

Dedham Parish Council
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Minutes of the Annual Parish Council meeting dated Monday 14th May 2018

Attendance: Cllr Sheila Beeton (chair), Cllr Nicola Baker (vice-chair), Cllr Kevin Taylor, Cllr Ann Follows, Cllr Christine Frost, Cllr Jeffrey Herbert, Cllr Jane Meakin, Cllr Jonathan Smith, Cllr John Millican.
Emma Cansdale-Clerk, in part. Brian Hindley-Asst-clerk.

71.18. Election of Chair Cllr Sheila Beeton was unanimously elected as Chair proposed by Cllr Kevin Taylor and seconded by Cllr Baker. The Chair duly signed the Acceptance of Office as Chairman.

72.18. Election Vice Chair. Cllr Nicola Baker was proposed as Vice Chair by Cllr Kevin Taylor and seconded by Cllr Jane Meakin. She too was unanimously elected.

73.18. Apologies for absence. None

74.18. Declaration of Interest. Councillors to declare any disclosable pecuniary interests, other pecuniary interests, and non-pecuniary interests not already declared. Cllr Christine Frost declared she was now a member of the Dedham Church Parochial Church Council.

Items 80.18 and 81.18 were brought forward to allow the clerk to leave due to family illness.

75.18. Minutes

The minutes of meetings held on Monday 9th April 2018 were accepted as a correct record and duly signed by the Chair.

76.18. Update. on items from meeting 09.04.2018. Not reported separately.

- **Sports Club Refurbishment.** The element of the VAT in this project has been highlighted by the recent audit of the DPC's accounts and the Clerk will investigate this need again.
- **General Data Protection Regulations Update.** The implications of this legislation will be discussed at the next DPC meeting.
- **Lighting Working Group.** This group have recently had a meeting and will invite a member of the Dedham Vale Society to join them.
- **Car Park Working Group.** Recent complaints regarding inappropriate parking on the Stratford St Mary approach to Dedham has highlighted the fact that this problem is mostly in Suffolk. Given that there has been a number of incorrect comments made on Facebook, a statement clarifying the position with regard to the Parish Council will be placed on the DPC website. A link to this will be placed on Facebook by the clerk

- **Strategic Development Working Group.** This group had met had discussed several matters including, car parking and lighting.
- **Wooden Gym Equipment.** Cllr Jane Meakin and the Assistant Clerk are tasked with looking at the need for outside gym equipment in particular the involvement of the opinions of the Youth Club and residents and to report back in due course.

77.18. Report from Dedham Youth Club. App 1

DPC welcomed the report given by Miranda Terry about the activities of the youth club over the past year. Unfortunately members had not received a copy of this in advance and it would be circulated as a priority by the clerk. Members none the less applauded the efforts by the Youth Club to run their affairs both proactively and cost-effectively to the benefit of all who participated. Thanks was given to Miranda for her contribution to this work. Any additional issues to be raised directly with Miranda.

78.18. Appointment s Councillors to Committees and Working Groups. It was resolved to continue with the present appointments with the exception that Cllr Jonathan Smith will sit on the ES and Planning working Groups. Proposed by Cllr Sheila Beeton and seconded by Cllr Jeffrey Herbert. Carried unanimously.

79.18. Have Your Say.

Report from Ward Councillor Nigel Chapman. Not present

Report from County Councillor Anne Brown. Not present.

A member of the public once again reported the inconsiderate car parking in Saunders Field. Unfortunately, this is a police matter as there are no yellow lines with enforcement by the NEPP. Speeding vehicles in Manningtree Road was highlighted. The local Speed watch team will be asked to request permission from the Police to permit Speed Watch activities along this stretch of road. It was noted that some of these speeding vehicles were parents taking their children to school. It was proposed that a letter be sent to the school. It was also suggested that a 20mph speed limit be imposed right through the village. Richard Brown said he would speak to Cllr Anne Brown who had previously canvassed the ECC Highways on this matter. Cllr Ann Follows said she too would take up the whole issue of speed limits in the village.

The issue of a missing tree in the Drift was raised. The Sports and Recreation Working Group were asked to review the situation.

80.18. Finance: Clerk. This item was taken early in order that the Clerk could leave due to illness in her family.

a) The list of payments (see attached list) were received and noted. Proposed by Cllr Sheila Beeton and seconded by Cllr Ann Follows. Agreed by all.

81.18. Accounts for year ending 31.03.2018 and Annual Governance and Accountability Return. This item was also taken early.

- 1.The council considered the finding of the review of the effectiveness of the system of internal control.
2.It was resolved to complete and approve Section 1 Annual Governance Statement , which was duly signed. 2017/18
1. Section 2 Accounting Statements 2017/18 were considered.
2.It was resolved to approve the Accounting Statements
- The Internal Audit Report was received and it was agreed that further investigation work is carried out regarding the reclaiming of VAT for the Sports Pavilion project.
- The Accounts ending 31 March 2018 were approved and signed.
Section 1 and 2 of AGAR and the signing of the accounts by the Chair Cllr Sheila Beeton, and the clerk and RFO, Emma Cansdale.

These were proposed by Cllr Jeffrey Herbert and seconded by Cllr Sheila Beeton. Carried unanimously. The Clerk left after these items.

82.18. Planning Applications. Cllr Taylor

a) Recommendations were made on the following planning applications: -

180887. Stone Cottage, Ipswich Road. Single storey kitchen extension. Conversion and extension to existing garage to form family annexe and garage. - The Parish Council has found it very difficult to determine from the drawings provided exactly what is proposed, particularly in relation to the garage. It seems that the house will be 4 bedrooms and the garage converted into a 2 or 3 bedroom (unclear from floor plan provided) separate dwelling. Looking at previous applications, to get a clearer view, provides approval under F/COL/05/1931 for provision of the garage and office space. This is granted with conditions preventing any use associated with trade or business. There is nothing further found to cover its current use as a kitchen/toilet. Additionally the detached nature proposed works from the host property clearly gives this the ability to be a dwelling within its own right, with its own frontage.

Dedham Parish Council objects to this development for the reasons stated.

180905. 2 Crossways Cottage, Coggeshall Road, Rear extension to form enlarged kitchen. Internal ground floor remodelling to form enlarged cloakroom. - No objection

[180910](#). White Cottage, Long Road East, Side extensions. - No objection

[180913](#). Lavender Cottage, Coles Oak Lane,
Proposed new single storey outbuildings comprising garage and store, single storey utility room link, minor changes to the existing front elevation and conversion of existing attached garage. - No objection

[180958](#). Shelley Glebe Barn, Grove Hill.
Construction of an earth embankment at 400mm high reducing down to 250mm high along the westerly and southerly property boundary to prevent water entering the grounds of the property from the farmland to the west and causing damage to the building again. - No objection

[181024](#). Keepers End, Coggeshall Road, Erection of a single storey, detached, residential annexe. - This development does not have separate road frontage or access. Dedham Parish Council does not object but asks that conditional restrictions be applied that prevent its future use for short or long term rental. Only to be used solely for the enjoyment of the host property, preventing any commercial or trade use.

[181147](#). Hallfields, Crown Street, T1 Conifer Tree - reduce by 25% all round to prevent tree getting too large. - No objection

181059 Willows Coopers Lane. Garage on existing base. - No objection

Proposed: Cllr Taylor
Agreed by all

83.18. Insurance. It was proposed to continue the current policy at a cost of £1,2898.69 per year. Proposed by Cllr Sheila Beeton and seconded by Cllr Ann Follows. Carried unanimously.

84.18. Standing Orders. It was agreed to note a new set of standing orders and to agree to continue with the current standing orders pending an evaluation on the new model.

85.18. Financial Regulations. It was agreed to make no changes at this time. Proposed by Cllr Sheila Beeton and seconded by Cllr Jeffrey Herbert. Carried unanimously.

86.18. Review of Policies. Cllr Nicola Baker proposed an amendment to the media policy as follows: -

'Where a significant issue is raised directly or indirectly with the Parish Council; through social media, IF REQUIRED, the clerk may submit a statement advising users that there is a formal response from the Parish Council, on the Parish Council website'

This amendment was seconded by Cllr Sheila Beeton and carried unanimously.

Expenses Policy No change.

Risk assessment. A review will be carried out

Carried out by the Clerk and any recommendations will be brought to the next meeting.

87.18. Bank Holiday Issues. The litter collections: although litter is collected regularly but over any Bank Holiday there is a need for it to be collected almost every day. CBC will be contacted (Zone Wardens) to see whether these can be more frequent over Bank Holidays. The Car Park Group is currently looking at suitable sites for car parking, the other continuing problem over Bank Holidays.

88.18. Local Crime Report. There was a burglary in Boxhouse Lane Damage to a van in Old Ipswich Road, A van was broken into in Birchwood Road property was taken. A barn was broken into recently in Coles Oak Lane. Essex Police have issued a warning about rogue traders offering to carry out various work around houses claiming to have done work locally. Please warn elderly neighbours who are the most vulnerable.

89.18. Correspondence. Approval was given for the use of the playing fields for the annual Dedham Fun Run on 16.09.18. Likewise for the Tennis Club Social event on 16.06.18. Dedham Church has requested that DPC contribute to the 'There but not there' commemoration of the end of the First World War. Councillors would consider this if they were aware of which charities would benefit. Assistant Clerk to investigate.

90.18. Matters of continuing reference.

- **Yellow Lines CBC**
- **Removal of Mound in play area.**

791.18. Date of next meeting Monday 4th June 2018. Reading Room.

Emma Cansdale Clerk to Dedham Parish Council, Brian Hindley Asst-Clerk to Dedham Parish Council