

DUNSTON PARISH COUNCIL

Meeting held on Monday 14th July 2025

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| | <u>Attending:</u> Cllrs S Longmate (SL), A Craig (AC), G Armstrong (GA), R McLuckie (RM), R Pellew (RP), L Phillipson (LP), B Lamymam (BL) | Action Points |
| | <u>Apologies:</u> T Barbour - Parish Clerk (TB), Cllr L Treece (LT) | |
| | <u>Declarations of interest wrt agenda items:</u> None were received. | |
| 25068 | <u>Public session:</u> D Morley questioned the efficacy of the bank of the Beck undertaken after consulting the Witham First Drainage Board (WTDB), It was agreed to consult with the WFDB directly and if necessary, remove the repair. | SL, RM, BL, AC |
| 25069 | <p>The new Village Hall Manager was introduced – Elizabeth Harding (EH). A report on the current situation was presented including some new security measures and request for a record of all current keyholders was made. Main Hall, Lamyman Room & Shed.</p> <p>The renewed Village Hall Management Terms of Reference presented at a joint meeting of PC& Village Hall Committee was awaiting a meeting of the Hall Management Team for a response.</p> <p>An overflow from the sink outlet is a cause for concern, being examined by P Packwood at present and will be reported back to the PC if not resolved.</p> | ALL to Feed back EH |
| | <u>Reports from District & County Councillors:</u> None in attendance | |
| | <u>Acceptance of previous minutes:</u> Accepted without amendment | |
| 25070 | <u>Chairman's Report:</u> <u>Tree management</u> – Regular inspection of trees on land we own is a requirement for our insurance cover to maintain the safety of residents and avoid damage to vehicles or property. A policy document was agreed unanimously. It was agreed to engage a regular inspection of all trees on our land from a licensed company every 2 years. Some examples were given of the likely cost. Proposed RM, Seconded AC carried unanimously. An inspection of the trees on land offered to the PC to take over was agreed to be a pre-requisite to confirm the acceptance. | SL, RM |
| 25071 | <u>Vice Chairman & Councillor vacancy:</u> No volunteers for the position of V. Chairman were received. The Councilor vacancy is to be advertised. | TB |
| 25072 | <u>Village Hall Management:</u> A report back on the meeting between Cllrs RM, BL & GA, and the Village Hall Committee (VHC) was made. The meeting was generally successful in highlighting the issues, misunderstandings and information gaps especially pointing to poor communication. Cllr. GA will become a VHC member at future meetings and all meeting minutes will be copied to the Parish Clerk. | VHC |

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| 25073 | <p><u>DPC Policy Documents</u>: A list of all current Parish Council Policy Documents held was supplied & availability/access discussed.</p> <p>It was decided not to have either a printed folder or an electronic copy for each Councillor, but instead to publish all documents on the CPC web page.</p> <p>Prop. RM, seconded RP carried unanimously.</p> <p>A schedule for review and updating must be prepared.</p> | TB, RM |
| 25074 | <p><u>Clerk's Report</u>: In the absence of TB there were no planning issues.</p> <p>The bridge fault in Middle Street over the Beck is in the hands of LCC with support from LCC Cllr Kendrick.</p> <p>Notice has subsequently been given that the bridge will be closed on 21st & 22nd for inspection etc_ by LCC.</p> | |
| 25075 | <p><u>Environment Issues</u>:</p> <p>The <u>Village Keeper's Report</u> was brief bringing attention to the lack of drainage in Front Street.</p> | AC, LP, BL, RM |
| 25076 | <p><u>Emergency Planning</u>: Our Emergency Plans are up to date.</p> <p>It was proposed to hold a dry test run using our processes and equipment, although sufficient water is needed to operate the pumps.</p> <p>Proposed L P, seconded AC, carried unanimously</p> <p>A suitable date & process to be prepared when weather permits.</p> <p>A flood investigation is planned by LCC on 24th July from 10am.</p> <p>Parish Councillors have been invited to attend</p> | |
| 25077 | <p><u>Blairgowrie Beck side</u>:</p> <p>Actions decided at 25068 above apply</p> | |
| 20578 | <p><u>Playing Field</u>:</p> <p><u>Glendale</u>: No volunteer came forward to oversee the contract requirements were met by this contractor, so it becomes the responsibility of all councillors to do this.</p> | All Cllrs |
| 20579 | <p><u>Tree complaint from The Shambles</u>: Following advice on the requirement to mitigate for the loss of natural light from legal sources and the stated policy of NKDC we concluded there was no legal obligation on the PC to act to address this. A letter to the householder is to be sent to this effect.</p> | RM TB |
| 20580 | <p><u>Meadow Rd land strip</u>: Whilst awaiting a suitable contract for tree inspections to begin, we have decided to delay progress on accepting the land offered until we know of any potential costs. A letter to be sent to L Costello to inform her of this.</p> | RM TB |
| 20581 | <p><u>Handyman</u>: The Clerk has taken over control in the absence of the Vice Chairman. It is important we signal where work of the right type is required like the nettle strimming on the playing field.</p> | All Cllrs |
| | <p><u>Village Hall</u>:</p> <p><u>Management Report</u>: Already covered in 20569 above</p> <p><u>Community Garden</u>: Work has been in progress with the help of some external volunteers.</p> | |

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| | <p><u>Sound system provision:</u> The work is programmed to be done on 29th July by Hilltop Audio Visual. The Hall & rooms will be unavailable for this day. A fee for consultancy will be included in our list of expenditure on this project with an invoice from the Village Hall Committee.</p> <p><u>Village Hall Roof:</u> Following a surveyor's report a complete renewal of the roof including inspection of all timbers and uplift of insulation would cost in the region of £58,000. This was deemed too expensive to consider.</p> <p>A roof repair is scheduled for late August by Heritage Roofing Ltd.</p> | |
| 20582 | <p><u>Finance:</u> <u>Accounts:</u> We have a current balance of £48,582 in holdings with £14,374 already committed to Improvements and Hall maintenance. Additionally, approx. £14k committed to Staffing, Insurance, Ground care, Equipment care and other support. This will already bring us below our ideal minimum base of 1 year's precept. Income from VAT & CIS payments are currently unavailable.</p> <p><u>Financial control:</u> A proposition by Cllr Treece for a "PC project miscellaneous expenses fund of £2,000 together with a pre-approved expenditure of up to £100 was deemed too complicated. Instead, it was proposed that all unforeseen expenses should either be brought before the Council, or if deemed more urgent should be circulated to all members for an electronic vote. All responses to be kept until at least the next meeting to be minuted.</p> <p>It was proposed by Cllr McLuckie after discussion that a single debit card be added to the account for use by the Clerk for purchases online. All Cllrs to be given view only access to the accounts, and all transactions presented at the next meeting. This was carried by 7 votes to 1.</p> | TB RM |
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| | Date of next meeting | 8th Sept 2025 |