

Dullingham Parish Council

www.dullingham.org.uk

Chairman: Rob Algar
Address: 10 Cross Green
Dullingham, Newmarket
CB8 9XH
Tel: 01638 508572
Email: clr.algar@dullingham-pc.org.uk

Clerk: Karen Peck
19 High Street
Aldreth, Cambs
CB6 3PQ

Email: dullinghamparishclerk@dullingham.org.uk

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

Thursday 9th May 2024 at Dullingham Pavilion at 6.30pm

Minutes

- 090524/1 ELECTION OF A CHAIR AND TO RECEIVE THE ACCEPTANCE OF DECLARATION OF OFFICE**
It was unanimously **RESOLVED** to elect Councillor Rob Algar as Chairman for the coming year. Councillor Algar signed the Acceptance of Office as did the Proper Officer.
Proposer GP Seconded MC
- 090524/2 ELECTION OF A VICE CHAIR AND TO RECEIVE THE ACCEPTANCE OF DECLARATION OF OFFICE**
It was unanimously **RESOLVED** to elect Councillor Mark Robertson as Vice Chairman for the coming year. Councillor Robertson signed the Acceptance of Office as did the Proper Officer.
Proposer GP Seconded MC
- 090524/3 TO RECORD APOLOGIES FOR ABSENCE**
None were given.
- 090524/4 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
- No declarations were made.
- 090524/5 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:**
It was **RESOLVED** to approve the Full Parish Council Meeting minutes of 4th April 2024 as a true and accurate record of the meeting.
Proposer RA Seconder MC
- 090524/6 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
Two members of the public were in attendance and no matters were raised
- 090524/7 TO APPROVE AND ADOPT STANDING ORDERS**
Having reviewed the Standing Orders it was unanimously **RESOLVED** to approve them.
Motion carried.
Proposer RA Seconder MR
- 090524/8 TO REVIEW AND APPROVE FINANCIAL REGULATIONS, INTERNAL FINANCIAL CONTROLS DOCUMENT, NEW FINANCIAL YEARS ASSURANCES AND SIGNATORIES FOR 2024/25**
Having reviewed the Financial Regulations (2024), Internal financial Controls, New Financial Year Assurances and Signatories it was unanimously **RESOLVED** to approve them. Motion carried.
Proposer RA Seconder MR
- 090524/9 TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS**
Having reviewed the Standards and Code of Conduct for Members it was unanimously **RESOLVED** to approve them. Motion carried.
Proposer RA Seconder MR
- 090524/10 TO REVIEW AND APPROVE DULLINGHAM PARISH COUNCILS POLICIES**

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- Having reviewed the Policies and Procedures it was unanimously **RESOLVED** to approve them. Motion carried. **Proposer GP Seconder MR**
- 090524/11 INTERNAL AUDIT REPORT 2023/24 TO BE ACCEPTED AND APPROVED**
Having reviewed the Internal Audit Report, it was unanimously **RESOLVED** to approve them. Motion carried. **Proposer RA Seconder MR**
- 090524/12 INTERNAL AUDIT REVIEW 2023/24**
It was unanimously **RESOLVED** to approve the review. Motion carried. **Proposer RA Seconder MR**
- 090524/13 AGAR 23/24: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED**
It was unanimously **RESOLVED** that statements 1-8 in the Annual Governance Statement for 2023-24 should be answered "YES", statement 9 should be answered "N/A" and the document should be approved by council. The document was signed by the Chairman and the Clerk. **Proposer RA Seconder SM**
- 090524/14 AGAR 23/24: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED**
The Council considered the Accounting statement 2023-24 as circulated to all councillors. It was unanimously **RESOLVED** it be approved. The document was signed by the Chairman and the Clerk. **Proposer RA Seconder GP**
- 090524/15 APPOINTMENT OF INTERNAL AUDITOR 2024/25**
It was unanimously **RESOLVED** to appoint S J Accounting as the Internal Auditor for 2024-25. **Proposer RA Seconder MC**
- 090524/16 MATTERS ARISING:**
- To discuss CAPALC subscription invitation
It was unanimously agreed to not accept the invitation. **Proposer MR Seconder MC**
 - To discuss and approve Parish Council Insurance Renewal
It was unanimously **RESOLVED** to approve the renewal invitation with Hiscox Insurance Company for the sum of £1375.25. **Proposer RA Seconder SP**
 - To agree to delegate authority to the Clerk to apply for a Price of Place Grant for Dullingham Pond
It was unanimously **RESOLVED** to delegate authority to the Clerk to apply for the grant on the Councils behalf. **Proposer SM Seconder RA**
- 090524/17 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:
None (at time of agenda issue)
Previous Application status:
CCC/24/029/VAR Kettlefields School
Section 73 planning application to retain 4 bay mobile classroom unit for a temporary period
The Parish Council had no objection
22/00039/RMM Site East of Clare House Stables, Stetchworth Road, Dullingham
Amendments received 10th April 2024
Revised landscape plans following tree officers comments
The Parish Council responses to state their comments of 18th September still remain
24/00046/VAR 61 Station Road, Dullingham

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To remove condition 5 (medication) of appeal decision APP/V0510/A/04/1166598 dated 28.4.24 – Approved

23/01102/FUL Solomon's, 45 Station Road, Dullingham

Erection of garden outbuilding (retrospective) – approved

23/00779/FUL Colbert Stud, 40 Dullingham Ley, Dullingham

All-weather 1.60 furlong ride – pending consideration

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

Conversion of existing outbuilding and new footbridge access – pending consideration

24/00109/FUL Marwell Park Lodge, Brinkley Road, Burrough Green

Demolition of existing attached single storey garage and lobby to allow for a new front extension, two storey and single storey extension and triple carport with hobbies room above and associated site works

Amendment received 20th March 2024

Reduction of carport from triple to double

Amendment of proposal to change to double carport

Addition of materials to proposed plan. - Approved

090524/18

PLAY AREA

A full play area inspections report was circulated to all before the meeting.

090524/19

COUNTY AND DISTRICT COUNCILLOR REPORTS

District Councillor Lay and County and District Councillor Sharp provided a report within the Annual Parish Meeting.

090524/20

ENVIRONMENT AND FOOTPATHS

Report from Councillor Mardon:

Footpaths

Footpaths are currently in a pretty healthy condition, with no major worries. There is a question over the route fp19 should take, but we can go with the Officer's advice which is between the hedgerows

Watery Lane

Watery Lane is waiting for Cambridge County Council to come and repair the surface, once everything is dry enough to work on

Bats

There are some members of the church who are concerned about the bats roosting in the belfry, but as bats are a protected species, there is nothing we can do except enjoy their presence!

Litter Pick

This was poorly supported this year. Did any other councillors managed to get out? It was not helped by the theft of a dozen grabbers, some of which were found deliberately broken and thrown into the hedgerow and stream. Any ideas of enthusing residents to litter pick welcome!

Stetchworth Estate

The current Estate Manager is leaving in the autumn, so we will liaise with the new one once he/she is appointed.

Oak Trees

The Coronation Oak Tree, given to us by the County Council has been planted on the green. A mysterious second oak tree has been planted on Cross Green, where there was a previous oak tree, again given by the CC. If anyone can throw light on this it would be good to know what has happened!

090524/21

ASSETS

Councillor Park circulated a full report before the meeting.

090524/22

FINACIAL MATTERS

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a)Bank Reconciliation for Signature up until 30th April 2024 and approval of payments and income to date

Payments:

010.2

HMRC, Wages and Cllr Expenses	£897.81
K & M Lighting – Maintenance	£30.60
SJ Alexander – Internal Audit	£125.00
MWP – Labour, materials and Maintenance	£284.54
Electric Centre Limited – Heaters	£277.54
Opus Energy – Street Light Energy (2months)	£702.08
Opus Energy – Pavilion Electricity (2 months)	£143.22

Income

Newmarket Cricket Club – Fee	£822.00
East Cambridgeshire District Council	£13818.70

It was unanimously **RESOLVED** to approve all payments, income and bank reconciliation.

Proposer RA Seconder MC

090543/23

COUNCILLORS FORUM

GP raised concerns over the Flint Walls at The Kings Head and Dullingham House.
MC noted he wished to add an article to the next Parish Council newsletter in relation to an Armed Forces welcome.
SM agreed to collate a Parish Council Newsletter.

090524/24

DIARY DATES – 6th June 2024, 6pm at Dullingham Pavilion, Dullingham Sport Field

➤ **Meeting closed at 19.27**

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K Peck

**Karen Peck
Clerk and RFO
Dullingham Parish Council
6th June 2024**

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R Algar

**Rob Algar
Chairman**