



## DRAFT Dedham Parish Council (DPC)

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### Minutes

Minutes of the meeting of Dedham Parish Council (DPC) on Monday 6<sup>th</sup>  
December 2021 at 6:30pm

Present: Cllr Smith, Cllr Neville, Cllr Beeton, Cllr Haines, Cllr Harrison, Cllr James,  
Cllr Mole, Cllr Williams,  
CBC Cllr Barber  
7 residents  
Clerk Carol Harbach

1. **Welcome by the Chairman**

Cllr Smith welcomed Councillors and members of the public to the meeting.

2. **Apologies for absence**

Colchester Borough Council (CBC) Cllr Chapman sent apologies for personal reasons  
Apologies received from Cllr Fletcher for personal reasons  
No apologies received from Cllr Barber  
Apologies Noted but not accepted.

3. **Declaration of Interest.**

None were reported but any declarations of interest will be brought up and declared as they arise on the agenda.

4. **Minutes**

Acceptance of minutes of the DPC meeting of 1<sup>st</sup> November 2021.  
These were accepted as a true and accurate account of the meeting after Cllr Chapman's amendment to his last report that it was a ECC cabinet member not a Government Minister.  
Proposed Cllr Smith seconded Cllr Neville Agreed by all.  
Signed and initialled by the Chairman.

5. **Matters arising from the last meeting 1<sup>st</sup> November 2021.**

Finance regulations have been amended as agreed at the last meeting. Completed and discharged.

Cheque signatories have now been authorised and last months cheques were sent to suppliers. Completed and discharged.

Village Warden later on agenda.

Rubbish on Jupes Hill – This has now been removed and was paid for by the landowner.  
Completed and discharged.

Feasibility of licensing boat services – update by Cllr Smith later on agenda.

Leaf cleaning by CBC – Cllr Chapman's report later

Black Brook cleaning – appears to have started today.

6. **Have Your Say and visitors reports (CBC and County Councillors)**

Five of the residents that had attended had various concerns and issues with development at Newfoundland Lodge. There were issues with traffic and heavy goods vehicles on the verges, damage to trees on the lane, water pressure issues, a hedge being ripped out and a brick wall with lights on it. It was believed that the archaeological inspection was not completed and the positioning of the horses ménage is close to the neighbouring storage

of farm machinery which may unset the horses when they are started up for moving. There are still issues with a 360 degree camera and boundaries facing a property and also verbal abuse from builders on site. There was also issues with drivers going to the end of the lane to try and turn round which is not possible so the trucks are having to reverse all the way back which is cutting up the verges and making a mess of the roads. Cllr Smith had been in contact with CBC and passed on the residents views which had been forwarded to an enforcement officer where a notice of non conformance was given and this has gone to the planning officer. Cllr Smith and another Cllr will go and have a look at the site in person to look at the various problems with Highways and planning issues. Cllr Smith will report back at the next meeting.

The residents thanked the council for listening and left the meeting.

Cllr Barber absent.

Report sent from Cllr Nigel Chapman, Ward Councillor

Cllr Chapman had sent in a report as follows as he was absent from the meeting tonight;

- Cllr Smith and Cllr Chapman had a meeting meeting with ECC earlier this week, Cllr Smith will report later.
- CBC has persuaded Langham Community Shop to stock the recycling equipment again, so we are no longer looking for a local shop to undertake the distribution of these items
- Cllr Chapman has pursued the issue of recycling at Dedham Mill and a meeting has been held there that will enable an improvement in the situation.
- Cllr Chapman has pursued street sweeping and again I believe the situation has been improved in the village
- Cllr Barber and Cllr Chapman are hoping that ECC and CBC will sweep and gully clean the B1029 shortly
- CBC is appointing a new Chief Executive on 20<sup>th</sup> December, Adrian Pritchard is retiring at the end of March
- The AONB & Stour Valley Management Plan 2021-2026 is being launched on 15<sup>th</sup> December, and has been endorsed by the local authorities as required.
- Finally, Christmas and New Year Greetings to you all!

**7. To receive a summary report from each working group with recommendations for decisions where appropriate.**

**7.1 Group 1 – Finance, Standards and Procedures, Cllr Harrison**

**7.1a) To approve expenditure circulated by Finance group on finance document appendix**

Dedham Vale Tree Surgery – Tree surgery on playing field	£2,028.00
Cllr. J. Smith reimbursement for checking old laptop Entire Computers	60.00
Dedham PCC – Hire of Duchy Barn	80.00
Clerk Salary for December	441.40
C. Harbach reimbursement for new laptop	449.99
C. Harbach reimbursement for Office Professional plus lifetime licence	71.99
C. Harbach reimbursement for Anti-virus for laptop 1 year	9.99
Royal British Legion – Remembrance Wreath	50.00
Moser Groundcare – October cutting of field	540.00
D.M Payroll Services Ltd 1 <sup>st</sup> half of year – overdue from May	60.00
D.M Payroll Services Ltd 2 <sup>nd</sup> half of year	60.00
Essex Association of Local Councils – course Cllr Mole	84.00
Essex Association of Local Councils – course Cllr Harrison	84.00
Essex Association of Local Councils – course Cllr Smith	84.00

FFC Freeman & Sons – footpaths cutting	5,176.08
Flowers by Toni – Christmas wreaths for High Street	400.00
Moser Groundcare – November 21 cutting of field and aeration of field	1,740.00
C. Harbach reimbursement for extra 2 years protection on new laptop	40.00
	£11,459.45
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These were proposed by Cllr Harrison and seconded by Cllr Mole. All agreed. Cheques were signed by Cllr Harrison and Cllr Neville. There were questions asked about the cost of cutting the footpaths which were answered by Cllr Mole and were accepted. After the reports back from Cllr Mole and Harrison, Cllr Smith asked for the course he was due to attend to be cancelled and the cheque removed. **Action Clerk**

**7.1b) To agree to accept the increase of the “sweeping amount” at the bank from £1,000 to £10,000.**

The working group had proposed to increase the “sweeping amount” at the bank from £1000 to £10,000 to reduce so many transfers between the deposit and current account to allow payments to go through on the same day and not wait for the transfer to take place which is the next day.

Proposed Cllr Neville seconded Cllr Haines. All agreed.

**7.1c) To agree to accept moving the Parish Council funds into 3 other bank accounts to meet the FSCS limit recommendations.**

This is to meet the FSCS recommendations and to safe guard the monies that the PC hold. Cllr Mole will look into other banks for recommendations to bring back to council. Proposed Cllr Mole seconded Cllr Beeton. All agreed. **Action Cllr Mole.**

**7.1d) To agree to accept amending the bank mandate for the Clerk to have access to bank statements only on line.**

This would enable the Clerk to have access to the balances on a regular basis and not wait for the postal statements to arrive. This would give the council a more accurate balance of the accounts when needed. Proposed Cllr Smith seconded Cllr Mole. All agreed.

**7.2 Group 2 – Infrastructure and Asset Maintenance, Cllr Mole**

**7.2a) To agree to accept approval for repainting the cycle rack in Royal Square for £342 by CBC and installation of additional cycle rack**

This was originally requested by residents and there has been a meeting with CBC. The cost of repainting the cycle rack is £342 and the cost of an additional cycle rack cost is yet to be finalised. Proposal for repainting the existing cycle rack Proposed Cllr Haines seconded Cllr Beeton All agreed.

Proposal for a new cycle rack proposed by Cllr Mole seconded by Cllr Smith. Costs will be forwarded to council when known for approval. Agreed by all.

Cllr Mole also stated that the trees that were ordered will be delivered to him later this week.

**7.2b) Waste bins**

More dog waste bins have been requested by residents and Cllr Mole has been looking into the options available. There is a new pilot scheme that is being put forward by CBC where CBC would provide the bins free of charge for 1 year. These are looking to be placed in both the car parks near the river. These are solar powered compostable bins and can take twice the capacity of the usual bins. Proposal to go ahead with these Proposed Cllr Smith seconded Cllr Neville.

General rubbish bins around the Duchy field. - These bins have a mixture of ownership. Some are owned by DPC and others belong to CBC. To replace these bins with metal black and gold bins would cost in the region of £10,000. Cllr Mole will

get pictures and prices for these and distribute them to the council for discussion at the next meeting. **Action Cllr Moles**

### **7.3 Group 3 – Traffic and Planning, Cllr Neville**

CBC Highways currently have no funding to complete maintenance works.

VAS applications funding for application to be pursued from CBC Cllr “Locality Fund”. Cllr Neville attended a meeting with Bernard Jenkin and Cllr Barber who stated that their hands are tied regarding this and Cllr Barber is to look at a better way of reporting Highways issues on their website.

Gateways and village signs to be placed on next agenda. Costs for these will be obtained by the working group and reported back to the council.

The issues with Ardleigh and CBC/ Tendring council not collaborating with each other were discussed and Bernard Jenkin said he would write to the minister about this.

The speeding team has stated there has been a reduction of speeding by 1/3rd after their presence in the village.

Speeding on Brook Street was mentioned and this areas does not meet the criteria needed to warrant the speed watch team.

Cllr Neville to discuss with West Bergholt whether council should devolve funds to DPC as this was successfully there and bring back to council.

#### **7.3a) Planning Applications – Observations conveyed under delegated authority since last meeting**

212913- Discharge of conditions

212043 – Sleepy Hollow Coopers Lane Dedham CO7 6AX -Application for a lawful development certificate for proposed removal of existing timber conservatory and construction of a 4 metre by 3.8 metre single-storey garden room. No consultation so No comment.

212980 – 7 Kiln Cottages, Crown Street, Dedham Colchester CO7 6AU. Proposed two storey rear extension and replacement porch on front elevation. No objection

212997 – Limetree House, Brook Street, Dedham Colchester CO7 6AD.

Erection of garden pavilion outbuilding and associated landscaping No objection

212879 – Brook House, Brook Street, Dedham CO7 6AB. 1 Yew hedges and box hedges trim top and sides. 2 4 x Portugal Laurel remove within box hedge. Grind out stumps. 3 2x big Portugal Laurel remove and grind stumps. 4 Macrocopy crown lift by 5m and deadwood clean 5 Ash crown lift by 5m. 6 Norway spruce crop. Tree work to be considered by Tree Officer- No comment

213087 – 3 Dedham Vale Business Centre, Manningtree Road, Dedham Colchester CO7 6BL Change of Use from D2 to Use Class E. No comment

213017 – Rose Cottage, Stratford Road, Dedham Colchester CO7 6HN. T1 Conifer tree unhealthy, fell to ground level, No plans to replant, trees already in this area. T2 Spruce tree unhealthy, fell to ground level. Replant with native hedging/trees. T3 Prunes overcrowded area, fell to ground level. No plans to replant. T4 No Comment

213904 – Prinsel Green Cottage, Prinsel Lane, Dedham CO7 6HE Norway maple crown reduce by up to 3m. Copper beech crown reduce by up to 3m Tree work to be considered by Tree Officer- No comment

213139 – Rowan House, Ardleigh Road, Dedham Colchester CO7 6EE

Proposed demolition of existing dwelling and construction of a replacement dwelling and front extension of existing garage. This was discussed in depth by the by the council and voted on (7 for 1 abstain) vote carried and the decision was made to put in a comment of No objection. The Parish Plan was discussed and will reviewed in the future by the council as it is currently 10 years old.

213026 – The Manse, West Of Congregational Chapel, Lindsay House, Brook Street, Dedham CO7 6AD. Holly in the corner crown reduce by 2m and shape, crown lift by

2.5m from floor. 2x groups of yews reduce trees to an attractive shape reduction by up to 3m. All overhanging neighbours remove. Small plum growing up through yew remove, de ivy stem. **No comment**

213098 – South Hills, Coopers Lane, Dedham Colchester CO7 6AX

Proposed rear single storey extension & internal alterations **No objection**

213152 – Hallfields, Crown Street, Dedham Colchester CO7 6AG.T1 – Eucalyptus Tree remove weight from branch overhanging road and driveway. **Tree work to be considered by Tree Officer – no comment**

213150/213149 Dalethorpe, Stratford Road, Dedham Colchester CO7 6HW.

Proposed internal alterations & new heating system. **No objection.** Heritage officer will judge issues regarding alterations to listed property

213187 Sandown, High Street, Dedham CO7 6HL. 2x silver birch at the back reduce by 30% up to 4m Eucalyptus fell as too close to building, **Tree work to be considered by Tree Officer – no comment**

#### **7.4 Group 4 – Community Liaison – Cllr Beeton**

##### **7.4a) Issues regarding ability for residents to attend DPC remotely**

DPC Meetings to be available on zoom – Currently the PC have to meet face to face but there is some new NALC update advice available where the Clerk read out this information. The Clerk was requested to contact EALC to see if the PC is able when they meet face to face if it is possible to have a zoom link for residents who are unable to make the meeting. **Action Clerk**

If residents require transport to attend the meeting then to let the Clerk know in advance of the meeting date to see if anyone is able to collect them and drop them off to the council meeting.

One option for this, is for requests to go on to Dedham Voice and to the Clerk to see if other residents are available or willing to bring other residents to council meetings.

**Action Clerk if transportation is requested.**

##### **7.4b) Media Circulation**

Clerk to reduce the amount of emails that are sent round to councillors from outside agencies. Clerk reported that she does currently filter the emails that are sent but will reduce these more. **Action Clerk**

##### **7.4c) Sports club meeting update**

Cllr Beeton had attended meeting at the sports club and recommends that the legal status of the relationship between DPC and sports club be looked at. Cllr Smith is already undertaking this action and will report back to the council when he has more information. **Action Cllr Smith**

##### **7.4d) Correspondence with Church – Asylum seekers**

Agreed to seek views of DPC on potential for support from Parish Councils for Asylum Seekers at the Holiday Inn. Clarification to be provided to the Church/community due to possible misunderstanding as to whether Holiday Inn is occupied by Afghan refugees or asylum seekers generally awaiting determination of claims. The Clerk had attended a meeting where Yovonne Cook who is the liaison person at CBC for the Asylum Seekers had attended, and stated that they were Asylum Seekers and not Afghan refugees at the Holiday Inn. There were 100 adult males from 13 different ethnic areas.

There were given accommodation, food 3 x a day and clothing, also £8 a week and there was also a mini bus which was to take them into Colchester – there and back 2 times a day. The Clerk suggested that the working group contact Yovonne Cook first as she would have the groups that are working with the Asylum seekers and the various other charities who are involved and Yovonne may be able to give them more information on this. The Church will be informed that the PC has had no contact as a group with the Asylum Seekers but some individual contact had been made and to inform the Church of the contact information we currently have.

#### **7.4e) Bus questionnaire**

To recommend that cllrs access and complete the circulated questionnaire and the outcomes will be monitored for the impact on Dedham.

#### **7.4f) Dedham Surgery**

Concerns are to be raised with Ardleigh Surgery about the issues with the surgery from residents and there was concern that the service may diminish more than it has already.

Cllr Williams will be the representative who will have ongoing enquiries to ascertain who is responsible for appointments and services at the surgery and inform the council of her findings.

#### **7.5g) Queens Jubilee Celebrations**

Various recommendations were made to the PC, these were discussed and the option for one single event to be held on playing field in the format of a village picnic plus live music and events was agreed.

It was agreed that a working group should be made to organise the event and should be made up from representatives of the council, school, church and other interested residents with relevant experience of this type of event and other residents who would like to help on the day. This working group will contact various parties concerned and update the council at the next meeting.

#### **7.5 Group 5 – Business Tourism and Media – Cllr Smith**

##### **7.5a) Cllr Smith to report on recent meeting with Essex CC and Colchester BC regarding Tourism in Dedham.**

Cllr Smith and Cllr Chapman had met with the above and there was a general discussion on how business' were effected by traffic, litter etc during the summer months and if they thought this was a benefit to the village at all.

It was noted that some of the business' at the moment are having trouble with staff and are running short staffed due to illness, so are currently struggling to cope with things at the moment. The business' will be contacted to see if they generally have benefits from tourism and this will be reported back at the next meeting.

##### **7.5b) To report on recent meeting with NEPP**

This was generally a productive and constructive meeting.

There will be an increment of 25% of charges in the car parks which was the same as last year. 3 of the car park machines have card paying facilities and 1 takes cash. There have been no further robberies from these car parks as the culprits were caught at a car park in Colchester and apprehended.

Zone D is the High Street and Royal Square, there were 27 permits available for these areas for residents at a cost of £25 a year. This was discussed at the agreed criteria between NEPP and DPC for these permits was not agreed so will be followed up and clarified. This will be reported back at the next meeting. **Action Cllr Smith.**

#### **7.6 Group 6 – Special Projects Cllr Smith**

##### **7.6a) Royal Square – Architect fees for pedestrianisation proposal.**

No meeting this month.

Cllr Smith had been in touch with the architect as requested at the last meeting requesting a quote for the fees to develop and draw up a plan for the pedestrianisation of Royal Square. The price quoted has come back at £1,958.40 (incl of VAT £1,632.00 excl VAT).

This was discussed and Cllr Smith proposed that the work was undertaken to show the residents what the alternative possibilities are for this area.

Proposed Cllr Smith seconded Cllr Neville. All agreed

**Action Cllr Smith to contact architect.**

Drift project – The new lock is due to be in place before Christmas and the new lighting order has been placed but not yet completed. Cllr Smith to contact contractor regarding this. **Action Cllr Smith**

#### **7.7 Personnel committee update**

No meeting this month.

#### **8. Funding for a body cam for the Speed Watch team**

The Speed watch team have been verbally abused by drivers that they have stopped in the area. To make this safer for them Cllr Neville would like to propose a speed watch camera which will record all discussions had with drivers when they are stopped. The cost of this is to be in the region of £137.90. Proposed to purchase a camera for Speed Watch Team. Proposed by Cllr Neville seconded by Cllr Mole. All agreed. Cllr Neville to contact team to purchase a camera and to then pass it on to the team to use. Invoice for this to go to the Clerk.

#### **9. Agree funding for Village Warden**

The cost of the village warden would likely to be in the region of £10,000 this could be funded from part of the S137 funding which is part of the precept. Proposed Cllr Mole seconded Cllr Harrison All Agreed.

#### **10. Website**

It has come to light that to meet statutory regulations that the website needs to have policies and information added to the site. This was not followed up by the previous clerk but will now be worked on. Cllr Smith will meet up with John Goldsborough to discuss things.

#### **11. Clerks correspondence and contract enquiry forms**

Last years accounts have been signed off by external Auditors PKF Littlejohn and the notice has been placed on the noticeboards around the village.

DPC has received a letter from Cllr Nigel Chapman as Chairman of Dedham Vale and Stour Valley advisory committee thanked the council for the donation that was made which helped the committee support various projects over the last year. Cllr Chapman also requests that the councils consider supporting them again next year.

A letter was received from a resident with strong objections to a planning Ref: 213139 Rowan House, Ardleigh Road Dedham CO7 6EE application. This was forwarded on to the planning working group.

#### **12. Training/Events**

Reports on attended events

Nominations for new events

Cllr Mole and Cllr Harrison were disappointed with the budget & precept courses they attended earlier in the week and have sent feedback to EALC.

#### **13. Items for the next agenda**

Above items.

Any actions from the working group meetings

#### **14. Date and Time of the next meeting**

January 10th January at 6:30pm Duchy Barn

#### **15. Chairman's closure of the meeting**

Cllr Smith declared the meeting closed at 8:40pm

Signed .....

Cllr Smith

Date .....

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