

# DEDHAM PARISH COUNCIL

Clerk to the Council: Mrs Emma Cansdale  
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## Minutes of the Parish Council meeting held at The Duchy Barn on Monday 11<sup>th</sup> March 2013

Meeting open at 19.30

### Present:

Chair Cllr S Beeton

Councillors: Cllr C Clark, Cllr P Gibbins, Cllr N Baker, Cllr J Hughes, Cllr S Vinter,

Clerk: Mrs Emma Cansdale

**1. Apologies for absence-** Cllr K Taylor, PCSO Mark Hibben

**2. Declaration of interest**

Cllr Gibbins- Planning application 130357, as it is adjacent to his property. Cllr Clark- the Sports Club, Cllr Baker- item 9, Land at Coles Oak Lane,

**3. Minutes**

Minutes approved for 11<sup>th</sup> February 2013

**4. Update on items from last meeting**

Jubilee funds have now been received, and the jubilee plaque will be ordered this week.

**5. Have Your Say part 1**

Nothing raised.

**6. Co-options and resignations**

Cllr Beeton reported that following the precept request mistake, Cllr Regan submitted his resignation. The consensus from fellow councillors was the Mr Regan should not resign and he agreed to remain in post. However, as CBC had already received his resignation it could not be reversed. Given that DPC had an outstanding casual vacancy Mr Regan was eligible to apply for this, which he did; there were no other applicants.

Cllr Beeton proposed the council co-opt Mr Regan, Cllr Gibbins seconded, agreed unanimously.

IT WAS RESOLVED THAT Mr Regan be co-opted onto Dedham Parish Council.

Following Cllr Regan's resignation, the notice of vacancy from CBC is currently being displayed on the notice boards. Cllr Beeton suggested that DPC directly co-opt to this vacancy, if an election is not required.

Proposed by Cllr Baker, seconded by Cllr Hughes, agreed unanimously

IT WAS RESOLVED THAT DPC directly co-opt a new councillor if an election is not required.

**7. Finance Committee (FC)**

- a) The clerk gave a statement accepting responsibility for a mistake in the submission of the precept request to CBC, for which she apologised
- b) Cllr Beeton made a statement on behalf of the council regarding the implications which had resulted in a lower precept than that which had previously been approved by DPC
- c) Report from the finance committee. The FC met immediately prior to the council meeting, and discussed budget savings to bring expenditure in 2013/14 in line with the revised precept and an increase in charge for the PCSO which DPC were not aware of when setting the budget. The following saving were suggested:
  - £1000 off ancillary costs
  - £500 off training
  - £500 off Royal Square ground survey
  - £250 off stationary
  - £100 off donations
  - £500 surplus removed

The total saving required is £4,534. The savings above total £2,850. The remaining £1,684, £1,264 of which is the PCSO increase, will be taken from reserves.

The FC also discussed the proposed Financial Regulations, which were approved for recommendation to DPC subject to review when the Internal Auditor looks at the 12/13 annual return.

- d) Following the FC meeting, Cllr Beeton proposed to regularise the budget, and to set the amended precept request at £26,445. Seconded by Cllr Vinter, agreed unanimously

IT WAS RESOLVED THAT DPC amends the precept to £26,445.

- e) Cllr Beeton proposed the Financial Regulations be accepted, seconded by Cllr Baker, agreed unanimously

IT WAS RESOLVED THAT DPC adopts the proposed Financial Regulations.

The clerk to distribute to all councillors.

## 8. Accounts

- a) Cheques signed by Cllr Beeton and Cllr Regan

Clerks salary April £249.48

CBC Streetlighting £41.02

I Hindley-Litter picking £210.00

Police & Crime Commissioner PCSO 4Q £4029.75

Parish Websites- website set up, and annual charge £250.00

Handmade signs- Jubilee plaque £72.80

## 9. Land at Coles Oak Lane junction Monks Lane

Cllr Baker sat out of this item as she had declared an interest.

Cllr Beeton suspended Standing Orders to allow a member of the public to give a report from the Monks Lane Resident Group (MLRG)

Helen Sims thanked the council for allowing the group to put forward this proposal.

The proposal suggested the area be managed by volunteers as a conservation area. The Stour Valley AONB Trust has agreed to advise the group of volunteers and oversee the maintenance of the land, whilst the volunteers would carry out the physical work.

The MLRG would like to see this area of Woodland protected as potential development on the site would cause a large impact on the residents and walkers who use the area.

Helen asked if DPC could help financially with the legal fees, but the council were looking for a group to take this responsibility of both the management and financing of the project. Cllr Clark asked if S106 money could be used. Cllr Mark Cable offered to investigate.

Issues for the group to consider are public liability insurance and all financial implications.

A member of the public asked of this piece of land is an asset to the Parish Council? If not, why should it take this on?

Cllr Beeton proposed the MLRG bring back a final proposal and business case to the May council meeting for a decision. Cllr Vinter seconded. Agreed

IT WAS RESOLVED THAT the MLRG return in May with a full proposal and business case.

Standing orders resumed, no further comment allowed from the public.

## 10. Farmers Market

Cllr Baker gave a report on the findings of the Farmers Market consultation.

Key points include: total of 208 responses (approx 20% return rate) 193 were broadly in favour (93%), and 15 against (7%). The suggested stall types (fish, greengrocers, deli, dairy, meat and bread), received significant support, although there was less support for a meat stall, as people didn't want to see trade taken from the butchers, which supports DPC's original idea. Residents also suggested a number of other stall types, not originally set out by DPC. (For the full report, please contact the Clerk)

After writing this report Cllr Baker met with CBC planner and Environmental Health. The planning officer advised that planning permission was not required if the market only ran for 14 days a year. Environmental Health had 3 main issues. 1) lighting- not applicable in this case, 2) noise, and 3) smell. Noise could be a factor when setting up, and the EH officer suggested 9am was a reasonable start time for a Saturday, earlier if on a weekday. There was also a noise risk if stall holders used a generator. Generators can also produce an unpleasant odour which would need to be considered. In this respect an electric supply would be beneficial.

Cllr Vinter commented that the response rate wasn't huge, but the % in favour was considerable.

Cllr Baker also highlighted that the responses were geographically spread around the village, and the response rate was in the expected range for this type of survey.

Cllr Gibbins suggested a pilot for the market at a few dates. Cllr Baker agreed this was a good idea but would need some kind of commitment to and from the stall holders. She suggested 6 months would be better.

Councillors also raised this issue of stall numbers. Is 4 or 5 enough to generate a reasonable income, and produce an interesting market. The general feeling was that more stalls would be better.

Cllr Beeton suspended Standing Orders to allow the public to comment.

- There are environmental issues such as rubbish. Cllr Beeton stated the market would be overseen by a committee who would control such issues.
- Parking- the village gets very busy at times, particularly on a Saturday, and the market will remove valuable parking spaces, on Royal Square and stall holders will take up places in the public car park.
- House prices on Royal Square could be devalued.
- Two farmers markets in the village have failed previously - why should this one succeed? (Church and Assembly Rooms)
- 'Other items' (£1 stall etc) would bring down the quality of the market. Cllr Baker clarified this point by saying these type of stalls were not in the proposal but had been suggested by one resident in the consultation.. There was no intention of having 'tat' stalls or a fish and chip van.
- If engines are left running during set up, fumes will go into the houses on Royal Square.
- What is the projected income? £6000 based on a weekly market, 48 weeks a year. Could raise that money by adding £7.50 to everyone's precept. Is it worth upsetting the Royal Square residents over? Cllr Clark suggested £7.50 may not be much to some people, but to other residents, it may be considerable, especially when 93% of the responses were in favour of the market.

Cllr Beeton suggested as Chair she call an extraordinary meeting solely to discuss the Farmers Market proposal. Cllr Baker would write a report based on all the evidence gathered to date and the feedback received at this meeting. Date in the next 3 weeks, to be confirmed.

## 11. Reports from representatives

Sports field -Cllr Clark has repaired the picnic bench, and entered Dedham Playing Field in the Best Kept Playing Field Competition, as his own cost. He also updated the council on the PPL licence, stating Dedham do not require one at the moment, and is investigating the possibility of Dedham getting a defibrillator through the Co-op initiative that is currently running.

The swings on the playing field need painting and he has cleared a number of branches from the brook..

Cllr Hughes commented on how nice the flower tubs in the village were looking thanks to Horizon Landscape, and to remind everyone that a small plaque would be added to each, saying 'sponsored by Horizon Landscapes.'

Communications Group- The Clerk read a report from Cllr Taylor, advising everyone that the website was up and running, and that the Clerk would be dealing with any amendments in the coming month.

Also to remind everyone of the Superfast Broadband consultation, and to visit the page to register your need for superfast broadband. [www.essex.gov.uk/ruralbroadband](http://www.essex.gov.uk/ruralbroadband)

Cllr Baker noticed on an EALC document DPC were not listed as having had a speaker from ECC which they had.

Community Safety and Infrastructure (CSI) Group -Cllr Vinter reported that NAP was merging with other areas. There is an increased acceptance for villages that want a 20mph limit. It is now possible to 'buy' Parking Partnership time'

The next CSIAG meeting is Thursday 2<sup>nd</sup> May.

Footpath and Tree Group- Cllr Beeton reported that ECC still have not released PPP funds and do not seem to know when they are likely to. This is critical in terms of the letting of our agreed contractor's contract under a service level agreement. Councillor Brown offered to investigate as a priority.

Tree Warden- Cllr Baker reported that she has met the tree representative from CBC. They discussed a number of issues including the horse chestnut in the Church yard that is pushing the wall out. CBC stated that there has never been a formal application to remove the tree.

She reported the formal obligation on the council to monitor trees on council owned land and that there should ideally be a formal arboricultural assessment carried out regularly. CBC recommended that tree surgeons are not used for this as they are often not qualified. CBC could do this but will charge.

Emergency Co-ordinator- The Emergency Plan has now been finalised, ready for printing. Cllr Beeton to send a copy to the Clerk and Cllr Baker. Cllr Baker to write the Terms of reference.

Parish Plan- Cllr Beeton reported that a meeting had been held with Colne Housing and that they were following up a number of issues on affordable housing. The council would be kept updated on this.

## **12. Planning Group**

Cllr Gibbins declared an interest in application 130357

Cllr Vinter reported on 130375

Cllr Gibbins reported on the following applications:

130382, 130548, 130550, 130656, 130574, 130599, 130612, 130626

**Please see appendix a for full report and recommendations.**

IT WAS RESOLVED THAT DPC submit a 'no objection' comment on applications 130548, 130565, 130574, 130599, 130612 & 130626, and an 'objection' comment on applications 130357, 130382 & 130550

## **13. Report from PCSO** The PCSO was not present. Cllr Vinter read the report on his behalf.

**Please see appendix b for full report.**

## **14. Report from Borough Councillor**

Cllr Mark Cable reminded everyone that the consultation for superfast broadband ends on 16<sup>th</sup> April.

If anyone has any queries on Colchester High Street restrictions contact [colchesterc@essexhighways.org](mailto:colchesterc@essexhighways.org).

The black and clear refuse sack deliveries will commence on 13<sup>th</sup> April.

Resident has requested a cycle path from Dedham to Manningtree. Cllr Anne Brown stated this is already with the LHP.

## **15. Report from County Councillor**- Cllr Brown reported that an issue with the highways rangers has been flagged up. Not sure how much work Dedham are getting from them. She is going to provide the councillors with a list of what the Rangers can do.

The barrier at the Bottom of Grove Hill (Shelly's Barn) has been identified as ECC, and they are waiting on the poles, for the repair.

Cllr Brown met with an Essex Highways representative at Mill Lane to discuss the issues. Essex highways have now said the footway will be done, hedges cut back, railings on the bridge painted, and while there is a road closure in place, the carriageway will be done too.

## **16. Correspondence**

- DPC have received a request from Kevin Taylor, Chair Dedham Youth Club, asking permission to use the playing field for an event on August Bank Holiday Monday, as they have done in previous years. Agreed.
- DPC received a letter from the EALC congratulating them on winning second place in the 2012 Best Kept Playing Field competition..

## **17. Best Kept Playing Field 2013**

Cllr Clark has submitted the application form and entered Dedham at his own expense.

## **18. To discuss and agree the format for DPC's Annual Meeting in May**

It was agreed that the annual meeting should be held immediately prior to the parish meeting.

The Annual Meeting will begin at 7pm in the Duchy Barn on 13<sup>th</sup> May.

The Annual Parish Meeting will begin at 7.30pm in the Duchy Barn on 13<sup>th</sup> May

**19. Matters for Information**

None.

**20. Have Your Say part 2-**

- Car park at Mill Lane- Wooden barrier is damaged. Could the Clerk approach CBC to get it repaired. Cllr Cable has taken this on.
- When sending out agendas electronically can the clerk send it out in an earlier version of Word.
- Tarmac around the Pavilion- does this require planning permission as an application to extend the car park there was refused in the past?  
DPC clarified that they are not extending the area, but resurfacing the existing. Clerk to double check with CBC Planning.
- Smashed salt bin, East Lane. ECC aware.
- Possibility of new dog bins? Cllr Cable to look into.
- Coles Oak lane land. Why are DPC spending time looking at it, when other things like TPO's do not get this level of attention?

**21. Date and Time of next meeting** Annual Meeting 7.00, 13<sup>th</sup> May, Annual Parish Meeting 7.30, 13<sup>th</sup> May

**Members of the public where asked to leave so DPC could discuss contract awards in a private session.**

**22. Contract award for Royal Square resurfacing**

To approve the extended area of re-surfacing around the sports pavilion and the power supply to Royal Square.

After discussion it was proposed to include the extended area of work within the previously approved contract for this section of work and that the best option for the power supply was to install the ducting when Royal Square is resurfaced, at an approximate cost of £500, and connect the supply at a later date. Proposed by Cllr Gibbins, seconded by Cllr Vinter, agreed unanimously.

IT WAS RESOLVED THAT DPC would include the area around the pavilion in the resurfacing and the ducting would be laid for power during the resurfacing, but would not be connected at this time. This proposal was subject to approval of a small revision in the funding arrangements for this contract which Cllr.Beeton had discussed with CBC and would need to be subsequently confirmed.

Cllr.Beeton to contact Bob Penny of CBC in this regard.

**Appendix a**  
**Planning Applications 08/04/2013**

Cllr Vinter reported on 130375

- 130357 Crown Cottage, Crown Street, Dedham Colchester CO7 6AG  
Proposed single storey extension to rear, a front bay window extension and enclosure of porch area. **Refusal** – this is a small 2 bedroomed property on a small plot and we consider this to be overdevelopment. The need to retain smaller properties for downsizing is a requirement for the village and this is an ideal opportunity.

Cllr Gibbins reported on the following applications:

- 130382 Toad Hall, The Heath, Dedham Colchester CO7 6BT  
Construction of a timber frame cart lodge, a boundary wall incorporating an electric gate and the installation of 3 No. Velux roof lights. **Refusal** – the area in front of the house is relatively small to support a cart lodge of this size and it will have a significant impact on the street scene.

- 130548 Spring Cottage, Bargate Lane, Dedham Colchester CO7 6BN  
One and a half storey side extension following demolition of dilapidated single storey extension. Rear single storey kitchen extension. Resubmission 121579 **No objection**

- 130550 Cathay, Coopers Lane, Dedham Colchester CO7 6AX  
New double garage with storage and annexe above. **Refusal** – Visual impact will be significant and dominate other neighbouring housing.

- 130565 Sunnyside, Long Road West, Dedham Colchester CO7 6EP  
Replacement 4 bedroom dwelling. Resubmission of 121584. **No objection**

- 130574 Salmons Farm, Long Road East, Dedham Colchester CO7 6BW  
Proposed garage block. Resub 120497, **No objection** provided the roof space is used purely as storage area

- 130599 Thelthoma, **No objection** – comment: this is a project to improve the overall appearance of the property, which is to be encouraged. This falls within AONB however we can see no objections from neighbours at this time.

- 130612 5 Kiln Cottages, Crown Street, Dedham Colchester CO7 6AU  
Single storey front entrance porch and cloakroom extension, **No objection**

- 130626 1 Birchwood Cottages, Birchwood Road, Dedham Colchester CO7 6HX  
Construction of conservatory on side of property, **No objection**

**Appendix b**  
**Report of the PCSO 08/04/2013**

1. Incidents/crimes for the month of March 2013 were as follows:

1 March 2013 - Obstruction in the High Street

7 March 2013 - Burglary Other, theft from insecure shed in Birchwood Road

14 March 2013 - Road Traffic Collision in Stratford Road

18 March 2013 - Suspicious circumstances in Coles Oak Lane (no offences)

24 March 2013 - Concern for welfare in Parsons Field

25 March 2013 - Sudden death in Princel Lane (elderly resident natural causes)

27 March 2013 - Suspicious circumstances in Birchwood Road (no offences)

27 March 2013 - Concern for welfare in Parsons Field

28 March 2013 – Nuisance youths in Parsons Field (ongoing issue, now disposed)

2. Whilst new parking restrictions have been implemented around the war memorial in Royal Square incidents of improper parking still appear to be an issue. On advising those improperly parked I regret a high percentage of these are local residents who should by now be aware of the new enforcement measures. So far this issue has been dealt with by suitable words of advice but to further remind residents I will place a 'blog' in the Parish Magazine to advise amongst other issues the importance of correct parking and the consequence of ignorance.

3. The family that have been living in caravans in the land behind Brook Street have now taken up a Colchester Borough Council offer and have now moved to a property in Colchester. At present the unoccupied caravans continue to be present.