#### **Draft Minutes Only**



# Minutes of the meeting of Dedham Parish Council held on Monday 13<sup>th</sup> May April 2024 at 6:30pm at the Duchy Barn.

**Present:** Cllr Stephen Mole (Chairman), Cllr Douglas Bourn, Cllr Gill Neville, Cllr Paul

Harrison,

Cllr Lucy Goodall, Cllr Chris Martlew, Cllr Andrew McLaughlin, Cllr Charlotte Sneddon & the Clerk, Mr G. Walkingshaw and 12 members of the public.

#### 24/17 Election of Chairman (sign Declaration of Acceptance of Office)

Cllr Gill Neville opened the meeting and explained that the first line of business would be to elect a new chairman.

Cllr Douglas Bourn proposed Cllr Steve Mole for the position of Chairman.

Proposal: Cllr Douglas Bourn Seconded: Cllr Paul Harrison

Agreed by All

Chairman Steve Mole signed the acceptance of office form, which was then signed by the Proper Officer.

#### 24/18 Election of Vice Chairman

Chairman Steve Mole then asked for nominations for Vice-Chairman.

Cllr Douglas Bourn proposed Cllr Lucy Goodhall for the position of Vice-Chairman.

Proposal: Cllr Douglas Bourn Seconded: Cllr Paul Harrison

The Chairman then suspended the Parish Council meeting at 6.35 p.m. (the meeting was suspended to conduct the Annual Parish Meeting before the Parish Council meeting).

The meeting re-started at 7.06 p.m.

# 24/19 Confirmation of Election of Councillors (sign Declaration of Acceptance of Office) and to confirm consent for sending of council summons and agenda electronically.

All councillors signed forms for acceptance of office and permission to send parish council documents by email.

#### 24/20 Welcome and apologies for absence

Apologies were received from Cllr Helen Main & Webmaster John Goldsbrough & CCC Thomas Rowe.

#### 24/21 Declaration of Members interests

Cllr Paul Harrison declared an interest in planning application 240681 (item 24/36.1) - Rose Cottage, Dedham

#### 24/22 Insurance 2024/2025

To accept Insurance Renewal from Clear Insurance for £1,684.52 and to agree payment of invoice under finance for May.

Proposed: Cllr Steve Mole Seconded: Cllr Douglas Bourn

Agreed by all

#### 24/23 Election of Councillors for sub-committees

Group 1 - Finance, Standards and Procedures

Group 2 – Infrastructure & Asset Management

Group 3 – Community Relations

Group 4 – Planning

Group 5 – Traffic & Highways

This item has been deferred to a Parish Council meeting on Monday 20<sup>th</sup> May 2024 at 6.30 p.m. in the Duchy Barn – this meeting is not open to the public.

#### **24/24** Public Open Forum (Maximum 15 minutes)

A resident asked about the flowers being displayed in the flower tubs on the high Street in Dedham. Chairman Steve Mole was actioned to order flowers for the flower tubs and also for the village war memorial.

Cllr Andrew McLaughlin explained that the flowers at the war memorial may have been damaged by some local youngsters.

### **24/25** To approve the minutes of the last meeting (8<sup>th</sup> April 2024)

The minutes of the last meeting were approved

Proposed: Cllr Steve Mole Seconded: Cllr Douglas Bourn

Agreed by all

## 24/26 Visitors Report

None

#### 24/27 Clerk's Report

None

#### 24/28 Group 1 - Finance, Standards and Procedures Report

To approve payments in accordance with the Budget

Payments for May 2024

Parish Clerk Salary		£600.00
HMRC		£138.00
Clear Insurance		£1,684.52
Colchester City Council		£2075.70
Duchy Barn		£300.00
Classique Design		£932.10
Armour Engineering Ltd		£1,773.60
Internal Audit		£260.00
Moser Groundcare		£1,224.00
LMC Media Management		£120.00
Daniel Freeman		£2019.60
Colchester City Council		<u>£42.70</u>
	Total	£11,170.22

Proposed: Cllr Paul Harrison Seconded: Cllr Steve Mole

Agreed by all

# 24/29 To review the effectiveness of the system of internal control (Internal Audit) Chairman to sign the AGAR

To approve the AGAR – the AGAR was signed by the Chairman and the Proper Officer.

Proposed: Cllr Steve Mole Seconded: Cllr Paul Harrison

Agreed by all

24/30 To review Standing Orders

Proposed: Cllr Steve Mole Seconded: Cllr Douglas Bourn

Agreed by all

24/31 To review Financial Regulations

Proposed: Cllr Steve Mole Seconded: Cllr Douglas Bourn

Agreed by all

24/32 To Review Financial Risk Assessment

Proposed: Cllr Steve Mole Seconded: Cllr Douglas Bourn

Agreed by all Subject to review.

24/33 To Approve the Code of Conduct

Proposed: Cllr Steve Mole Seconded: Cllr Douglas Bourn

Agreed by all

24/34 Group 2 – Infrastructure & Asset Management

Nothing to report

24/35 Group 3 – Community Relations

Nothing to report

24/36 Group 4 - Planning

#### Planning report recommendations on planning applications listed below:

36.1 Applications for discussion at meeting

**240681 – Rose Cottage, Long Road West, Dedham** – linked to rear extension from the main house to the existing annexe.

**PC Comments**: No objection

**240709 – Dedham House, High Street, Dedham** – the proposals involved re-lining a chimney from the inside so as to prevent smoke and poisonous gases from escaping into habitable rooms and becoming a danger.

**PC Comments:** No objection

**240736 – Garden Cottage, Stratford Road, Dedham** – construction of raised eaves and a new roof to provide an enlarged first floor. Alterations to the external appearance including material finish, windows, porch and chimney breast. The Parish Council deferred this planning application and actioned the clerk to send it round to councillors for comment. Closing date is the 16<sup>th</sup> May and comments will be made under delegated authority.

**240754 – The Essex Rose Tearoom, Essex Rose Café, Dedham** – attachment of Blue Plaque to the East Wall of the Essex Rose Tea Room.

**PC Comments:** No objection

- 36.2 Planning Applications Observations conveyed under delegated authority since last meeting
- 36.3 Planning Applications Decisions received since last meeting
  231924 Land adj. to, Denbury, Ardleigh Road, Dedham Retrospective planning application for the change of use to allow the storage of log and woodchip: and the erection of a storage unit.

**240227 – 38 Parsons Field, Dedham** – application for variation of condition 5 and removal of condition 7 following grant of planning permission 213326 (Amended Description)

**Decision**: Approve Conditional

**240303 – Peartree Cottage, 8 Coopers Lane, Dedham** – erection of purpose-built timber storage shed to provide secure storage of Massey Ferguson tractor and Teagle pasture topper.

**Decision**: Approve Conditional

**240550** – **Little House, High Street, Dedham** – removal of existing dormers with windows. Replace existing dormers with new traditional lead dormers and new traditional painted timber windows. Remove existing roof tiles and replace with new hand-made traditional clay tiles.

**Decision:** Refuse

#### 36.4 **Petalo Lodge**

Chairman Steve Mole will make contact with CCC Thomas Rowe to discuss planning applications relating to Petalo Lodge.

#### 24/37 Group 5 – Traffic & Highways

Cllr Gill Neville informed the meeting that the new 30 mph stickers for use on bins are being handed out and used on the roads where traffic is moving too fast around the village. Cllr Gill Neville informed the meeting that the school had been involved in the speeding campaign and children from the school had drawn up posters asking people to slow down. These were distributed around at the meeting for all to see.

Cllr Gill Neville proposed that the Parish Council turn these into larger versions using Correx. The cost for each one would be Aprox. £100.

Proposed: Cllr Gill Neville

Seconded: Cllr Douglas Bourn

Agreed by all

#### 24/38 Barfields Almhouses (Steve White)

The Parish Council discussed the quote for Barfields Almhouses Garden Rejuvenation Project and it was agreed that the Parish Council would pay the amount of £1,865.90 (including VAT). The Parish Council would claim back the VAT of £310.98. Cllr Paul Harrison proposed that we accept paying the amount of the quote towards this project.

Proposed: Cllr Paul Harrison Seconded: Cllr Steve Mole

## 24/39 Asset Register

The Parish Clerk reported that the Parish Council has £406,796 worth of assets at the 31/03/24.

#### 24/40 Training/Events

- 40.1 Reports on attended events
- 40.2 Nominations for new events The Parish Clerk was actioned to advise the new Parish Councillors of training courses that would be suitable for them.

#### 24/41 Information Exchange/Items for next agenda

Cllr Steve Mole reported that a meeting would be set up to discuss issues along the river. Cllr Douglas Bourn informed the meeting that regular checks on the river quality were being conducted by a group from Manningtree. Cllr Douglas Bourn will publicise findings of water quality and publicise to all concerned groups.

Chairman Steve Mole offered thanks to Councillors Sheila Beeton, Jonathan Smith & Sandra Williams for all their hard work and efforts on behalf of the Parish Council over the years.

24/42	To confirm date an	nd time of next meeting	
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Date of next meeting: Monday  $3^{\rm rd}$  June 2024 at 6.30 p.m. Meeting finished at 7.57 p.m.

Signed	Chairman
Date	