



Dedham Parish Council
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Minutes of the Parish Council meeting on Monday 6th June 2016 at 7.30pm

Attendance: Cllr Jeff Herbert, Cllr Nicola Baker, Cllr Kevin Taylor, Cllr Sheila Beeton, Cllr Ann Follows, Cllr Christine Frost, Cllr Jane Meakin, Cllr Chris Clark.

Clerk Emma Cansdale, Asst-Clerk Brian Hindley

Brief Introduction of the new councillors.

Cllr Beeton reported that DPC have a casual vacancy and proposed that this be advertised: agreed.

90/16. Apologies for absence.

None

91/16 Declaration of Interest. Councillors to declare any disclosable pecuniary interests, other pecuniary interests, and non-pecuniary interests not already declared

Cllr Beeton reported that she has a planning condition on the agenda, however it was agreed that this was for information only. (104/16)

Cllr Beeton - Employment relationship with one of the contractors. (105/16)

Cllr Clark- Chairman of Dedham Sports Club, expenses to be paid (103/16).

92/16. Acceptance of minutes of 16th May 2016.

On item 79/16 Cllr Frost stated that further detail should be included. Addition agreed and duly signed by the Chair Cllr Beeton.

93/16. Selection of Chairperson and members of Advisory Groups and Committees. Cllr Beeton.

a) Finance (and banking)

Cllr Herbert (chairman), Cllr Baker, Cllr Beeton, Clerk Emma Cansdale (as RFO)

b) Planning

Cllr Taylor (chairman), Cllr Frost, Cllr Clark, Asst. Clerk Brian Hindley

c) Community Safety and Infrastructure (Highway, environmental, crime, safety and wellbeing)

Cllr Follows (chairman), Cllr Meakin (Health and Wellbeing), Cllr Beeton: Clerk Emma Cansdale

d) Business, Communications and Media

Cllr Frost (chairman), Cllr Baker (media comms and PR), Cllr Herbert (Business), Cllr Taylor (technical comms): Asst.Clerk Brian Hindley

e) Sports & Recreation

Cllr Baker (chairman), Cllr Clark, Cllr Meakin: Asst.Clerk Brian Hindley

f) Strategic Development.

Advisory Group Chairs: Clerk Emma Cansdale

g) Personnel committee-

Cllr Beeton (chair), Cllr Baker, Cllr Taylor, Cllr Clark, Cllr Meakin

Proposed: Cllr Beeton

Seconded: Cllr Frost

Agreed by all

The Clerk will circulate existing ToR's to all, and new Groups requested to review these for the July meeting. Each Advisory Group has also been asked to consider how to incorporate non-council members, where appropriate.

94/16. Selection of CALC representative.

Asst-Clerk Brian Hindley, plus 1 councillor. All councillors requested to attend at least one meeting over term of office.

Next meeting Thursday 9th June

95/16. Nomination of School Governor representative.

Cllr Frost

Agreed by all

96/16. Selection of Duchy Barn Committee representative.

Cllr Taylor

Agreed by all

97/16. Selection of car park liaison group (quarterly meeting with CBC)

Cllr. Beeton, Cllr Taylor, Cllr Herbert, Cllr Follows

Agreed by all

98/16. Nomination of Dedham Educational Foundation representative.

Following a discussion, it was agreed that if the DEF have a candidate in mind, would they forward on to DPC for endorsement: DPC would like to maintain a relationship with their nominee (perhaps with them attending a PC meeting once a year to feed back on the Foundation's work).

Agreed by all

99/16. Election of Vice-chair.

The Chair recommended that if DPC wished to appoint a Vice Chair it would be sensible to identify appropriate functions. Following a discussion, it was agreed that DPC should have a vice-chair: appropriate functions to be discussed between Chair and appointed Vice Chair.

Cllr Frost nominated Cllr Baker. Cllr Baker accepted the nomination provided an established role was specified (which would not be a chair-in-waiting)

Proposed: Cllr Frost

Seconded: Cllr Taylor

Agreed by all

100/16. Tennis Club Proposals. Presented by Dan Harty. See document circulated**

Dan Harty and Haley Everett presented the key items in their report which had been circulated previously.

Key items presented:

- The **construction of a path** from the car park to the courts. This would provide easy access for those with reduced mobility and address transfer of mud during winter.

- While we feel the activity equipment installed around the playing fields is fantastic, we would **propose moving the equipment that is located directly behind the tennis courts** to an alternative location in the playing fields. This change would ensure neither those using the courts or the equipment frustrate each other (which unfortunately happens on occasion)
- The construction of a **tennis / multi-sport wall** - available to all the community. We have added a sample image in appendix. This would be a great facility for all ages – particularly teenage children.
- We would like to have an exploratory conversation about the **addition of lighting** to the tennis courts (as per the football field - though likely much smaller in scale). In the appendix I have outlined in more detail why this development is key to ensuring the long term health of our community club.

Following the presentation, councillors put forward their questions:

The parking situation must be resolved - Cars using the tennis club (and other sports clubs) are parking on Manningtree Rd, Crown St and Southfields. Users could park in the car park, and members playing evening matches could park in the High Street for free from 4pm onwards (free for 2 hours, and then free from 6pm)

Cllr Beeton asked how DTC were planning to fund the improvements; through other external funding, or were they seeking funds from DPC? Dan Harty clarified that they were seeking permission rather than funding from the PC, and that they would be looking for external grants and club-raised funding to carry out any works.

Cllr Herbert commented that the introduction of a path from the Drift to the courts to make them accessible appeared sensible if it would facilitate disabled access.

Following the questions and comments it was agreed to refer the requests to the Dedham Parish Council Sports and Recreation Advisory Group, who would liaise with Dedham Tennis Club to investigate the requests further. It was also suggested that the Sports Club be consulted over the proposals. Cllr Baker to convene a meeting of the S&RAG and clerk to refer to Sports Club.

101/16. Update on items from last meeting.

No further items.

102/16. Open Session – Have your Say.

Residents raised the following questions/comments:

- Closing the field gate onto the playing fields opposite Manningtree Road would reduce the number of people parking dangerously on Manningtree Rd/Brook

St/Crown Street and jumping through the fence, over private property, to access the field. CSI to review.

- It was reported that a lady riding a horse across the Duchy Field has been spotted several times and claims to have permission from Chris Clark- who has not given permission. Should the Sports Club write to the Parish Council asking them to address the issue by writing to the lady in question: it will do so.
- Public Right of Way (PROW) opposite the Assembly Rooms, to Bridge Farm, has a gate placed across it. CSI group to investigate.
- Prow at the bottom of Jupes Hill is so wet is cannot be walked. CSI group to investigate.
- Hedges- overhanging hedges on Coggeshall Rd, Manningtree Rd outside the surgery and on Brook Street. CSI to investigate.
- Buses- Some residents were left on Head Street, Colchester and in Langham. Cllr Follows has resolved these issues with ECC and the bus companies, but will continue to monitor.
- There is a hole in the footway outside the house on the corner of Manningtree Rd/Brook Street. The clerk to write to request its repair.

- **Cllr Nigel Chapman Ward Councillor. Anne Brown County Councillor**

The Clerk read a brief report from Cllr Chapman and Cllr Brown. Key points raised: CBC-Colchester Borough Council has appointed the three Rural North councillors to committees as follows:

- Cllr Chapman to the Local Plan Committee
- Cllr Arnold to the Scrutiny Committee
- Cllr Chillingworth to the Governance Committee

ECC- Cllr Brown has discussed with the LHP the possibility of two gates saying that you are entering Dedham in an attempt to influence the speed of drivers coming into the village. This is using the funding that was put aside for any speed limits on Mill Lane and Shoebridge Hill. The sewer problem in Southfields has been addressed and the lane will have to be dug up for a new sewer. As yet the EA haven not given a date. The sewer is actually fractured.

103/16. Accounts.

- a) To consider and resolve to approve the Annual Governance Statement
 - b) To consider and resolve to approve the Accounting Statements, and be signed off by the Chair.
 - c) To receive the internal audit report
 - d) To resolve to approve the accounts ending 31st March 2016, and to be signed off by the chair
 - e) To receive a finance update and approve cheques for payment**
- Each item above was discussed, agreed and completed where necessary.

Proposed: Cllr Baker NB

Seconded: Cllr Taylor

Agreed by all

104/16. Planning Advisory Group. Cllr Taylor

- a) It was resolved to send the following recommendations to CBC:

161082. 2 Frog Meadow. Application to discharge conditions 4 & 5 of application no. 152374.
For information only

161130. Brannam Court High Street. Alterations to listed building
Proposed: No objection

161146 26 Forge Street, Proposed single storey rear extension.
Recommendation: No objection.

161232. Hallfields Manningtree Road. Discharge of conditions 3, 4, 7 & 10 of planning permission 160168. (Proposal for a single two bedroom dwelling)
For information only

161233. Hallfields Manningtree Road. Discharge of conditions 3-4, 6, 9, 11 & 13-17 of planning permission 160169. (Application for removal or variation of a condition following grant of planning permission. (146334) To vary condition 2 so that the scheme can be built in accordance with drawing.
Recommendation: No objection

Proposed: Cllr Taylor
Seconded: Cllr Follows
Agreed by all

Cllr Taylor reported that the 'Seasons' application for change of use has been withdrawn.

- b) Hallfields update: Cllr Beeton reported that she and Cllr Baker will attend a meeting at CBC to go through how they apply their housing criteria to the Hallfields applicants and how this links to DPC's agreed criteria.

105/16. Tree planting quotes - Moved to a closed session at the end.

106/16. Sports Pavilion refurbishment

- a) Contingency- It was resolved to allow 10% total cost for contingency- £1000
- b) Rotten floor- Following a report from asst-clerk on the unexpected rotting floor it was resolved to approve the expenditure of £585.80 exc VAT to carry out the repairs.
- c) Fuse box- Following a report from Cllr Clark on the outdated fuse box, it was resolved to approve expenditure to replace with a fuse box with trip switches at a cost of £420 exc VAT
An additional issue with the mains intake was raised, costing £245 to resolve. It was resolved to approve the expenditure.
An additional issue with the internal doors was raised. Three doors require replacing at a cost of £225 per door. It was resolved to approve the expenditure.

Total expenditure (excluding contingency and VAT): £1925.80

Proposed: Cllr Baker
Seconded: Cllr Taylor
Agreed by all.

107/16. Trees

- a) Update from Dedham Sports Club on correspondence from David Druitt regarding trees on the Duchy Field
Chris Clark (as chairman of Dedham Sports Club) reported that following a meeting with Bland Landscapes the sycamore trees at the top of Duchy Field may benefit from a 50% reduction at a cost of 1400 + VAT. Whether this reduction is required was queried by the Parish Council, and there is a disagreement between the lease holder for the Duchy Field (DPC) and the sub-lease holder (DSP), over who is responsible for any work required. The Clerk will seek legal clarification on the lease and report back. Any work undertaken would be subject to conservation area approval.
- b) Approval for expenditure for removal of dead branches on the playing field. Cllr Clark reported that the dead branches in a Lime tree by Frog Meadow will cost £60.00 plus VAT to remove. He had also been advised of potential issues with an Oak Tree on the Playing Field, adjacent to the bottom of Frog Meadow. This was noted for future reference. There are also a number of dead trees where there are overhead BT cables present. These will cost £180 + VAT

Approval for expenditure on the Lime Tree and trees overhanging cables to be given by Clerk's delegated power for emergency use (without prejudice to the issues under item (a) above.

Cllr Baker suggested an independent survey should be carried out by CBC or someone similar. The Clerk reported that she has been in contact with a company that specialises in Local Authority Tree Surveys, who do not carry out any remedial work themselves and therefore give an unbiased report.

108/16. To Receive reports from Advisory Groups.

Leaping Horse Bridge update

Cllr Beeton reported that work at Leaping Horse Bridge has now been completed by Suffolk County Council and proposed a vote of thanks to the AONB Trust, which had promoted the work, and Suffolk CC, which had initiated the work.

Update on buses

Cllr Follows reported that a group of residents have partly refurbished the old brick shelter on Crown Street in alleged protest against the waste of public expenditure in installing a new shelter instead of renovating the existing one. Bus users have repeatedly requested a shelter by Munsons Piece, which is the most used bus stop in Dedham. Cllr Follows sought approval in principle for the clerk to continue investigating moving the new wooden shelter on Crown Street, to a location near Munsons Peice. **Agreed by all**

Sports and Recreation

The asst-clerk reported that DPC have received their annual ROSPA report, and there are some minor issues to attend to, which he will raise with the Sports and Recreation Advisory Group.

109/16. Spring & Summer Watering of flower tubs.

It was resolved to approve £150.00 per month, June-October payment for daily watering duties.

Proposed: Cllr Frost

Seconded: Cllr Taylor

Agreed by all.

110/16. Approval for expenditure to move dog bin

Following a discussion it was agreed for Cllr Clark and the clerk to investigate with CBC (for collection) and the landowners of the proposed site (for the transfer of a dog bin from the playing field to the footpath near Dedham Hall). Cost approved in principle, subject to an estimate.

111/16. Local Crime report. Asst.Clerk.

There had been more regular occurrences of vehicles making off without payment from the Shell garage Birchwood Road. The theft of a mobile phone was reported but no details.

112/16. Correspondence.

- a) To note receipt of proposed parking safety measures on Crown Street and Brook Street.

113/16. Matters of continuing reference. BT Manhole leakage. No progress.

114/16. Date and Time of next meeting: Monday 4th July 2016. 7.30pm

The following item was moved to the end of the agenda and held in a closed session in accordance with the public Bodies Admission Act.

105/16. Tree planting quotes-. Cllr Beeton did not take part in the discussion or vote, as one of the contractors is employed by her.

Two quotes were received for planting the memorial trees, one quote at £214.00, and another at £70 labour, approx. £40 sundries
Following a discussion, it was agreed to appoint the work to Alison O'Reilly, at £70, and to purchase the sundries (stakes, ties, compost etc)

Proposed: Cllr Follows
Seconded: Cllr Taylor
Agreed by all.

Dated.....4th July 2016

Signed.....