



## Draft minutes of Dedham Parish Council meeting

2<sup>nd</sup> March 2026 6:30pm at Duchy Barn

**Attendees:** Cllr Bourn, Cllr Sneddon, Cllr Harrison, Cllr McLaughlin, Cllr Andrews  
Cllr Beeton, Cllr Haines, Cllr Halsall

**Present:** Clerk: Carol Harbach  
4 Members of the public  
Cllr Rowe

**25/194 Welcome and apologies**

Cllr Bourn welcomed everyone to the meeting. Apologies were received from Cllr Main.

**25/195 Declaration of Members interests**

None were declared. Any other declarations are to be brought up as they arise on the agenda.

**25/196 Public Open Forum (Maximum 15 minutes)**

A question was asked about the sign that is near the Mill Lane Car Park as it is in need of repair. This will be looked into and action will be taken.

A resident stated that at the Assembly Hall the signage on the road side needs repairing. Clerk to contact the assembly rooms to report this.

A resident thanked the council for the amendments to the last minutes and wanted to know why she had to write to the chairman about this and is still affected by what was said. Cllr Bourn stated that we sorry to hear that she was still upset.

**25/197 To approve the minutes of the last meeting (10<sup>th</sup> February 2026)**

These had been circulated previously and were agreed as an accurate copy and were proposed by Cllr Harrison seconded by Cllr Haines all agreed.

**25/198 Matters arising from the last meetings**

Minute Action plan designs – these will be drafted and sent to councillors for discussions and then used from April.

Drainage, road repairs, parking, and bus service later on agenda.

More signs have been erected regarding dog fouling.

Disable bays on Royal square being followed up by Infrastructure group

Kiln Cottage hedge - this property has been visited and the company that is looking after it and said that the hedge will be attended to.

The council received a nice letter from the Lord Lieutenants office about the Royal Visit.

Royal visit Insert in magazine – there were no photos of people in the village, Cllr Bourn stated that this had been raised, but the photos that were taken had to be agreed by the Palace and the ones that were published were the ones that were approved.

Rest of the items are on this agenda.

**25/199**

**Visitors Report (CCC Thomas Rowe/ECC Lewis Barber)**

Cllr Rowe stated that he has been working on financial discipline in the council and proposed some amendment to the Housing Revenue Account (HRA) and this account is to help manage 6000 houses in the Colchester area. Cllr Rowe is on the scrutiny committee at the council and mentioned they need to work with the villagers more, usually this just gets noted with no further actions.

It was asked if there are any developments on wheelie bins – these are likely to be introduced in the new financial year and there has been a trial in some of the wards. Photos have been sent to him regarding areas of the village who do not have the space outside their properties (Almshouses) and there are some exceptions for this, but these will be applied for in certain areas. Cllr Rowe will be in touch when he knows more.

**25/200**

**Parish Plan**

Cllr McLaughlin had circulated a copy of the letter that was sent out to Charities, Clubs & Societies to the council.

Cllr McLaughlin then updated the council regarding this stating that some of these have come back with change of email address' and suggested the council consider having a contact page on the website for these charities, with possibly a directory of all clubs and societies could be considered. It was also noted that more on listing of events could avoid duplications

Action: Communications Group

The idea of having another Business breakfast was considered and asked the infrastructure group to consider this.

Cllr McLaughlin was thanked for his work on this to date.

**25/201**

**Sports Centre update**

It was noted that several councillors had spent a lot of time in recent works on enabling progress on the repairs needed following the flooding. Most of the repair was now completed and the Sports Club will be open again soon and it was agreed to have some social media activity informing residents that it was re-opening.

Further quotes for the work on the guttering and downpipes were discussed. It was proposed by Cllr Andrews and seconded by Cllr Beeton. to go with the quote for £860 Agreed. Contractor will be contacted to go ahead with this.

A drainage report had been completed and works completed at a cost of £3000.

Soak away covers repairs were completed for £400 following agreement by email within the Council as this was an urgent item.

Tenders for the electrical works were received and agreed with A.D. Mitchell and are now nearly complete at a cost of £4460 which we will have to pay unless the insurance company come back with anything we can claim for. Extra electrical works have also been completed for a 5-year electrical check at the standard cost of £500.

It was noted there were cracks in the walls and quotes to address this will be undertaken.

It was noted that the heating system in the loft still has 2 leaks in it and this needs to be repaired. There is still insulation that is in the loft and this needs to be reinstated in the future. Noted cost for £2000 for insulation and repairs of heating system.

It was noted that the total cost of all the works was expected to be approximately £14,400 and is £11,000 at the moment. The amount that will be covered by insurance yet to be clarified.

It was also noted that although the expenditure had not been budgeted for it was an emergency and the Sports Club were aware of the work the Council had undertaken so far.

There are 2 big bills due for payment and it was agreed for DPC to pay these and then claim back the money back from the insurance company. A discussion will take place between the insurance company and DPC soon.

It was requested that a donation from the club out of the grant that had been allocated to them, of £600 towards some of the works. This will be taken to the chair of the club. This was proposed Cllr Harrison Seconded Cllr Haines. All agreed.

It was agreed in preparation for a Partnership meeting with the Sports Club to have a confidential strategic discussion on how the Council sees its future relationship and role in supporting the Sports Club. This would happen at the end of the next Council meeting.

A resident asked why was not a member from the Table tennis club part of the people that met the king. Cllr Beeton stated that there was a member present as she saw them there. All the clubs contacts were sent to the Lord Lieutenants office for the Kings visit but the Council had no control of who was invited.

## **25/202**

### **Dedham- Munnings and Constable update.**

Cllr Bourn reported that the training event was going ahead and interviews were going to be starting soon. The invoice for the training would be arriving soon this has already been agreed by the council.

Constable 250 - the Greener Dedham Group are organising an evening event on 11<sup>th</sup> July event which will include talks on Constable, poetry reading music and singing from the school.

It was further noted there may be a number of additional coach party visits to Dedham during the summer because of Constable 250.

**25/203**

**River update**

203.1 Information update

A multi-agency meeting planned online for 24<sup>th</sup> March.

It is hoped there will be update on plans regarding the double yellow line extension in Mill Lane.

Cllr Bourn agreed to inform Cllr Rowe of new relevant contacts.

Cllr Rowe will raise the river monitoring issue with Lee Scholdis who is the portfolio holder for crime and disorder in Essex.

The Stour Trust are considering dredging the side of the river for continued river transportation and to raise the navigation level.

203.2 Community Toilet Scheme

This had been proposed as a short-term possible solution to the river situation and will be discussed further by the infrastructure committee.

**25/204**

**Local Plan Consultation update**

Nothing at moment

**25/205**

**Finance, Standards and Procedures**

205.1 To approve payments in accordance with the Budget Payments for February 2026.

Tazzybro photographer – photographer for Royal Visit	£300.00
Village Warden invoice for Feb 26	753.14
Moser Groundcare - play area clean Feb/March	240.00
M. Rich – playground inspections	200.00
Clerk Salary – Feb 26	595.00
HMRC Tax/NI	197.59
Dedham Works – support for councillors and website	550.00
DPCC – hire of Duchy Barn	50.00
A. Andrews – reimbursement for Primary School book tokens	60.00
Matrix engineering – replacement light and associated works in Mill Lane	7,344.80
	=====
Total	10.322.13

These were proposed by Cllr Harrison seconded Cllr Sneddon all agreed

Balances to date 28/2/26

Income       £ 108,461.22

Expenditure   £ 101,268.54

A/C Balance

90343633 £       1,000.00

90365149 £    276,900.78

=====

£   277,900.78

Cllr Harrison stated we still have one more payment due this year from CCC and approx. £10,000k VAT to reclaim end of year.

#### 205.2 Audit report update

Up to date as we can be at the moment apart of the bank accounts which are being looked into.

The Reserves limit set by the FSCS has risen to £120k so we are moving the money into other accounts as soon as possible there are 2 options in mind currently.

#### 205.3 IT, Reserve, IT and Data retention policy approval.

These had previously been circulated to the council to look at and were proposed by Cllr Haines seconded Cllr Harrison. All agreed.

AI training was mentioned and will need to be looked at in the future as a training session.

## 25/206

### **Report and Recommendations from Planning Group Meeting**

2<sup>nd</sup> March 2026

A report from the Rural Community Council of Essex (RCCE) reported that Essex County Council (ECC) has made them aware of the concerns they have with a National Planning Policy Framework (NPPF) consultation. This refers to a particular policy which has significant implications to local authorities and neighbourhood plans. This was discussed further and it was agreed to support the RCCE and ECC on this. A letter of support will be sent by Cllr Bourn.

#### **206.1 Planning Applications –since last meeting.**

260166 The Willows, Coles Oak Lane, Dedham Colchester CO7 6DN

Alteration to existing side extension roof to allow for habitable space at first floor level.

DPC Comment: No comment

260170 Old School House, School Lane, Dedham Colchester CO7 6HF

Application to discharge conditions 2 (window details) and 3 (chimney details) to application 251728

260230 Muniment House, Brook Street, Dedham Colchester CO7 6AD

Application for Approval of Details Reserved by Condition 2 of appeal APP/A1530/A/11/2156524 (110533)

260141 The Old Bookshop, High Street, Dedham Colchester

Listed building consent application for 2 x 200 x 200mm acrylic signs to be installed to the left-hand side of the entrance door 1 x digital display screen to be installed internally on the furthest window pane on the right hand side window 5 temporary sti. see below

260139 2 x 200 x 200mm acrylic signs to be installed to the left hand side of the entrance door 1 x digital display screen to be installed internally on the furthest window pane on the right-hand side window 5 temporary stickers to be installed to the inside.

DPC Comment will be sent to CCC regarding this and 250141

260249 Shakespeare House, High Street, Dedham Colchester CO7 6DE

T1 Holly Large tree growing very close to wall causing wall to crack and become unstable. Fell and grind stump to allow wall to be repaired/rebuilt

260143 - Lock Cottage, Mill Lane, Dedham Colchester CO7 6DH  
Single storey extension to kitchen replacing existing extension and raised deck area  
DPC Comment: No comment

### **206.2 Planning Applications – Decisions received since last meeting**

None at time of posting agenda  
Late posting from CCC of  
252552 - Address: Thorne Roughets, Anchor Lane, Dedham, Colchester, CO7 6BX  
Description: First floor rear extension  
CCC Decision: Approve conditional  
APP/A1530/W/25/3376658/9 - "Little House", High Street, Dedham, Essex  
CCC APPEAL ALLOWED

## **25/207**

### **Infrastructure and Community areas**

207.1 Policy for Authorised use of Trading Bay in Royal Square  
Cllr Beeton explained that we currently have 3 traders that use this area. It was suggested that any other traders that come forward to use the days that trading already takes place on.  
There were a range of comments made on this draft policy and it was agreed that whilst this was an interim policy as more work needed to be to clarify the purpose of the policy, the distinctions between policies and operational matters.  
It was also felt that the policy needs to be clear about addressing the needs of existing businesses in the High Street, the views and residents and protecting the Square itself.  
It was agreed to approve the draft policy as an interim policy with amendments that had been raised to be added from Cllr Harrison and Cllr Sneddon and then reviewed again by the council at the next meeting.  
Proposed Cllr Bourn seconded Cllr Harrison.

207.2 Request from Cheese and Pie man to Trade in Dedham  
This will be deferred until the next meeting.  
Cllr Beeton left the meeting at 20:25  
Cllr Bourn will write to the Cheese and Pie man

207.3 Update on lights in Mill Lane  
This has been completed and the invoice has been paid. Post has been adjusted after a complaint. Discharged.

207.4 Update on drainage, road repairs and bus service  
Noted discussed earlier.

## **25/208**

### **Communications**

208.1 Information Update on website and emails  
Deferred until next meeting  
Apps for Cllr Beeton computer will cost £50 a year this was agreed.

208.2 Discussion on image and communications of Dedham

Deferred until next meeting

**25/209**

**Training/Events**

209.1 Report on attended events

209.2 Nominations for new events

None at the moment

**25/210**

**Clerks Report**

A resident has raised concerns about the parking and state of repairs in Princes Lane. This has also been sent to Cllr Rowe and Cllr Barber by the resident and these councillors are the people who can take this forward.

Plaque on Malbrough Pub – this is being looked into by the infrastructure committee who have spoken to the manager.

**25/211**

**Items for next agenda**

See above

Action on minutes form

Confidential item Strategic meeting for council

**25/212**

**To confirm date and time of next meeting**

Monday 13<sup>th</sup> April 2026 (Due to bank holiday 6<sup>th</sup> April 2026)

**25/214**

**Chairmans closure of meeting.**

Chairman closed the meeting at 20:30