



**Minutes of the meeting of Dedham Parish Council (DPC) held on
Monday 7th April 2025 at 6:30pm at the Duchy Barn**

Attendees: Cllr Bourn, Cllr Sneddon, Cllr McLaughlin, Cllr Andrews, Cllr Halsall, Cllr Beeton
Cllr Main.,

Present: Clerk - Carol Harbach
13 Members of the public

25/001 Welcome and apologies

Cllr Bourn welcomed everyone to the meeting. Apologies were sent by Cllr Martlew

25/002 Declaration of Members interests

None were declared. Any declarations are to be brought up as they arise on the agenda. Cllr Halsall declared an interest in Petalo Lodge.

25/003 Public Open Forum (Maximum 15 minutes)

A resident gave feedback from Ardleigh Surgery, they are still offering support to patients and the digital support team was very helpful. The dates they are there will be put in the parish magazine and they will be invited to the Duchy Barn to help residents.

A resident had concerns about the roads around Dedham and Ardleigh and the verges being overtaken by the houses to use privately. The first metre from the road belongs to the Highways department. Cllr Bourn stated that he Highways department have been informed and once the DPC has further information residents will be informed.

A question was asked about the water coming down Castle Hill – there are 2 gulleys on that section which are in the kerb which is full of rubbish and needs to be cleared This is a Highway issue and Councillor Beeton will go and met the resident at the site regarding this.

25/004 To approve the minutes of the last meeting (3rd March 2025)

These were circulated to the council previously and proposed by Cllr Andrews and seconded by Cllr Harrison. All agreed. .

25/006 Matters arising from the last meeting including Munnings Dog Park update.

Cllr Bourn contacted the Bus company regarding bus ignoring passenger but no reply.

Munnings update – Councillor Bourn reported on further meeting with trustees. He advised them if they wish to pursue dog exercise area to put a questionnaire in the parish magazine. This they plan to do. Councillor Bourn also reported that there had been discussion with the trustees about other ideas for fund raising also how there

could be closer links with the village. This included a proposal for a joint intergenerational project with the school.

A resident mentioned that there appears to be a dog agility site at the top of East Lane. This is on private land. If it became a commercial outlet they would need planning permission. This will be monitored by the council.

Dedham Arts Society are working with Munnings It was noted more promotional work could be done in the village to support the museum

Accessibility statement – later on agenda

Tennis Club application has been refused by Colchester City Council (CCC). DPC reported their observations to the proposal which was to seek further discussion.

Pothole in Southfields – This has been completed.

The Iris Hindley plaque is in place and a small presentation may be completed next Saturday along with the Cricket club event on Saturday 12th April 11:30am.

Rest of items are on this agenda

25/007 **Visitors Report (CCC Thomas Rowe/ECC Lewis Barber)**
None Present

25/008 **Change to High Street Parking arrangements**
There has been a discussion with NEPP regarding the car park and a report produced by NEPP.
One of the ideas is to change the two-hour parking limit in the High Street. Councillors had a range of views on how best to consult the residents on this matter. It was noted that a key group to seek views on were the businesses in the High Street as well as the Church.
Cllr McLaughlin is currently looking at updating the parish plan and would like to look at the bigger picture rather than just one area, and take all things as a whole as part of this.
Cllrs Bourn, McLaughlin and Beeton will meet on how best to work together to progress this.

25/009 **Agreement to structure the members of the groups/committees**
Securing agreement on groups had taken longer than expected and it was noted that the priorities were to form the Community group and Finance group. Proposals for the Planning group will come to the next meeting with suggestion that the group meets 30 minutes prior to every Council meeting

25/010 **Finance, Standards and Procedures**
010.1 To approve payments in accordance with the Budget Payments for March 2025
Colchester City Council invoice for car park machines £2,357.64
Colchester City Council lighting invoice paid by DD 35.95
This was agreed by the council via email to be paid prior to this meeting so the figures were in the correct financial year.

Payments for May 25
H. Main reimbursement for mileage 94.20

S. Beeton reimbursement for plaque on bench	33.90
Rural Community Council of Essex subscription fees	84.00
Village Warden Salary £741 materials £26.87	767.87
Clerk Salary	594.80
Clerk mileage	20.80
HMRC	148.80
M. Rich playground inspection	250.00
Dedham Vale Tree Surgery Lime tree works	1,368.00
Moser Groundcare Ltd – grass cutting	612.00
DPCC Duchy Barn hire	30.00
Essex Association of Local Councils affiliation fees	554.84
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Total	£4,559.23
	=====

Income £ 104,859.97
Expenditure £_125,478.74

Balance in bank

90343633 964.05
90345149 269,744.05
 =====

£ 270,708.10

Cllr Harrison had circulated the reports previously to the council summarised the accounts and answered questions that were raised by the Councillors. No capital projects had been started this year. Cllr Harrison then stated the summary of the end of year figures as below;

Year Summary

O/Balance (bank)	291,326.87	At 1/4/2024
Net Inc/Exp	-20,618.77	2024/25
Balance c/f	<u>270,708.10</u>	At 31/03/2025

These payments were proposed by Cllr Sneddon and seconded by Cllr McLaughlin

010.2 Capital Expenditure update

The projects to be decided council for capital expenditure will be looked at by the whole council and proposals put forward by Finance Group when they meet. **Action Finance group**

It was noted that the last quarter payment from NEPP had still not been received. The question regarding the footfall figures at the car park was raised and this will be asked at the meeting with NEPP on Friday.

010.3 Discuss and approve Internal Auditor based on 3 quotes (closed session at end of meeting)

010.4 S106 Community money allocation for £1,140.34 from planning application 210878

This needs to be discussed through the community/finance groups and brought back to council.

010.5 Delegated function for payments in August agreement/ or amend Finance Regulations. (closed item at end of meeting)

010.6 Internal Audit Report 23/24 report on proposals to address recommendations from Internal Auditor 23/24. (Item of closed meeting)

25/011

Planning report recommendations on planning applications listed below:

011.1 Planning Applications – Observations conveyed under delegated authority since last meeting.

250395 - Land adj to, Denbury, Ardleigh Road, Dedham Colchester CO7 6EG
Application for approval of details reserved by conditions 6 &10 (231924)

PC Comment: No Comment

250466 - Appletree Cottage, Anchor Lane, Dedham Colchester CO7 6BX
Application to discharge condition 3 (extraction vent), 4 (rooflight) and 5 (new door opening) of planning consent 241442

PC Comment: No comment

250471 - The Clyde, Ardleigh Road, Dedham Colchester CO7 6EE

Removal of existing conservatory and side store. Erection of single storey rear extension to form new family room and utility room. Resubmission of application number 211100 May be some issues

PC Comment: No Comment

011.2 Planning Applications – Decisions received since last meeting

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

Replacement windows.

CCC Decision: Approve Conditional

011.3 15 New house Allocation under Local Plan for Dedham

This was just to be noted at this stage. The owner of the land has been contacted and it may be looked at for bungalows. It was noted that under the Local plan DPC can still put in a proposal or comment for this area of development. The owner has stated that he will work with the parish council on this.

011.4 Shakespeare House, High Street Dedham Update

Lots of residents have concerns regarding this application and are trying to change the use from commercial to residential. The main concern are the change of usage and any new buildings at the back of the property. There is concern that the builder is working on this without permission and CCC have been informed of the situation. The position of the council is still as it was to keep as this property as commercial.

25/012

Community areas

012.1 Social Media updates

See below.

012.2 To discuss & approve formal termination of LMC Media arrangement and proposal to open new Dedham Parish Council f/b account

The council has finished its arrangements with LMC Media in Jan 2025.

It was agreed to renaming Dedham Notes to Dedham Parish Council. It was also suggested that Dedham Notes should include two-way conversation but there were reservations about this and decision on this was deferred.

012.3 Proposal to consider regular community litter pick up

Litter picking – this community event used to be run by Steve Mole. It was agreed using the Parish Magazine to see if there was interest in a regular litter pick up. It

was also suggested that both the school and the youth club could be involved. This will be pursued.

It was noted that in the village groups such as fishing club were already helping with litter pick-ups.

012.4 Business Breakfast

Over the last 2 years there has been a meeting with the local business and the Parish Council. There was a discussion as to what has happened in the past and the benefits of these meetings were discussed further. It was agreed that a business breakfast should be included as part of the discussions on consultation around a parish plan.

012.5 Strategy to address possible issues with visitors to riverbank in summer- consider need for meeting with interested stakeholders

It was noted that in the spring over the past two years meetings had been held with relevant bodies to discuss anti-social behaviour and general problems by the river in the summer. A Public Spaces Protection Order (PSPO) was discussed but these are hard to police and often the problems migrate from the river to the playing fields so difficult to agree an area. Cllr Andrews agreed to look into options and report back to the Council.

It was noted that these people will be keeping a track on the number of days a car park is created on the meadows and if it exceeds its 28-day limit. It was agreed that the DPC needs to contact Babergh Council on this and see what their plans are.

25/013

Infrastructure

013.1 Drinking fountain update

This has been agreed it to be removed and this is going to be completed soon.

013.2 Tree survey results and quotes to be considered - under closed session at end of meeting

013.3 Quote for hedging and tree work at playing field £840 + VAT

This was proposed by Cllr Beeton seconded Cllr McLaughlin. Contractor will be contacted to start work on this area.

013.4 Car Park update

Car park and maintenance were on agenda for the meeting with NEPP but works has not taken place to date. This will be on the next agenda and clarification from them for a start for this work.

013.5 Dog/Litter bins update

Cllr Main read out her report on this subject.

The DPC had been asked to provide more bins in the outlying hamlets of the village. The summary is that with working with Caroline Law (CCC) zone warden it was considered better and cost effective to re-site some of the bins that we already have. To move the dog bin behind the Public Toilets to the East Lane/Bargate Lane area, re site the red dog bin by the tennis courts in the Autumn, to the Birchwood corner/Coles Oak Lane area. In doing so re-site the black bin on the cricket pitch flanking School Lane (this bin is again being used to dispose of household waste), by the tennis courts but closer to the bridle path cut through. The business' that are

using the council bins for their waste will be contacted and told to arrange their own commercial collections.

The additional time to empty these out of village dog bins, once per week would be 20 minutes at £50 per hour, so £25 per week (over estimate), and between £866 - £1300 per year. This was agreed, Cllr Main was thanked for her report.

013.6 Car Park markings in High Street

DPC asked for the yellow and white lines to be repainted were told by Highways there was no money available and it will cost £6000. As this is a Highways responsibility the council will be following this up again with them.

013.7 Surface water implications from Langham 900 new houses on Dedham

The Clerk explained about the water that would be coming into the Blackbrook from the Langham 900 houses if this was agreed. This water would eventually end up in Dedham and causes problem in the village. It was agreed to work with Langham and Boxted together to look at this issue which would affect surrounding village with not only water but traffic etc as well. Cllr Bourn will contact Langham Council regarding this.

013.8 Proposed purchase of power washer for £200 by council

Proposed to purchase a power washer for the village warden to power wash outside of sports pavilion. Prop Cllr Beeton second Cllr Sneddon All agreed.

013.9 Proposal and agreement to pay £160 for RoSPA playground inspection 25/26 year

This is a legal requirement and the quote was accepted. Proposed Cllr Beeton seconded Cllr Sneddon

013.10 Traffic survey updates

Cllr Andrews reported on the results of the survey over 2 days automatic count in Crown Street of 11,330 vehicles 8% were exceeding limit and DPC will be trying to get out some enforcement team to help with this. Cllr Andrews also attended the Traffic watch team on Ardleigh Road and the HGVs in this area have a limit of 7.5 tons. There are signs showing this limit and he will be contacting the officers to try and look at this in future. Signage will be looked at by the council. The Community Speed Watch team and Save the Roads teams will be targeting the re offenders and enforcing this more often. On the 4th April 25 Operation Road Runner enforced bad parking in Crown Street and outside the school. They will be asked to see if they can come out again.

25/014

Communications

014.1 Accessibility Statement agreement

This had been circulated to the council again with the suggested amendments to it. Proposed Cllr Main seconded Cllr McLaughlin All agreed. John Goldborough will add this to the website.

014.2 Update on website – under closed meeting

Cllr Sneddon had undertaken and produced a report on this for consideration which had been circulated to the council prior to this meeting. Cllr Sneddon then explained this in more detail. This was discussed further and it was agreed to update the infrastructure and storage facility for the council. There was a preferred option on the

both the website and email storage. The content of the website needs to be looked at again John Goldsbrough was thanked for his excellent work on the current website to date. It was also noted that there was a need to migrate to a Microsoft system and have storage for all of files the council holds.

This was proposed Cllr McLaughlin seconded Cllr Harrison agreed by all.

The various website option was discussed in detail and needs further discussion as to what the actual website will look like and if it is possible to have a style that is used by the East Bergholt site. John Goldsbrough will be asked to give his opinion on plans proposed.

This model report Cllr Sneddon produced was excellent and will set the standard for other reports/proposals to be forward the council in the future. The main proposals with the preferred were proposed Cllr Harrison and seconded by Cllr Andrews.

Agreed.

25/015 Forms of Consultation with Residents including Annual Parish Assembly

It was agreed that the Annual meeting of residents will be held prior to the next Council meeting. If issues emerged that need wider discussion, they this could be brought into the consultations around the parish plan.

25/016 Training/Events

016.1 Report on attended events

None this month

016.2 Nominations for new events

Training courses need to be looked at for Cllr McLaughlin, Cllr Halsall, Cllr Andrews and a refresher course for Cllr Beeton. These Cllrs are to look at the training calendar and let the clerk know their availability.

016.3 Training Day for Council members

This will part of the parish plan the model for this plan needs to be decided and discussed further.

25/017 Clerks Report

The Clerk had a request from an older lady- resident of Stratford St Mary, enquiring to see if the Parish Council looked after any homes for the elderly. She currently lives in a council house and is looking for something smaller locally. The contacts for the Almshouses will be sent to her and these will be passed on.

For information - There will be a tank removed from the vicarage from the playing field behind the vicarage, by a contractor who has agreed to meet the criteria of the council. This will be removed shortly.

25/018 Items for next agenda

See above.

All additional items are to be sent to the Chairman.

Groups or committee chairs are to inform the chairman of any individual items for the main agenda they may want to discuss in more detail. These proposals or items will need to have accompany papers with them.

25/019

To confirm date and time of next meeting

Date of next meeting for council /for residents annual meeting

Monday May 12th 6.30pm for both meetings due to bank holiday.

25/020

Items for discussion under closed meeting

009.3 Discuss and approve Internal Auditor based on 3 quotes

After discussions and debate the agreed internal auditor for this year was agreed and will be Heelis and Lodge.

012.2 Tree survey results and quotes to be considered

012.12 Further tree work for consideration – these 2 items were discussed together.

Trees and the Sports Pavilion. Concern was expressed under this item that only two quotes had been received for both items, in variance with our Financial Regulations for quotes in excess of £5,000. It was reported that 3 quotes had been sought for both items but only two for each had ultimately been achieved.

Recommended contractors were put forward for each category by Cllr. Beeton. It was discussed to get a third quote for all these areas.

The Chairman proposed that if other cllrs wished to propose contractors for either contract they should seek proposals by the end of the week and, if achieved, they would be evaluated against the recommended quotations and proposed outcomes circulated to councillors for approval as soon as possible

Delegated powers for payments - this will be discussed when the finance group is established and circulated to the council. The finance group will bring the wording for the next meeting for the council to consider.

25/021

Chairmans closure of meeting.

Meeting closed at 9:10pm.

Signed

Cllr Bourn

Date