



Dedham Parish Council (DPC)

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Minutes

Minutes of the meeting of Dedham Parish Council on Monday 1st November 2021 at 6:30pm

Present: Cllr Smith, Cllr Neville, Cllr Beeton, Cllr Haines, Cllr Harrison, Cllr James, Cllr Mole, Cllr Williams.
Colchester Borough Council (CBC) Cllr Chapman
CBC Cllr Barber
Clerk Carol Harbach

1. Welcome by the Chairman

Cllr Smith welcomed Councillors and members of the public to the meeting.
Cllr Smith introduced the new clerk and thanked her for taking on the temporary post at short notice.

2. Apologies for absence

Cllr Fletcher sent her apologies.

3. Declaration of Interest.

None were reported but any declarations of interest will be brought up and declared as they arise on the agenda.

4. Minutes

Acceptance of minutes of the DPC meeting of October 4th 2021.
These were accepted as a true and accurate account of the meeting.
Proposed Cllr Mole seconded Cllr Harrison Agreed by all.
Signed by the Chairman.

5. Matters arising from the last meeting 4th October 2021.

Royal Square Improvements – later on agenda
Intemperate language on the football -later on the agenda
Working groups actions will be picked up by individual groups later on agenda.
feasibility of licensing boat services – later on the agenda

6. Have Your Say and visitors reports (CBC and County Councillors)

Two residents did not want to talk now but would like to comment on the planning section.

Report from Cllr Barber

Cllr Barber had replied to Cllr Neville email regarding traffic, and he had met up with the Cabinet Minister at Old Ipswich Road and Tendring West Cllrs who were looking at the impact of traffic at the Ardleigh Interchange.

Cllr Beeton had received a letter from a resident who could not attend meetings due to the poor state of the footways opposite the Craft centre as these can be problematic in dark. Cllr Beeton asked Cllr Barber if there was anything he could be done to rectify this situation and he stated that he will ask the officer at the next meeting to come and have a look at the area.

Cllr Barber said there was some more money due to come down from the government which may help in this situation and he would follow this up.

Report from Cllr Nigel Chapman, Ward Councillor

Cllr Chapman reported that there had been visits by the Police and Fire services at the bridge over the river during the summer, to try to educate the public on safety in this area.

Cllr Chapman would also try to get these services to visit again next summer.

Both councillors had tried to get a ECC cabinet member to have a look at this area as it covers two counties but he will try to follow this up again.

Unfortunately, the town centre seems to get a lot of revenue but it does not seem to come out into rural areas.

Cllr Chapman asked the council if they could think of somewhere for a recycling point to distribute bags/bins etc to residents. If anyone could think of anywhere to let him know.

7. To agree the threshold amount before quotes are obtained.

The amount of money that is in the financial regulations before quotes are obtained is proposed to be £1000. Any quotes will still need to be agreed by the full council before works commence.

Proposed Cllr Smith seconded Cllr Harrison. All agreed.

Financial Regulations are to be amended and circulated to show this. **Action Clerk**

8. To receive a summary report from each working group with recommendations for decisions where appropriate.

8.1 Group 1 – Finance, Standards and Procedures, Cllr Harrison

Key issues outstanding are;

This years accounts are currently being worked on by the new clerk as there are no accounts available from the previous clerk. It was agreed that the clerk will start to rebuild these accounts and these will be updated as soon as possible.

Bank statements were missing and one cheque book cannot be found these accounts will be looked at during the next meeting.

Cllr Beeton managed to get copies of the statements from the bank and these can now be worked on to produce the accounts.

The current balances held are in excess of the Financial Services Compensation Scheme (FCSC) limits and other banks will be looked at to spread the money around so it is protected. When the information has been gained it will be brought back to the full council for agreement.

Barclays are now moving forward with the bank mandates and Cllr Smith will check out with the bank that these have gone through so the cheques signed tonight will be cleared.

A compliance register is still yet to be completed so dates of deadlines will be known in advance.

The transfer amounts will also be looked at and may be increased.

8.1a) To approve expenditure circulated by Finance group on finance document appendix

No meeting this month,

The expenditure list that had been circulated was read out.

The expenditure this month is;

Playsafety Ltd – Inspection of play equipment	£193.80
Moser Groundcare – playing fields for September	£540.00
Moser Groundcare – playing fields for October	£540.00

Craft Nurseries – village tubs and storage for 5 tubs	£300.00
Cllr. S. Beeton – reimbursement for perspex for notice board, Stamps, parking fees and mileage	£ 90.14
Colchester Borough Council – election fees	£998.00
Community Action Suffolk – annual website renewal	£ 60.00
Clerk Salary – October 21	£381.60
Rural Community Council of Essex – subscription	£ 72.60
Dedham PCC – hire of Duchy Barn Oct/Nov 21	£ 80.00
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Total	£3,256.14

Proposed Cllr Smith seconded Cllr Neville. All agreed.
Cheques signed by above councillors.

This was proposed by Cllr Smith and seconded by Cllr Neville.
Agreed by all.

Clerk not to send out the cheques until Cllr Smith has checked with the bank the signatories have gone through on the mandate. **Action Cllr Smith and Clerk**

8.2 Group 2 – Infrastructure and Asset Maintenance, Cllr Moles

Actions from last meeting Bike Rack, B.T Box, Village Caretaker

The group has received a quote to refurbish the current bike rack and also a quote to purchase a new rack.

Phone box – any thoughts on what this could be used for please let Cllr Mole know. These boxes have been used by other villages for book exchanges and notice boards.

Village Warden – Cllr Mole has spoken to the caretaker at Great Horkesley and a draft job description has been produced. The person would report back to the working group who would decide the works to be completed that month. This position will be for 10 hours a week. This position will be advertised in the Dedham Vale voice and with other local Clerks in the surrounding villages. It was asked what the role would involve and this will be discussed at the next meeting, this was to agreed the position being advertised. An amount of £10,000 will be put into the budget to cover this position.

Proposed Cllr Mole seconded Cllr Neville. All agreed.

This will also be on the next agenda if finance available. **Agenda item for next meeting.**

- 8.2a) To agree to accept item 4 on a tender from (J F Tree) for (1) an inspection and recommendation in respect of the lime tree adjacent to 1 Frog Meadow – at £180 and (2) item 5 to carry out an annual tree condition survey on all the large established trees on the playing fields on council land – at £350.
The proposals to accept the tenders as on the agenda - above – were proposed Cllr Mole seconded Cllr Harrison. Agreed by all.

8.3 Group 3 – Traffic and Planning, Cllr Neville

Actions from last meeting Fund ATC's, Fund Poster Competition

No meeting this month.

Cllr Chapman was asked about whether CBC still come and clear up leaves as part of their contract on the main roads into the village. Cllr Chapman stated that he would check and get back to the council.

There is still rubbish that has been dumped on the corner of Jupes Hill, the Clerk is to contact the zone warden regarding this. **Action Clerk**

The traffic results have come back from Cllr Barber and at the meeting he will attend a meeting that is scheduled for later in the month he will check to see if the money is available to move forward with the requests made.

Speed watch is having some good results and reduced some of the traffic speed by 50%, Cllr Neville attended a webinar regarding safer Essex. There was a bias against rural communities and the attitude was that the urban groups they think they are an exception and there needs to be more positivity about safety on the roads generally.

VAS signs – Cllr Barber is following this up and will get back to the council with his findings.

The Speed watch are following up on company vans that are speeding in the village and contacting the companies directly to report these incidents.

School competition – the school is having an anti-speeding competition and the £200 donation will be spread around the school and cover all the years involved.

Trucam – Cllr Harrison has been looking in to this and community police officers can be trained to use these, there are costs involved in training but these can also be spread between villages.

8.3a) Planning Applications – Observations conveyed under delegated authority since last meeting
212809 Thorne Roughets, Anchor Lane, Dedham Colchester CO7 6BX – Detached single garage, one and half storey and single storey extensions, insertion of a new rear dormer window and remodelling of 19th Century extension, plus partial demolition.

The main concern for the residents was the positioning of the new garage, this has been discussed with the planners on various occasions. After a discussion the parish council will comment on the application with the same comments that were made previously made. The plans that had been previously given to the council were incorrect. The approved plans that went through now has this garage nearer to the next door neighbour and this is too close to prevent fire risk to the thatch and there will be additional noise to the neighbour. These comments were agreed by all.

212665 Denbury, Ardleigh Road, Dedham Colchester CO7 6EG – Demolition the existing lean to ground floor pantry and external WC, on the rear of the property and erect a two-storey rear extension and a new detached double garage with an integrated garden store. This extension is about a 50% increase in the size of the property with an additional garage. This is visually acceptable and there are no objections to this application. All agreed.

Prior Cottage, Monks Lane is a discharge of conditions no objections.

212617 Upper Park Coles Oak Lane. Variation of conditions – conditional approval and pool minor changes to building – no objection agreed by all

Bell cottage on Stratford Road – the occupant was threatening to a councillor. when they had not received permission to build the garage on the property and the application had been refused.

This is not acceptable or correct behaviour and it was reminded that all councillors are volunteers.

Planning permission is down to the approval of Colchester Borough Council not the Parish Council who can only comment the on an application.

8.4 Group 4 – Community Liaison – Cllr Beeton
Actions from last meeting Suggestions for Platinum Jubilee
There has been no meeting this month.

Cllr Beeton attended the Sports Club meeting and there was a general report of what is going on.

There is a new Chairman -Alan Bell -who is working on other areas of the club.

Cllr Beeton stated it was good to hear that the clubs were supportive of each other but this did not seem to have happened in the past.

They are trying to generate more income for the clubs and Cllr Beeton thinks that the parish council should support them in the future. The Table Tennis club is short of members at the moment and an advert will be put in the Dedham valley voice and Active Essex to promote these clubs and to see if new members can be encouraged to join.

Cllr James stated that there were various options that were being considered for the Queens Jubilee event and these still need to be discussed within the group. When these have been discussed they will be brought back to the council. Ideas that are being considered at the moment are fete, lunch, and lighting a beacon. The Church and School have been contacted and further discussions will take place. It was thought that outdoor activities rather than indoor events would be better especially after last years pandemic.

A group will work on this event and other councillors and outside agencies/residents will be welcome to help with the planning and outdoor activities, once they have been decided on.

8.5 Group 5 – Business Tourism and Media – Cllr Smith

Actions from last meeting Remembrance Sunday Parking, Special constable – later on agenda, Assess impact of yellow lines, Street markets, increased parking charges in car park, height restrictor to millpond carpark, feasibility of licensing boat services.

There has been no meeting this month.

It was previously reported that the NEPP meeting has taken place and it has been proposed that the parking costs will increase 20% across the board. This will mean that the all day price will go up from £4 to £5 and the hourly rate of £1 will rise to £1.20.

The feasibility of licensing boat services will be discussed with CBC Street trading Officer and NEPP and brought back to the group. **Action Cllr Smith**

The height barrier is still under consideration at the car park.

There have been no requests from street traders this month.

Neighbour hood watch – all have signed on to the scheme again.

There was an article about the parish council in the local magazine which has been well received. It was suggested that the councillor's all took a turn at writing a piece for the magazine so there was something monthly from the parish council.

8.6 Group 6 – Special Projects Cllr Smith

Actions from last meeting Drift project, Royal Square

There has been a meeting this month on 20/10/21 and a report published (see attached).

The lock is still to be fitted on the gate at the Drift as the previous one did not fit properly.

There is still a small amount of money being held to pay for any “snagging” issues that still need to be completed.

There has been a meeting this month and the notes have been published.

There were a few actions that came out of this meeting which included looking at the background of the site, the surfacing and the way it is currently used. The preliminary designs that were produced were looked at and some new ideas for how Royal Square could be used in the future also came out of the meeting.

The conclusion of the meeting was that the ownership of the land would be confirmed and the actual boundary of the square.

The Clerk will register with the Land Registry for any further land queries that may become apparent.

Need to look at a rough idea of the costs of drainage and the disposals of materials for the surface and talk to contractors to obtain an idea of the amount of monies involved. There may also be a need to talk to the Planning department and an architect for the costs involved with a paved area. Once these above actions are complete the results will go out for consultation to obtain residents ideas for this area.

8.7 Personnel committee update

Actions from last meeting Appoint Clerk.

A temporary contract agreement for the Clerk has been agreed and signed for 6 months.

9. Community Specials and agreement to participate

Cllr Haines gave the council an update on the Community Special Constable.

Cllr Beeton had previously been in touch with them and the council are currently in the process of taking on one of these constables.

These constables are volunteers who have £10 a day plus travel expenses, the council do not have to pay for training. They are only responsible for fully trained officers when deployed in our area.

It was felt that this would be of a benefit to the village as they would be a visible presence, especially in the summer in the river area.

The co-ordinator for these constables is Les Hawkins but there is a small bank of these constables available. The training can take up to 2 years to complete but the council would like to have someone sooner than that in the village, so will find out if we can obtain someone who is already trained.

10. Update lights on the pavilion

The tender that has been put forward is to replace the lights that are already there but no longer work. It would not involve replacing these with higher wattage lights but would make this area safer.

All councillors agreed to accept the tender put forward. The company will be contacted to start this work.

11. GDPR Statement to be agreed

A copy of this statement had earlier been circulated to all councillors and the suggestion reads as:

(Name of councillor) Cllr

(title) for Dedham Parish Council

name of councillor@dedhamparishcouncil.co.uk

Contact telephone number

Under the General Data Protection Regulations, we have a legal duty to protect any information we collect from you or others. The content of this email and any attachments may be privileged or confidential and intended for the exclusive use of the recipient (s) specified in the message only. It is strictly forbidden to share any part of this message with any third party, without the written consent of the sender. If you have received this message by mistake, please immediately contact the sender and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

This was agreed by the council and will be used by all councillors on external mail in the future. Proposed Cllr Harrison Seconded Cllr Mole. Agreed by all. Clerk to resend it to all councillors so they can start to use this. **Action Clerk**

12. To agree a new laptop for the Clerk

Three options and prices had been circulated by the clerk to all the councillor. These choices were looked at by the working group, who looked at these for the best price options and agreed

the clerks preferred option. The cost would be in the £500 area and would including anti virus support and extra years guarantee. Clerk to order the new laptop.

13. Intemperate language on the football pitch and related actions.

Andy Bell the new chairman of the sports club attended the meeting tonight.

Cllr Smith and Andy Bell had previously had a meeting to discuss this problem.

Andy Bell explained the history of the football team and that there were still members who had previous relatives that had played for the village team.

38% on the income of the sports club comes from the football team.

He explained that some of the problems with this language is that it is shown on the television being used by the professional players who use this language, which makes it makes it harder to stop the players today copying it. It is also harder to control the visiting teams language as they tend to have different acceptable limits.

The club would try to resolve this by using best practice.

There would be signage in the changing rooms for players to read, they would speak to the visiting team managers and also the referees on the day.

The teams that tend to have the worst language will be moved to the end of the season near the winter when less public are on the fields to try and elevate the situation.

The club will write to the Essex Football Association and The main Football Association to try and resolve rule 12 to make this rule less usable.

With regard to their own team members, if the players do not reduce the language after warnings the players will run the risk of being substituted and then suspending or removing them from the game if necessary.

Andy Bell requested the dates of the matches when the intemperate language was used if it was known.

Andy Bell will put this on the agenda of the meetings and report to Cllr Beeton the actions taken and how it is being monitored. Cllr Beeton will then be able to bring this back to the parish council.

A suggestion was made to make the signage be more pictorial for the players which may be more useful.

Andy Bell was thanked for attending the meeting and the suggestions made.

Cllr James expressed concern about the views of local residents and the impact of intemperate language on the football pitch upon them and those using the paying fields and children's playground. The language is currently considered to be unacceptable and despite previous efforts to address this over a number of years it has deteriorated again such that, if there is no notable improvement the council may need to review the formal agreements to see whether this behaviour constitutes a breach and what implications this might have.

14. Sign off by external auditors PKF Littlejohns update.

The public rights date for viewing of the accounts was still running and once that had ended the final report from PKF Auditors should be received and then can be posted.

15. Clerks correspondence and contract enquiry forms.

1. DPC has received a request via an email for the details of the Dedham Parish Magazine for advertising contacts which has been passed on.
2. The Parish council had an enquiry from someone who was considering purchasing a house in the High Street and had a question regarding residents parking and permits. They were informed there was parking but only for 2 hours in the High Street and as regards to the permit they were directed to Colchester Borough Council.

3. A resident has contacted the parish council enquiring when Black Brook waterway is due for its annual clean. This has been forwarded on to the Environment Agency and requested when this work is due to be completed.

16. Training/Events

Reports on attended events

Nominations for new events

Cllr Moles and the Clerk had both been on a planning course.

When new courses have been agreed for next year the clerk will circulate these to all the councillors.

17. Items for the next agenda

Above items.

Website

Any actions from the working group meetings

18. Date and Time of the next meeting

December 6th at 6:30pm Duchy Barn

Signed

Cllr Smith

Date