

Dullingham Parish Council

www.dullingham.org.uk

Chairman: Cary Simpson
Address: 1 The Crescent
Dullingham, Newmarket
CB8 9UY
Tel: 01638 508572
Email: cary@dullingham.org.uk

Clerk: Karen Peck
19 High Street
Aldreth, Cambs
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Members of the Council are summoned to and Annual Meeting of Dullingham Parish Council to take place on

Tuesday 9th May 2023 at Dullingham Pavilion at 6.30pm

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

In attendance: Councillor Simpson (CS), Councillor Algar (RA), Councillor Cameron (MC), Councillor Robertson (MR), Councillor Mardon (SM) and Councillor Parkin (GP). No members of the public were in attendance

090523/1 ELECTION OF A CHAIR AND TO RECEIVE THE ACCEPTANCE OF DECLARATION OF OFFICE
It was unanimously **RESOLVED** to elect Councillor Simpson (CS) as Chairman for the coming year. CS signed the Declaration of Office; this was witnessed by the Clerk as Proper Officer
Proposed: GP Seconded: MR

090523/2 ELECTION OF A VICE CHAIR AND TO RECEIVE THE ACCEPTANCE OF DECLARATION OF OFFICE
It was unanimously **RESOLVED** to elect Councillor Algar (RA) as Vice Chairman for the coming year. RA signed the Declaration of Office; this was witnessed by the Clerk as Proper Officer
Proposed: GP Seconded: MR

090523/3 TO RECORD APOLOGIES FOR ABSENCE
AS sent apologies – work commitments

090523/4 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

All members, except SM, GP, MR had signed the Declaration of Office, and these were witnessed by the Clerk. It was unanimously **RESOLVED** to accept SM, GP and MR at or before the next meeting of the council.
No declarations were made for the meeting.

090523/5 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:
It was unanimously **RESOLVED** that the Full Parish Council Meeting of 6th April 2023 were approved and signed.
Proposed: CS Seconded: RA

090523/6 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
No members of the public were in attendance.

090523/7 TO APPROVE AND ADOPT STANDING ORDERS
It was unanimously **RESOLVED** to approve Standing Orders
Proposed: CS Seconded: RA

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- 090523/8** **TO REVIEW AND APPROVE FINANCIAL REGULATIONS, INTERNAL FINANCIAL CONTROLS DOCUMENT, NEW FINANCIAL YEARS ASSURANCES AND SIGNATORIES FOR 2023/24**
Having reviewed the 2023/24 FINANCIAL REGULATIONS, INTERNAL FINANCIAL CONTROLS DOCUMENT, NEW FINANCIAL YEARS ASSURANCES AND SIGNATORIES FOR 2023/24. It was unanimously **RESOLVED** to approve them.
Proposed: CS Seconded: RA
- 090523/9** **TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS**
It was unanimously **RESOLVED** to approve THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS.
Proposed: CS Seconded: RA
- 090523/10** **TO REVIEW AND APPROVE DULLINGHAM PARISH COUNCILS POLICIES**
Having reviewed **DULLINGHAM PARISH COUNCILS POLICIES**. It was unanimously **RESOLVED** to approve them.
Proposed: CS Seconded: RA
- 090523/11** **INTERNAL AUDIT REPORT 2022/23 TO BE ACCEPTED AND APPROVED**
The Internal Audit had been completed by S&J Accounting and there were no items for action. The council reviewed and noted both the Annual Interval Audit Report (page 3 of the AGAR and the detailed report from S& J Accounting. It was unanimously **RESOLVED** to approve this document.
Proposed: CS Seconded: RA
- 090523/12** **INTERNAL AUDIT REVIEW 2022/23**
Having reviewed and considered the Internal Auditors report and its outcome, it was unanimously **RESOLVED** that the system of Internal control was appropriate and effective.
Proposed: CS Seconded: RA
- 090523/13** **AGAR 22/23: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED**
It was unanimously **RESOLVED** that Statement 1-8 in the Annual Governance Statement for 2022/23 should be answered "Yes", Statement 9 should be answered "N/A" and the document should be approved by council. The document was then signed by the Chairman and Clerk.
Proposed: CS Seconded: RA
- 090523/14** **AGAR 22/23: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED**
The Clerk had completed and certified the accounting statement as RFO to the council. The council conserved the accounting statement before unanimously **RESOLVING** that the year-end figures on the Accounting Statement 2022/23, as circulated to all councillors, should be approved. The document was then signed by CS as the Chairman.
Proposed: RA Seconded: GP
- 090523/15** **APPOINTMENT OF INTERNAL AUDITOR 2023/24**
It was unanimously **RESOLVED** to appoint S& J Accounting as the Internal Auditor for 2023/24.
Proposed: CS Seconded: RA

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090523/16

MATTERS ARISING:

1. To discuss Dullingham Pavilion phase 2 completion and discuss future plans
RA provided a brief overview on current works to date thanking everyone involved for their help and support.
Drainage on the site had become blocked over time and required emergency works to clear. It was unanimously RESOLVED to approve inspection and all necessary works to clear the blockage at the earliest convenience and make necessary purchases (hoover, cleaning products for one off clean, cutlery, mats, kettle, oven liner, knives and scissors)
Proposed: RA Seconded: GP
RA expressed the need for a Pavilion Working Party to be appointed to help make the management and running of the facility as self-sufficient as possible. It was unanimously RESOLVED to appoint GP, RA and MC as members of the Working Group, further members would be sought from user groups in the coming months.
Proposed: RA Seconded: SM
2. Ecological Surveys update
SM undated council of various failed lines of enquiry. After a discussion council RESOLVED to set up a Facebook page to enable resident to report siting's of field and forage. GP/SM to action.
Proposed: SM Seconded: GP
3. To officially thank Keith Owen for his service to Dullingham Parish Council
The council wished to pass on their sincere thanks to Keith Owen for all the years of hard work and dedication the has provided to Dullingham Parish.
4. To approve essential works to swings
It was unanimously RESOLVED to purchase the replacement swing hanger from FLP Playgrounds at a cost of £278.60 plus VAT.
Proposed: MC Seconded: RA
5. To discuss CAPALC subscription invitation
Council discussed the invitation and unanimously chose not to accept.
Proposed: CS Seconded: RA

090523/17

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:

23/00474/FUL Land North of Kings Head Public House, Brinkley Road, Dullingham

Construction of 3 no. bedroom, two storey detached dwellings

Dullingham Parish Council discussed the application at their meeting of 9th May 2023 and it was resolved to respond as follows: Dullingham PC object to the application due to the dangerous exit onto the main road. As per previous application on this site they still feel that this is not a suitable place for dwelling entrances and are not supportive of the application.

23/00484/FUL Elm House, 4 Elm Close, Dullingham

Proposed infill and renovation of existing ground floor link to the garage and orangery, new first floor extension above garage block to create annexe

The Parish Council discussed the application and had no objection.

23/00495/FUL 56 Brinkley Road, Dullingham

Construction of cart lodge

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Dullingham Parish Council believe that this lies outside the development envelope and if confirmed this should be a significant ground to refuse. It is adjacent to a listed building and may be considered too large for the location.

23/00201/FUL Site west of 22 Station Road, Dullingham

Erection of a two-bedroom bungalow

Dullingham parish council request this application be refused.

This development would create overdevelopment adversely affecting the character and setting of Dullingham House as well as being harmful to the Historic parkland which is in the English Heritage Register.

The proposal would create substantial harm to the listed building as well as the parkland due to the location and scale which is not outweighed by any benefits as required by NPPF Chapter 16. The proposed site would be harmful to conservation and heritage protection objectives as it moves building further into the heritage landscape with cumulative development encroaching further into the conservation area and toward a listed building. This application is contrary to guidance in the local plan 2015 within ENV1, ENV2, ENV11, ENV12 and ENV15 as well as NPPF.

Responses sent and Application Status:

23/00429/VAR Driftway Bungalow, 19 Dullingham Ley, Dullingham

To Vary condition 1 (approved plans) of previously approved 22/01245/FUL for replacement dwelling – pending consideration

22/01503/FUL Land North West of 63 Station Road, Dullingham

Conversion of existing outbuilding and new footbridge access – *pending consideration*

23/00439/FUL Fairway, 14 Cross Green Dullingham

Alter front drive to create new car parking area, entrance steps and associated works – pending consideration

23/00322/FUL Rosyground Stud, 40 Dullingham Ley, Dullingham

Proposed all weather manege and lunge ring– pending consideration

23/00111/VAR Tamala 21 Eagle Lane, Dullingham

Vary condition 1 (drawings and documents) of previously approved 21/01670/FUL – pending consideration

22/01385/FUL the Bungalow, Marwell Park, Brinkley Road, Burrough Green

Replacement 2 bedroom 1.5 storey detached dwelling and double garage with hobbies room and associated works – pending consideration

22/00039/RMM Site East of Clare House Stables, Stetchworth Road, Dullingham

Amendments to proposed foul and surface water drainage system, layout and design of proposed roads, addition of visibility splay and vehicle tracking information, amendments to proposed landscaping– pending consideration

Decisions made:

23/00263/FUL 56 Brinkley Road, Dullingham

Construction of a cart lodge – withdrawn

MR requested Planning Enforcement were contacted for an update on the Hope Hall Stud case

All planning matters were unanimously agreed and approved.

Proposed: MR Seconded: RA

090523/18

PLAY AREA

To update/ inspection report

MC circulated and full inspection report to all before the meeting.

090523/19

COUNTY AND DISTRICT COUNCILLOR REPORTS

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AS circulated a full report to council before the meeting.

090523/20 ENVIRONMENT AND FOOTPATHS

SM noted most footpaths very muddy.

090523/21 ASSETS

There was no further asset report

090523/22 FINANCIAL MATTERS

a) Bank Reconciliation for Signature up until 30th April 2023 and approval of payments and income to date

Payments:

010.2

HMRC, Wages and Expenses	£994.73	BACS
Culford Waste – Skip	£355.00	BACS
Build and Plumb Materials – manholes	£159.45	BACS
JW Electrical – Kitchen removal/ disposal and matting	£1100.00	BACS
JW Electrical – Replacement materials	£500.00	BACS
JW Electrical – Completion invoice for rewire/celling	£1500.00	BACS
McGregor Services – Grass Cutting	£324.00	BACS
K&M Lighting – Street Light Maintenance	£30.60	BACS
Wave – water	£100.97	BACS
Gallagher – Parish Insurance	£1115.99	BACS
K Mc Donnell – S137 Grant for Coronation	£300.00	BACS
Anglian Water – Water	£100.97	DD
Appliance House – Igloo key box and locks	£288.95	BACS
Green Magic – Leaflet Holders	£16.68	BACS
Opus – Street Light Energy	£136.54	DD
C Simpson – expenses	£66.53	BACS

Income

HMRC – VAT Reclaim	£1930.13	BACS
ECDC – 1 st Instalment Precept	£13036.51	BACS
Newmarket Cricket Club – 1 st Instalment of Lease Fees	£625.00	BACS

It was unanimously agreed to approve all bank reconciliations, payments and income.

Proposed: MR Seconded: RA

090523/23 COUNCILLORS FORUM

No matter were raised

090523/24 DIARY DATES – 1st June 2023, 6pm at Dullingham Pavilion, Dullingham Sport Field
Meeting closed at 19.27

K Peck

Karen Peck
Clerk and RFO
Dullingham Parish Council
1st June 2023

R Algar

Robert Algar
Chairman
Dullingham Parish Council