

DRAFT

Dedham Parish Council (PC)  
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**Minutes of the meeting of Dedham Parish Council on  
Monday 3<sup>rd</sup> April 2023 at 6:30pm  
at the Duchy Barn.**

**Present:** Cllr Smith, Cllr Neville, Cllr Mole, Cllr Harrison, Cllr Beeton, Cllr Thorkildsen

**Attendees:** Clerk – Carol Harbach  
Cllr Chapman Ward Councillor  
6 Members of the public

**23/01 Welcome by the Chairman and apologies for absence received.**

Cllr Smith welcomed everyone to the meeting.  
Apologies were received and accepted from Cllr Williams and Cllr Barber

**23/02 Declaration of Interests.**

Councillors to declare any disclosable pecuniary interests relevant to this agenda. Note; Interests may also be declared at any point in the meeting where they become apparent.  
None arose.

**23/03 Minutes**

Acceptance of the minutes of the meetings of 6<sup>th</sup> March 2023.  
These had been circulated prior to the meeting and were agreed to be a true and accurate copy of events.  
Proposed Cllr Neville seconded Cllr Mole All agreed

**23/04 Matters arising from these minutes.**

Salt bins have yet to be purchased. Ongoing until later in the year.  
The rest of the items are on this agenda.

Cllr Beeton queried the agenda posting on the noticeboards as the April agenda had the wrong date on it and was an error. This is not procedurally correct. The Clerk apologised for this and stated that the meeting should be stopped and rescheduled.

This was discussed and as was accepted as an error. The council noted this and discussed the situation, the council wanted the meeting to continue. This was agreed by all the council.

The meeting then continued.

23/05

**Have Your Say and visitors reports (Colchester City Councillor (CCC) and County Councillors)**

Questions may not be answered at this meeting but may go on to the next agenda.

Maximum of 3 minutes per person/group to make representations to the Parish Council, to a total of 15 minutes.

A resident raised his concerns concerning a property down Boxhouse Lane. This will be coming up later on the agenda.

Douglas Bourne –updated the council on sustainability for Dedham.

There has been lots of positive feedback on this and there was a consensus that there should some sort of vision for the future. The school had a lot of activities on sustainability and the children were concerned about things in the future environmentally. Various ideas have been discussed and there may be an exhibition in the Assembly Rooms in the future. Dedham Vale society want to work with Douglas to promote Dedham as an AONB area. Douglas stated there are lots of ways to move this forward and should have something in more detail to bring to the next meeting.

It was suggested to have a strategic framework so lots of different organisations can work together. Douglas is working on this at the moment and stated that there are a lot of short term and long-term options available. Douglas will be invited to the main meeting on the 12<sup>th</sup> April as this may be useful to all who attend.

Cllr Chapman stated that he is retiring next month and his Ward is now all over the north of Colchester and all villages have similar problems concerning sustainability. Cllr Chapman feels that a joined group of Essex and Suffolk parish boundary villages should try and be convened and work together from both side of the river to work on problems that affect everyone. Dedham Vale Society was suggested to work on behalf of both sides for this and work as the main coordinator. This needs to over seen by one section with input from all parties concerned.

Cllr Chapman was thanked by the council for all his work that he has completed for the village in the past and wished him well with his retirement.

Another resident raised the issue of a pot holes in Birchwood Road that are bad again now and can anything be done about the blocked drains at Lamb corner. The council replied that these have been reported on the website before but they will be reported again by the parish council the more people report this the more likely it is likely to be completed.

23/06

**Finance, Standards and Procedures Report**

**06.1 To approve expenditure for this month.**

Village Warden invoice	£760.50
Clerk Salary	£443.72
HMRC NI Contributions	£10.92
DPCC – Hall hire	£150.00
Colchester Borough Council – cashless parking Permits – if approved	£951.29
Colchester Borough Council – cash machine Permit - if approved	£2,961.07
Dedham Vale Tree Surgery – hedge trimming	£600.00
Moser Ground care – Inv 1427 grass cutting	£840.00
S. Mole – reimbursement for lock	£104.40
EALC – Affiliation fees 2023- 24	£495.86
Colchester Borough Council – Compactor bin- if approved Licenses for 5 years	£1,896.00
	=====
Total	£9,213.76

End of year figures 31/3/23

Balance	
90343633 Current account	£1,000.00
90365149 Savings Account	£271,512.82
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Total	£272,513.82

Total for year

Income	£74,191.92
Expenditure	£90,007.68

Income 31.3.23

HMRC Tax refund for 22/23	£7,346.97
Dedham Sports Club	£50.00
	=====
Total	£7,396.97

Payments proposed by Cllr Harrison and seconded by Cllr Smith. All agreed.

**06.2 Report on last finance and standards group meeting**

Cllr Harrison reported on the last meeting which mainly was on discussions around the year end return which is on the agenda.

**06.3 Approve AGAR Figures for this year- pre-audit. Annual Governance Statement & Accounting statements 22/23**

These have been circulated to the councillors prior to this meeting, and were proposed by the Finance and Standards group to be agreed by the full council. These will be added to the website if agreed. Last year figures were out last year by £200 and this was due to the issues with the previous clerk,

this amount was a petty cash error. We have spoken to the internal auditor to show this adjustment in this year figures and the auditor stated that the way forward for this was request the council to sign this amount off. If this figure is not altered this would make this year's figures wrong and this is the action suggested by the auditor. If this is agreed the accounts would balance on the AGAR and the numbers will be the reported to both auditors. This was agreed to be written off by the council.

The Governance form was signed then the AGAR form was signed.

The new asset register had been circulated previously was explained and had been updated. The Risk Register had also been updated. This is a working document and this should be reviewed regularly within the finance and standards group.

The accounts had been printed off for the councillors and were explained by Cllr Harrison, the figure that was expected to be spent wasn't spent as much of these were capital projects that have not yet been completed.

The risk register was also discussed and this had been circulated to all councillors and unless there are any comments this will be adopted to take to the auditors.

These were discussed in detail and questions answered. These were then proposed by Cllr Neville seconded Cllr Thorkildsen All agreed.

These were then signed ready to be forwarded to the auditor in May.

Cllr Harrison was thanked for all his work on this.

#### **06.4 Agreement of updated Asset register and Risk Assessment**

These had been updated and previously circulated to all the councillors in draft form. These were put forward for approval by the Finance and standards committee to the full council. Proposed Cllr Neville seconded Cllr Thorkildsen All agreed. These will be added to the website.

**23/07**

#### **Infrastructure and Asset management**

##### **07.1 Approval of quotes for Jubilee tree guards and plaques**

##### **Quotes for Jubilee tree guards and plaques is for £2,832**

Cllr Thorkildsen reported that Armour Engineering have given a quote for the guards and plaques and have quoted £300 per tree guard and plaque this quote will be for £600. The written quote will be obtained and brought back to the next meeting. A temporary measure has been put in place by putting wire round the tree for now to stop the tree being destroyed by rabbits.

##### **07.2 Approve NEEP License fees for car park paying machine for total £3264.03**

This is for the software for the car park paying machines and needs to be paid for. The 5 years license fees quoted is more cost efficient and proposed to go ahead with. Proposed Cllr Mole seconded Cllr Neville. All agreed.

##### **07.3 Blue plaque update**

Unfortunately, Cllr Williams is not at the meeting so this will be ongoing to the next agenda.

Cllr Mole stated that a new water fountain is needed as the current one is leaking and unrepairable. There has been a quote of £995 given to replace the fountain with a new one. This was discussed by the council and it was thought that if this was replaced the village warden could maintain this in the future. This was discussed further.

This was proposed Cllr Mole seconded by Cllr Neville to go ahead with the new water fountain and to get this replaced. All agreed.

**07.4 To approve CCC License for compactor bins 5-year licence for 4 bins = £1580**

This was agreed to go ahead, proposed Cllr Smith seconded by Cllr Thorkildsen. All agreed.

**23/08**

**Traffic and Planning/planning applications**

**08.1 Planning applications and decisions from Colchester City Council (CCC)  
Decisions received**

230099 The Rhimes, Coopers Lane, Dedham Essex CO7 6AX

Proposed partial conversion of existing outbuilding to study/office.

Approved conditional

230184 - Hawthorn House, Long Road West, Dedham, Colchester, CO7 6ES

Proposed single and two storey extension to the rear of the existing

Approved conditional

**08.2 Planning applications received from CCC**

230529 Dedham Primary School, Parsons Field, Dedham Colchester CO7 6BZ

Installation of new entrance gate to the school car park located at the end of Parson's Field. The gates will be double leaf, 1.8 metre high with a combined width of 4.5 metres. No objection

230588 Shelley Glebe Farm, Grove Hill, Dedham Colchester

Demolition of Barn to land adjacent Shelley Glebe Barn

This was discussed and this has been a constant increase of extensions etc in the past. The change of use was also discussed. This application is for just demolition at the moment but the DPC needs to keep an eye on this for future applications. No objection

The traffic report has been circulated to all councillors and Cllr Neville will reply to this report after comments back from Councillors tonight. Cllr Neville has spent a lot of time on this and will be pointing out the flaws that go against the department's own policies. Councillors agreed for the response to go back to the department that has been circulated. There is a Five-estuary group regarding wind farms and people need to be aware of this so people can be involved on the consultation on this document. If people want to be involved, they need to register on the website.

**08.3 Village Gateways**

This has been delayed due to the traffic report ongoing to next agenda.

#### **08.4 Pylons update**

Luke Marshall came to the meeting and explained about how he is organising pylon communications in the village for the public and with Councillors. To date Dedham has been the least involved village in the area. There is a meeting being arranged in Langham soon to cover the updates that have happened and is hoping to have a consistent message to take forward to councillors and have the correct information available. The wind farms are the only reasons that there is an option to have an off shore bid. If the wind farms are connected to the system, it will make things easier and there is an energy update coming up which may cause more conflict. The date for the next meeting is still to be decided and finalised but when this is known it will be passed on. Luke Marshall was thanked for his time and information on this.

23/09

#### **Group 3 Community relations group**

##### **09.1 Royal Square update**

There has not been a meeting this month.

##### **09.2 Update of River**

**09.2a)** To employ a landscape architect to produce a plan and visualisation of potential fencing/hedging along the riverside to assist discussions with 3rd Parties, including AONB and landowner. Scope of work and costs as follows: Preparation of plan(s) showing proposed options for fencing, to separate path from cow field, along riverside in meadow east of Dedham Bridge. Plan(s) to indicate options to have stock fencing only and alternatively stock fencing supplemented with native hedge and tree planting.

**09.02b)** To Organise and oversee production of CGI photomontage style visualisations of the two optional boundary treatments enclosing the riverside activity area. These visualisations would be based on a photograph taken from the bridge and would include representation of picnicking and paddleboarding activity.

Budget for Architect: £1000 and cost for photo work £1000 = £2000 in total.

This was explained by Cllr Smith and both options were discussed by the council.

The AONB have been involved with this and they would like to have some visualisation of the project. This proposed project would be used to start a conversation regarding what people might want to have going forward. Planning permission would need to be looked into for the fence if this goes ahead.

It was thought that this may not be needed but will be checked.

Cllr Beeton did not agree with this idea to go ahead with this project but after discussions this will be reconsidered after next week stakeholders meeting and will be on the next agenda. Proposed to consider this again after the meeting. All agreed.

BBC Essex have been in touch to gain some information on views of the river. As this can be controversial it is thought that this is not a good thing for the council to get involved with at the moment.

There is a form that has been produced for the village warden to use to record when the car park at the river is being used. The clerk will have a form for councillors to report to the clerk of observations she will update the form which will also be sent to John Goldberg for the website. This will be reported to Babergh council monthly and the results will be part of this meeting as well.

### **09.3 Sports Club**

To provide a grant to the sports club for improvements to cover;

Signage = £750

Notice board = £250

Upgrade loft insulation = £1500

Replace floor covering = £1500

Replace portable furniture = £850

Replace fixed furniture = £2000

Install LED lighting = £850

Total = £7700

To utilise S106 monies which will be a minimum of £1140 and a maximum of £3894 depending on outcome of planning, so DPC element to be £3,806 min - £6560 max.

Cost =£1000 maximum

This was discussed by the council and agreed to

Proposed Cllr Harrison seconded Cllr Thorkildsen. All agreed.

**23/10**

### **Request from Joan Clark**

The council has received a request from Mrs Joan Clark regarding the scattering of ashes on the football field of her late husband as he had so much involvement in running the football club and getting the Social Club up and running. The permission of the Sports Club has been given and the council want to vote on this request.

Vote to have the ashes scattered on the field for: 6 Against; 0 Vote carried.

The council also discussed matters further with regard of a bench in memory of Mr. Clark and a memorial plaque to be put up somewhere at the sports club. If the Sports Club are happy to agree with this. The council stated that if Mrs Clark wanted to put a bench on the site the PC would not disagree with that.

It was suggested by the council to name the pavilion the Chris Clark pavilion. It was suggested to speak to the Sports Club regarding this.

**23/12**

**Fundraiser**

This had been mentioned at the last finance meeting and it was thought to bring the proposal of employing a professional fund raiser to bring in more income for particular projects in the village who can find grants particularly for parish councils. This person would advise of grants that could be applied for. The cost would be approximately £200 per year. This was discussed by the council and agreed by the council to go ahead with, Cllr Harrison will send details round of the website but it was agreed in principle by the council. Action Cllr Harrison.

**23/13**

**Meeting with CCC planners – update**

The parish council had a zoom meeting with CCC planners regarding various planning problems that have arisen in Dedham. This was thought to be a very useful and good meeting which will be held again quarterly in the future. An update was given to residents concerning this and the enforcement officer was aware of what has gone on and the behaviour of things that have occurred in Boxhouse Lane. The officer stated that they will follow this up and the resident stated that the enforcement officer needed to visit the site. The enforcement officer had confirmed that they will be doing this. The DPC will be following this up with the enforcement officer.

**23/14**

**Parish Council support for the 2023 Dedham Christmas market update**

Cllr Thorkildsen has spoken to the primary school and come back with the request for the parish council to support the event with a donation for the infrastructure of the event this amount will be forwarded when known.

**23/15**

**Coronation update**

There have been a few requests for donations towards village events for the coronation. The Sports Club have requested £750 for a community event. This was agreed by the council to support this as a community event. A resident had made a request for a street party around the Bargate Lane area. There has also been a request from a resident at Dedham Heath for a donation for an afternoon tea event. The council requested that the resident come back to the DPC with costs involved but will not cover the cost of food and drink. Things like hiring tables and bunting may be possible. The film society are going to be putting on a film event and have requested a donation for the hire of the Assembly Rooms for this. Proposed Cllr Smith seconded Cllr Mole All agreed.

**23/16**

**Calendar for forthcoming meetings**

The draft has already been circulated to the councillors to consider before tonight's meeting. This was discussed and the final calendar of meetings was agreed this will be placed on the website for residents. The Chairman report is heard at the May meeting and Douglas Bourne offered to speak at the residents meeting along with possibly Simon Amstutz or other members of AONB to talk about sustainability,



Cllr Harrison had to leave at 20:15pm

It was discussed to have the Annual Parish Meeting (APM) for residents and the Annual General Meeting (AGM) meeting on the 22<sup>nd</sup> May due to the bank holidays that month and to cancel the June meeting. The calendar will be updated and circulated again.

**23/17 Clerks Correspondence and contact enquiry forms**

DPC has received an email from Laura Bayley who is the Road & Water Safety Officer at Essex County Fire & Rescue Service and is looking to promote water safety in Dedham during the NFCC's (National Fire Chief's Council) 'Be Water Aware' week, commencing the 24th April. They are requesting a pitch in Dedham to talk to people regarding water safety. Unfortunately, she is not available to attend the meeting on the 12<sup>th</sup> April but may be able to send a colleague instead. The council agreed that she could have a pitch and suggested that she contact the school as well.

There was a request from a resident to get the white lines in the High Street repainted. This has been taken to NEPP by the council. The yellow lines are very faint as well and Highways will be contacted to repaint these Clerk to contact Cllr Barber.

**23/18 Training events**

Reports on attended events

Nominations for new events

The next councillor training dates will be looked into.

**23/19 Items for next agenda**

See above

Any other items to be given to the Clerk

**23/20 Time and date of next meeting**

Monday 22<sup>nd</sup> May Annual Parish Meeting (APM) for residents 6:30pm followed by the Annual General Meeting (AGM) of DPC at 7:30pm

**23/21 Chairmans closure of meeting**

Chairman closed the meeting at 8:35pm

Signed .....

Cllr Smith

Date .....