

DRAFT



**Minutes of the meeting of Dedham Parish Council (DPC) held on
Monday 3rd February 2025 at 6:30pm at the Duchy Barn**

Attendees: Cllr Bourn, Cllr Harrison, Cllr McLaughlin, Cllr Martlew, Cllr Main.
Cllr Andrews, Cllr Halsall, Cllr Beeton

Present: Clerk - Carol Harbach
23 Members of the public

24/166 Welcome and apologies and Declaration of Members interests

Cllr Bourn welcomed everyone to the meeting and Cllr Sneddon had sent her apologies.

No Declaration of interests arose.

24/167 Councillor update

Cllr Bourn stated that there were now 3 new members of the council after the By-election and these were Cllr Andrews, Cllr Halsall and Cllr Beeton. Cllr Bourn welcomed them all to the council. The new councillors then introduced themselves to the public. The new councillors then signed the Declaration of Acceptance of Office forms.

24/169 Public Open Forum (Maximum 15 minutes)

A resident from the Dedham Vale Society (DVS) and Campaign for National Parks stated that have won their test case against the Secretary of State over the failure of an inspector to apply the current duty to conserve National Landscapes and National Parks when giving permission for the car park development and lighting at Manningtree station.

DVS thanked the Parish Council for their support and the support of East Bergholt Parish Council in this case. In terms of the Manningtree station development it is still ongoing. There will be more legal work to do to ensure the inspector's decision is reconsidered according to the new duty and that Tendring District Council recommences its enforcement proceedings to make the Manningtree development properly landscaped and its lighting consistent with a dark sky area. The sheets that are currently there may well be moved back and resituated to clear the footpath and a better result will be obtained.

Sir Bernard Jenkins is looking at this now for the Pylon swathes in the AONB area.

Another resident stated and is who represented the elderly resident's association, asked if the council would consider providing courses or tuition for the residents to improve their IT skills which they could attend. The council were keen to support this and there will be a conversation between Cllr Bourn, Cllr Beeton and the Doctors

surgery to work on when more information available from the surgery. John Helliwell is the Chairman of patient's participation group and will be contacted.

Action Cllr Bourn and Cllr Beeton

Numerous complaints have been coming forward about the field on the corner of Castle House on the junction of Coopers Lane. Cllr Bourn will follow this up.,

Action Cllr Bourn

A resident reported the poor condition of the pavement on top of Crown Street opposite 1 Kiln Cottages. The kerb has been eroded despite recent work and is now becoming a hazard. This will be reported by the Parish Council on the highways site This will be reported by the council on the Highways site. **Action Clerk**

Bus route Brook Street –There has been confusion regarding the planned roadworks which were due to commence on 3rd February. They had not started. Also, some residents had received notification of the planned roadworks and some had not. Updates will be given on noticeboards and social media when known.

Anglian club update – currently have 50 members including 15 children and are now a limited company. They have raffles of prizes given and have raised £150 for cancer research to date. The group were thanked for the work they have completed to date.

24/170

To approve the minutes of the last meeting (13th Jan 2025)

These had already been circulated to the council and were taken as a true and accurate account of events. Proposed Cllr Harrison seconded Cllr Main All agreed.

24/171

Matters arising from the last meeting

Co-op Cash Dispenser – Cllr MacLaughlin had followed this up with a letter and the situation has now been resolved.

Recycling bins 2026 – Cllr MacLaughlin had sent the letter that he read out at the last meeting to Cllr Rowe requesting exclusion of wheelie bins in certain areas of the village of these bins.

Parking Sign – Cllr Main had followed this up and this is progressing and is currently on order and the Highways issue is still on-going.

Cllr Main – followed up with a conversation with Cricket club

Tree works – Clerk to contact contractor – The Clerk has contacted the company and work will start once the planning approval has been given. Work expected to start March.

Rest of items on the agenda.

24/172

Visitors Report (CCC Thomas Rowe/ECC Lewis Barber)

None present

24/173

Munnings update

Cllr Bourn has had meetings with the Munnings trustees and updated the council that the museum has a long-term financial problem re the reduction of sales of Munnings painting and are currently looking at different ways to obtain income. The dog field proposal from the trustees had been raised at an earlier Council meeting and the local residents had indicated their opposition to this proposal. Following this meeting there was a meeting with local resident at Munnings Museum to outline their plans and this occurred in December. All concerns were raised and the issues with traffic, noise etc. were mentioned. Residents felt that a dog field on the corner of East Lane and Crown Street was not appropriate. A follow up meeting was held with Chair of Parish Council, trustees and Director of Munning Museum and Cllr Tom Rowe. At this meeting the Parish Council reiterated their view that there was as yet no evidence of a need for a dog exercise field but was happy to work with the museum to ascertain whether there was interest in the village via a survey, possibly using the parish magazine. Cllr Rowe reported that he will talk to the arts and leisure department of the city council about possible sources of income. There was an agreement to have a working party of Cllr Rowe, Cllr Bourn with trustees and residents to take things forward. This working group will be the next step and look at ways of how to support them in the future. Cllr Bourn reiterated to the Munnings trustees that the Council saw the museum as a very important part of the village and wants to support them in helping to identify new sources of income.

The first meeting is hopefully going to take place soon and a Whatsapp group for local residents will be formed to act as the communications link with this working party. It was also noted at the meeting that more could be done to promote the museum in the village through improved signage. Other residents suggested other possible sources of income including a lottery grant. There were also suggestions that more could be done to involve younger people in using the museum including the youth club and the primary school. Winter opening was also suggested.

The Council planned to keep this item on its agenda.

It was also noted that local residents could keep the Council informed of any concerns about the traffic and conditions of the roads on the corner of East Lane and Crown Street. It was noted action needs to be taken on signage on this corner. Regular updates will be provided via Council meetings and Dedham Notes.

23/174

Sub committees

There is a sub-committee of NEPP which is part of the Traffic group and the council is looking at other committees within the council which may have sub committees in the future. This will be on the next meeting agenda. **Action Agenda item**

23/175

Group 1 - Finance, Standards and Procedures

175.1 Review and approval of Finance Regulations, Code of Conduct and Standing Orders

The new recommended Finance regulations from NALC have been reviewed by the Finance Group and have been circulated to the council prior to this meeting.

Proposal to adopt circulated policy proposed Cllr Bourn seconded Cllr MacLaughlin All agreed.

The Code of Conduct has also been reviewed and was suggested to be adopted as was last year as there were no further updates or suggestions.

Proposed Cllr Harrison seconded Cllr Main

The Standing Orders are not needed to be reviewed until 2026 so will stay as currently adopted.

175.2 To approve payments in accordance with the Budget Payments for January 2025

Village Warden Jan 25 incl materials	£853.00
Clerk Salary Jan 25	£594.80
Mileage for Clerk Jan 25	£ 52.00
HMRC Payments	£148.80
LC Media invoice	£120.00
M. Rich playground inspections Jan 25	£250.00
Duchy Barn invoice 61 Jan 25	£ 30.00
Essex County Council Traffic Survey Brook Street	£368.20
Andy Slocombe concrete base in playing field	£650.00
Moser Groundcare – playground work	£100.00
Craft Nurseries plant pots for village	£312.00
	=====
Total	£3,478.80

Income £37,723.29 – PRow payment for last year (£2,125.35) has now received as not claimed by previous clerk.

Expenditure £ 102,096.66

Clerk to check the authorisation of works for the play-area completed by Moser Groundcare but to pay this invoice and this will not be completed by them next month. This will be given to the Village Warden. **Action Clerk**

Cllr Harrison had visited the school and discussed the pond project with the Headteacher and passed on the information to the council. This grant was then agreed to pay by the council. Proposed Cllr Harrison seconded Cllr Bourn all agreed.

175.3 Grants applications received to be discussed

Dark Skies Campaign – new equipment £384

This was discussed by the council. Cllr Beeton referred to the policy on this and the stated the criteria had not been met, due to a previous grant application as the policy states one application for one year. They should be looked at on an annual basis once a year rather as they come along. Cllr Bourn stated that sometimes when things come along as from the DVS, it came in as a particular item that was under different structure and had a timeframe. The policy can be reviewed in the future.

Proposed Cllr Harrison seconded Cllr Main

Proposed accept grant request from Dark Skies

Vote 1 abstains, 6 For, 1 against grant approved.

175.4 Capital Expenditure

Capital expenditure will be followed over to the next meeting

175.5 Compliance calendar

Cllr Harrison had updated this and it was discussed further. This will be reviewed quarterly. This has now been circulated to everyone previously. Proposed Cllr Martlew seconded McLaughlin All agreed.

175.6 Recommendation of Heelis & Lodge for Internal Auditors

As the last auditor has been in place for many years it was suggested to change the auditor to Heelis & Lodge this year. Quote will be obtained from Heelis and Lodge and another quote will be obtained by Cllr MacLaughlin. This item will be the next agenda. **Item for next agenda**

Proposed Cllr seconded Cllr All agreed.

The New bank mandate is now in place and the council have enough signatories on mandate.

24/176

Group 2 – Community Environment

176.1 Drinking fountain

There had been a leak with the fountain outside the toilets on the playing field.

It has been repaired and will be monitored once a week.

It appears the Parish Council is now responsible for this and it was discussed further as to whether to keep this as it keeps leaking or to do away with this altogether.

There were also H&S regulations to consider with this. It was decided talk to the Primary school to see what checks they make. **Action Clerk in consultation with Cllr Halsall**

176.2 Tree Survey

Cllr Main was obtaining quotes for the tree survey which is due this year and stated that this quote will be coming in shortly.

176.3 Memorial Bench

Now the cement base was in place for this, it was agreed to purchase the bench that had previously been agreed by the council in October. Once this is in situ then the memorial plaque can be added. Once the plaque has been obtained then there will be some sort of ceremony to commemorate this.

Action Clerk to purchase bench. Village Warden to be asked to place this in situ. Action Cllr Beeton to contact relevant members of the family regarding the wording of the plaque and suggested date for unveiling.

Action Clerk to purchase bench. Village Warden to be asked to place this in situ and Cllr Beeton will talk to iris ??? family. Action Cllr Beeton to contact them regarding the plaque.

176.4 VE Day celebrations

It was not yet known what activities were being planned in the village and once these had been arranged the Parish Council would like to hear the plans for the event. **Cllr Andrews will follow this up.**

176.5 White lines in High Street update

Cllr Bourne had followed this up and hopefully these will be put in and was informed that these were high priority.

24/177

Planning report recommendations on planning applications listed below:

177.1 Planning Applications – Observations conveyed under delegated authority since last meeting

250071 - Beech House, High Street, Dedham Essex CO7 6AB

Replacement windows.

DPC Comment: No comment

250079/250080 - 1 High Street, Dedham Essex CO7 6AB

Minor internal and external alterations and proposed Utility Room extension.

DPC Comment: No comment

250102 - Great House, High Street, Dedham Essex CO7 6HJ

Application for approval of details reserved by condition 3 and 4 of application 242162

DPC Comment: No comment

Late application received after agenda published

250077 - The Drift, Dedham Essex CO7 6AH

T1 - Lime tree - deadwood crown clean and removal of approx. 1/2 of mistletoe infestation. T2 - Lime tree - deadwood crown clean and removal of approx. 1/2 of mistletoe infestation (owned by DPC)

DPC Comment: Agree

177.2 Planning Applications – Decisions received since last meeting

242186 - Address: 5-6 Barkers Terrace, East Lane, Dedham, Essex, CO7 6BE

Alterations to change a single dwelling back into two dwellings (was originally two properties but converted into one by creating internal access doors).

CCC Comment: Approved conditional

Late notification after agenda published

242501 -4 Crownfields, Crown Street, Dedham, Colchester, CO7 6AT

Small extension to rear of existing house

CCC Comment: Approved conditional

24/178

Group 4 – Traffic & Parking (NEPP Sub Group) To discuss latest updates

176.1 20's Plenty update of traffic survey

The invoice for this has now come in for this survey and is on the payment run submitted earlier. This is hoped to take place soon but not during the half term, and the location of the equipment is still being discussed. The school had made suggestions as to location and this is now being actioned. **Action Item on next agenda**

176.2. Report from Noth East Parking Partnership (NEPP) meeting

Cllr Bourn stated that he had spoken to Trevour Degville (NEPP) and NEPP are going to address some of the immediate concerns regarding over hanging branches and to provide quotes for more extensive works in the car park. Trevor is also going to get parking lines re-painted. Cllr Bourn also mentioned that it would be a good idea to try and generally improve the car park and look to have some shrubs and plants around the sides. This could possibly be a project for interested residents in the village and will be explored further. The bays needed repainting and need to be reinstated. Coach usage was also mentioned and will be monitored.

Cllr Bourn reported on the meeting he had with NEPP and stated that there had been discussions on money and government changes at the moment, and has requested more regular data. These meetings will now be on a regular basis with Cllr Bourn. **On agenda** for next meeting to get residents involved and possibly the AONB.

176.3 Electric Vehicle (EV) Chargers

Cllr Bourn had raised this with NEPP and they suggested we needed to talk to City and County Councillors regarding this for the village.

Cllr Bourn has been in contact with Cllr Barber but he did not appear to be supportive Cllr Bourn will try and raise the issue with others in the relevant councils and seek support for installation of electric charging points in the main car park.

Action Cllr Bourn. Keep on the agenda

24/179

Group 5 - River Management Impact

177.1. update nothing to report yet but will be on the next agenda. **Action next agenda item**

24/180

Reform and devolution of Essex County Council update

There is an announcement due this week to see whether this is going through and accepted by the Government. Possibly a more detailed discussion when further information is available. **Action: keep on the agenda.**

24/181

State plans and priorities for 2025

This will be followed up on the next agenda when the new groups and structure has been looked at. Ideas will be shared and issues that we need to follow on like the parish plan, and the short-term plan for expenditure in capital projects in the future.

Action: keep on the agenda.

24/182

Parish Plans

A more strategic view and consultation on events around the village will be reviewed to see what the priorities are for the council to look now and in the future. **Will be on the April agenda. Action Cllr MacLaughlin**

24/183

Training/Events

183.1 Report on attended events

Cllr Main is currently undertaking advanced training course with EALC.

The second day coming up new councillors' calendar to new councillors to attend.

183.2 Nominations for new events

Any events are to be given to the Clerk.

The Clerk will inform the new councillors of the training courses available for new councillors.

Action Clerk to send to all new councillors the training course calendar.

24/184

Clerks Report

Tennis club email – received the end of last week. - The Tennis club have informed the Parish Council that they are going to be putting in planning permission for lights at the Tennis Courts. **This will be an agenda item at the next meeting.**

Bus timetable – closure of Brook Street from today until 14th February 25-

The buses will terminate at the Marlborough and will not serve Brook Street, Crown Street, Castle Hill, The Heath, Long Road West and Ardleigh Road. Services to and

from Manningtree will turn at The Malborough and use Long Road West to join Coggeshall Road. This will be followed up by Cllr Bourn tomorrow.

Resident taken ill on field – code for gate- this will be looked into in the future and ideas will be gathered and brought forward for the storage of the code. **On the next agenda**

Garden Waste renewal notices have been sent to residents who have green waste recycle bins by ECC for the forth coming year.

Advertisement board at Mill Road, Car park – The Clerk had received an enquiry regarding the board at Mill Road car park asking if it can be updated to the correct information of the business' in the area. The council then discussed this and this will be a main agenda item next month under the car park refurbishment. **On the next agenda**

Dedham Christmas party – lots of positive comment and thanks have come back to the council for funding this event to the Clerk.

Portrait of King – the Clerk asked if a portrait had been obtained of the King by the council previously. If not then she will try and find out if there are still some available so one can be exhibited in the village. To contact Assembly rooms to see if they want one of these. **Action Clerk**

The council have been informed via John Hirst Police, Fire and Crime Commissioner (PFCC) that there will no longer be any PSCOs in Essex due to the lack of funds in the budget. All 99 PSCOs will now be made redundant and 50 civilian administration people. There will be a consultation period to go through shortly. Cllr Andrews reported on this and will update the council when more information is known from John Hirst is looking at Special Constables in the short term. **On the next agenda.**

24/185

Items for next agenda

Website and general IT investigation

Tennis Club planning application

Accessibility statement approval

End of year figures for audit purposes

Committee and group

Items above

24/186

To confirm date and time of next meeting

Date of next meeting: Monday 3rd March 2025 at 6.30 p.m.

24/187

Chairmans closure of meeting.

Meeting was closed at 8:08pm by the Chairman.

Signed

Cllr bourn

Dated