

## The Duntisbournes Parish Council

Please note that due to Covid-19 the Government has cancelled the need for an Annual Village Meeting and an Annual General Meeting for 2020.

### Minutes of the 172<sup>nd</sup> Meeting on 2<sup>nd</sup> July 2020 at 7pm Online

**Present Councillors:** Mr R Lane (Chairman), Mrs J R Edwards, Mr J Weston, Mr W J Eykyn, Mr R Bliss, Mr E Cuthbert, Mr D Doyle, Ms S Cavendish (Clerk) **Also Present:** Cllr J Judd

1) **Minutes of the Last Meeting** were approved.

2) **Matters arising**

**Planning Training CDC** – This was deferred by CDC due to Covid-19.

**Parish Plan** – Community Design Statement – This has been budgeted for in 2020/21 but has been deferred due to Covid-19 and public safety.

**Parish Emergency Plan** – This has been deferred due to Covid-19 and public safety.

**Dog Waste Bin** – This has been arranged and will be installed by CDC at a later date.

**Noticeboard in Leer** – The PC is considering quotes for a glass fronted noticeboard.

**The Grove Culvert & Flooding** – This is still blocked. The PC will write to Highways again. JW to discuss unblocking with Mr J Jewitt and Mr J Birchall.

**Police Community Group** – Detailed in Cllr Judd's report (see Cllr updates on website)

3) **Finance**

The Clerk provided the Councillors with a copy of the Audited Accounts for the year 2019/20 **Audit 2019/20 (Legal Obligations)**

The Annual Accounts were prepared by the Clerk and were audited by Mr Robert Towill.

**The council agreed that during the financial year 2019/20, the higher of the authority's gross income for the year or gross annual expenditure for the year did not exceed £25,000.**

The Council agreed that after the online meeting the following would be undertaken as the government has not removed the need for 'wet' signatures from audited accounts:

a) Sign the **Certificate of Exemption** to return to the external auditor.

b) The **Annual Governance and Accountability Return**

i) **Annual Internal Audit Report** signed by Robert Towill, auditor.

ii) **Section 1 Annual Governance Statement**, Minuted, Chairman to sign.

iii) **Section 2 Accounting Statements** Minuted, Chairman to sign.

The Clerk will forward the Certificate of Exemption to the external Auditors and post the relevant documents on the parish website with the Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority).

**The PC thanked Mr Robert Towill for his assistance with the audit.**

### Current Financial Position

Income and expenditure are on Budget for 2020-21. Minor expenses due to Covid-19 will be paid from the Sundry Account. Budget was approved at last meeting.

In future, DAPC expenditure is to be included in Minutes for transparency.

Expenditure 20/21 to date: Zurich Insurance £140; GAPTC subscription £81.34; PCC (grounds upkeep) £300; DAVH £250; DAPC Clerk Expenses £100.

Parish Clerk: [duntisbourneparish@gmail.com](mailto:duntisbourneparish@gmail.com)

Village Website: <https://e-voice.org.uk/theduntisbournes> (For Minutes with links)

Neighbourhood Watch: [duntisbournewatch@gmail.com](mailto:duntisbournewatch@gmail.com)

#### 4) Highways

**Damage to road signs:** Leer Bridge 11217055/Notch Road 42301752 – Work completed.

**Notch Road/Ealy Hill:** (pointing to A417) Clerk to write to Highways.

**Lorries in Leer** – Cllr J Judd & Cllr N Robbins have written to Highways to re-highlight this ongoing issue. Residents are requested to photograph and log road blockages.

**Long Ford** – The Long Ford footpath has collapsed again and is dangerous for pedestrians and horse riders. It is roped off for safety and the PC will write to Highways.

#### 5) Any Other Business

**Litter near Centurion Garage/Cotswold Farm** – The PC will write to CDC to request an additional waste bin. Cllr Judd to look into financial responsibility and advise.

**Legal compliance on website (accessibility)** – The PC is working to ensure the parish website meets all accessibility compliance requirements.

**Snow wardens and salt bags.** DD to confirm number of salt bags required and delivery location. Joe and Olly Whittaker are the parish Snow Wardens.

**Clerks Training GAPTC** – The PC will pay for Parish Clerk online training with GAPTC (£60). Course notes will create a training reference for the future.

**Motorcycles** – Off road motorcyclists are disturbing residents and horses with noise and dangerous driving. The PC agreed that signs are to be erected in the area.

**Local Signage** – A resident requested that the local signage ‘finger posts’ are restored, repaired and maintained. The PC is looking into the cost of carrying out this work.

**Planning Breach** – A barn is being used as a domestic dwelling in breach of planning. The PC has written to CDC.

**Historic England** – The PC has agreed to look into having the Long Ford listed with Historic England.

#### Planning Updates

**Cotswold Farm** – (Abbots) 20/00266/LBC Internal alterations to kitchen and bathrooms including removal of chimney breast – Approved – 01/04/2020

**Woodside Cottage** (Rous) 20/00020/FUL – Erection first floor rear extension, roof over garage, single story link between garage and house – Approved 02/03/2020

**Trustrams Mead** 20/01149/FUL – Free-standing greenhouse - Approved 19/05/20

**Whiteheads Well** 20/01440/TCONR Tree Works. No Objection 03/06/20

**St Peter’s Church** – 20/01241/FUL & 20/01242/LBC Creation of disabled access ramp and installation of 2 handrails - Both Approved 23/06/20

**The Old Rectory** – 20/01626/FUL Insertion of first floor side facing window. 05/06/20. No objections. **Awaiting Decision**

**Land Adjacent to Crabtree Lane** 20/01361/FUL – Erection of a storage barn. 18/04/2020 Multiple Objections – **Awaiting Decision**

**Millstone House** - (Leer) 19/01100/FUL - Construction of garage & store, retention of use as builder’s yard & storage –New Submission 13/08/19 Multiple Objections - **Awaiting decision**  
*Note that JRE recused from this discussion*

**Meetings:** Next meeting Tuesday 8<sup>th</sup> September 2020 at 7pm via Zoom

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