37 Brinkley Road, Dullingham**

**Appeal dismissed by Planning Inspectorate**

**060521/18** **PLAY AREA**

To update/ inspection report

Councillor Cameron has forwarded the monthly inspection report to all before the meeting. Chippings to be ordered.

GP raised concerns over the current bird mess on the new equipment, to be cleaned.

**060521/19 COUNTY AND DISTRICT COUNCILLOR REPORTS**

To report received

**060521/20 ENVIRONMENT AND FOOTPATHS**

To receive an update and discuss position

Councillor Mardon advised complaints have been received regarding parking at the end of Dullingham Ley on the concrete apron/verge, as the adjacent owner of the paddocks stipulates that it is his land up to 1m on the verge. Clerk to contact Highways

SM has reported the dangerous state of the steps and bridge at the bottom of the footpath from Stetchworth, crossing Watery Lane.

SM has watered the rowans a couple of times and chat to them when I pass, they are responding.

There have been complaints and comments regularly received about the speed and dangerous driving of traffic along Dullingham Ley. Clerk to speak to Highways

**060521/21 ASSETS**

Covered under Pavilion Matters

**060521/22 FINACIAL MATTERS**

010.1 Councillor Algar proposed and Councillor Owen seconded that the Bank Reconciliation be approved for April 2021. Motion carried unanimously.

**Payments:**

010.2 Opus Energy (Street Lighting) £462.12 DD

Anglian Water £29.87 DD

HMRC, Wages, and Expenses £632.00 BACS

S& J Accountancy- Internal Audit £110.00 BACS

McGregor Services – Grass Cutting £216.00 BACS

K & M Lighting (Maintenance Street Lighting) £86.04 BACS

Came & Company – Insurance Renewal £847.43 BACS

Councillor Mardon proposed and Councillor Parkin seconded that the payments be authorised. Motion carried unanimously.

**060521/23 COUNCILLORS FORUM**

GP – advised Flint Wall inspections now complete and letters will be drafted by the Clerk and sent.

GP – Overhanging Tree – to be included in the letters being sent

GP – Newsletter to be drafted items to include: Annual Report, Speeding, Pavilion. Councillors asked to email GP with further information to be added

KO – enquired as to the new PCSO for the Village as ours had now retired. No formal information received Clerk to establish.

**060521/24 DIARY DATES –** Delegated powers will now commence. The next full parish council meeting will likely me July 2021, TBC in line with the roadmap.

**Meeting closed at 20.55**

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K Peck C Simpson

**Karen Peck Cary Simpson**

**Clerk & Responsible Finance Officer Chairman**

**Dullingham Parish Council Dullingham Parish Council**