



Tel. 01255 871483

## Dedham Parish Council

[www.dedhamparishcouncil.org.uk](http://www.dedhamparishcouncil.org.uk)

Clerk to the Council: Emma Cansdale  
2 Goose Green Cottages  
Colchester Road  
Wix, Manningtree CO11 2PD  
[clerk@dedhamparishcouncil.org.uk](mailto:clerk@dedhamparishcouncil.org.uk)

Assistant Clerk to the Council: Brian Hindley  
21 Lawford Place  
Lawford  
Manningtree  
CO11 2PT  
[Asst-clerk@dedhamparishcouncil.org.uk](mailto:Asst-clerk@dedhamparishcouncil.org.uk)  
Tel. 01206 395579

### **Minutes of the Annual Meeting of the Parish Council held at 7.30pm on Monday 11.05.2015 at the Duchy Barn Dedham.**

**Present:** Cllr's Sheila Beeton, Tony Regan, Nicola Baker, Christine Frost, Kevin Taylor, Peter Gibbins and Ann Follows.  
Brian Hindley Asst Clerk, Emma Cansdale Clerk

#### **15/001. Election of Chair**

Cllr Beeton was nominated and elected as Chair

**Proposed: Cllr Taylor**

**Seconded: Cllr Baker**

**All agreed**

#### **15/002. Election of Vice Chair**

Cllr Baker suggested DPC continue without a vice-chair. Agreed by all.

#### **15/003. Apologies for absence:**

Cllr Chris Clark

#### **15/004. Declaration of Interest**

Cllr Taylor declared a pecuniary interest in item 15/009, planning application 150875

Cllr Baker requested another copy of the DPI form.

**15/005. Minutes:** Acceptance of the minutes of 13.04.2015. These were agreed and signed by the Chair.

#### **15/006. Clerks reports**

The Clerk and Asst. Clerk gave their report.

#### **15/007. Open Session – Have Your Say.**

Members of the Public are invited to comment on any items on the agenda.

TPO was requested on the walnut tree at Hallfields, in February. Resident has still not received a response from CBC, despite chasing and leaving messages. Cllr Cable to investigate.

Some people are not aware the toilets are still open. Is there anything we can do? Signing for them? Coaches drop off in the village so they can use the toilets. Wait until playing field toilets are completely resolved. Link signage to Best Kept Village application for next year.

- a) Report from County Councillor Ann Brown. Not present
- b) Report from Ward Councillor Mark Cable. Cllr Cable gave his report on CBC savings, planning, the new play area, housing needs of the borough, and ward boundary changes.

**15/008. Accounts: Finance Committee**

- a) The council receive the finance report for year 2014/2015 .

DPC accepted and signed the annual return and accounts 2014/15. Cllr Regan/Clerk

**Proposed: Cllr Taylor**

**Seconded: Cllr Baker**

**All agreed.**

**The accounts and audit was signed by Cllr Sheila Beeton, and the Clerk, Emma Cansdale**

- b) The council approved the appointment of Andy Higginson as Internal Auditor for the financial year 2015/2016

**Proposed: Cllr Regan**

**Seconded: Cllr Frost**

- c) The payments on finance sheet\*\* were approved. Signed by Cllr Regan and Cllr Beeton.

**Proposed: Cllr Follows**

**Seconded: Cllr Frost**

The installation and cost of the defibrillator. £469.49. (Including VAT)

Contributions received from Dedham Bowls Club @ £291.24 and £100.00 from East of England Coop. Noted.

**15/009. Planning Advisory Group.**

Cllr Taylor left the room due to disclosable pecuniary interest in application 150875.

Cllr Regan reported on the following:

**150612.** 4, Dedham Meade. Extensions to side and rear. (resubmission of permission 111699 now expired)

**Recommendation – No objection**

**150719.** Little Gables, Long Road West. Alterations and additions to bungalow.

**Recommendation – No objection**

**150875** Monks Lane Farm Monks Lane, Extension at first floor over extension originally approved plus changes to doors on east elevation.

**Recommendation - No objection**

**150731/732.** Albany Villas, High Street, Removal of existing garden store and replacement with new garden Room and workshop store

**Recommendation – No objection**

**Proposed: Cllr Baker**

**Seconded: Cllr Follows**

**15/0010. Hallfields:**

- a) Cllr Regan gave an update on the Hallfields development  
Owner, developer and CBC trying to agree the S106 (timing, what they can and can't do, priorities for allocation of the social housing) Has not yet been completed.  
DPC want to see a copy of the final agreement, and to be told when it has been signed.

**15/011. Terms of Reference**

The Terms of Reference \*\* for the following Committees and Advisory Groups were agreed. Documents to be placed on the website.

- **Finance Committee**
- **Personnel Committee- not yet agreed**
- **Planning Advisory Group**
- **Communications Advisory Group (Inc. business, media and public relations)**
- **Community Safety and Infrastructure Advisory Group**
- **Playing Field and Recreation Area Advisory Group**
- **Footpath, Tree and AONB Advisory Group**
- **Strategic Development Advisory Group (new)**

- **Car Parking Coordinator**
- **Emergency Coordinator**

**Proposed: Cllr Follows**  
**Seconded: Cllr Beeton**

Clerk to revise Finance and Footpath, Tree and AONB.  
 Clerk and Cllr Beeton to revise Personnel for next meeting

**15/012. DPC appointed the following Chairs to the committees /groups**

- **Finance Committee: Cllr Regan (Cllr Baker, Cllr Beeton, Emma Cansdale)**
- **Personnel Committee: Cllr Beeton (?) (SB, TR, KT, NB, CC)**
- **Planning Advisory Group Cllr Regan ( Cllr Gibbins, Cllr Taylor)**
- **Communications Advisory Group (Inc. business, communications and media): Cllr Baker (Cllr Taylor, Cllr Frost, Brian Hindley, John Goldsborough)**
- **Community Safety and Infrastructure Advisory Group: Cllr Follows (Cllr Frost, Cllr Clark, Brian Hindley, Ray Medlar)**
- **Playing Field and Recreation Area Advisory Group: Cllr Gibbins (Cllr Clark, Brian Hindley, Iris Hindley)**
- **Footpath, Tree and AONB Advisory Group: Cllr Beeton (Cllr Frost, Cllr Baker, Steve White)**
- **Strategic Development Advisory Group (new): Cllr Beeton (Cllr Regan, Cllr Taylor, Cllr Frost, Cllr Baker)**
- **Car Parking Coordinator: Cllr Taylor**
- **Emergency Coordinator: Assistant Clerk**

**Proposed: Cllr Taylor**  
**Seconded: Cllr Baker**

**15/013. DPC appointed members to the above committees/groups**

Document to be placed on website  
 As shown above

**Proposed: Cllr Taylor**  
**Seconded: Cllr Baker**

**15/014. Clarification of the roles of Clerk and Assistant Clerk – roles to follow \*\***

Clerks to revise the role profile and recirculate

**15/015. DPC reviewed and accepted the Standing Orders**

**Proposed: Cllr Regan**  
**Seconded: Cllr Beeton**

**15/016. Insurance renewal**

DPC agreed to renew the insurance policy with Zurich Municipal (long term contract) @ £1,125.48.

**Proposed: Cllr Baker**  
**Seconded: Cllr Frost**

**15/017. Updates from Advisory Groups**

- **Playground refurbishment - Progress Official opening 8<sup>th</sup> July- 2pm. Start w/c 9<sup>th</sup> June**
- **Communications - Broadband**
- **Car park coordinator - Royal Sq.**
- **Footpath Tree and AONB. – Cllr Beeton reported that subsequent to the Council's agreement last month to the terms of a Service Level Agreement (SLA) between ECC and DPC for the cutting of footpaths, a further request has been received from ECC to incorporate additional paths into our cutting schedule arising from recent footpath changes. The revised cost is £1,658.28**

**DPC** accepted the revised SLA and costs. It is not anticipated there will not be any additional cost to DPC in the current financial year.

**Proposed: Cllr Beeton**  
**Seconded: Cllr Gibbins**  
Forward to ECC

**15/018. Correspondence:**

Letter from M B Atkins to Cllr Brown re Highway matters Colchester Road. Letter circulated.

ECC to respond

HGV's: complaining about Lamb corner, turning down to Ardleigh. Complaint passed to Sgt Middleton for action.

Free dog chipping offered by CBC

TV Programme: Eat Well for Less on the website

AONB- country volunteer rangers - on website

**15/019. Matters of continuing reference:**

Water leak Royal Sq. – Asst. Clerk

Write a piece for the notes. Karen's session.

*945pm The meeting was closed to the public. Public not admitted In accordance with the Public Bodies Admission Act 1960*

**15/020 Closed session.** To discuss and agree proposals to replace two notice boards, Brook Street and Bargate Lane and one notice board on Royal Square. Asst Clerk  
DPC agreed to:

Replace all 5 noticeboards as finance provided will pay for all five.

(Drilling the wall- conservation. Risk assessment.)

Earth Anchors Ltd approved supplier total costs £3025.00 excluding VAT.

18 x A4 size colour green

Supply extra 50 magnets. Council staff to fit

**Proposed: Cllr Beeton**

**Seconded: Cllr Taylor**

*The meeting was opened to the public at 10.20pm*

**15/021. Date and Time of Next Meeting:** 7.30pm Monday 1 June 2015 Duchy Barn. Meeting dates for 2015.16 circulated.

Meeting closed at 10.25pm

**Signed.....**

**Date 01.06.201**

