



**Dedham Parish Council**  
[www.dedhamparishcouncil.org.uk](http://www.dedhamparishcouncil.org.uk)

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Minutes of the Annual Meeting of Dedham Parish Council, held on Monday 16<sup>th</sup> May 2016

**Attendance: Cllr Beeton, Cllr Follows, Cllr Taylor, Cllr Frost, Cllr Meakin**

**Clerk- Emma Cansdale, Asst-Clerk Brian Hindley**

**64/16. Election of Chair**

Following a discussion, Cllr Beeton was nominated for Chairman.

**Proposed: Cllr Follows**

**Seconded: Cllr Meakin**

**Agreed by all**

It was resolved to elect Cllr Sheila Beeton as chairman. Acceptance of office signed by Cllr Beeton, and the clerk.

**65/16. Election of Vice Chair.**

Following a discussion, and given there were three councillors not present, it was agreed to defer the election of Vice-Chair to the June meeting.

**66/16. Apologies for absence**

**Cllr Baker, Cllr Herbert, Cllr Clark**

**67/16. Declaration of office**

- a) Signing of the Declaration of Acceptance of Office- The clerk reported all councillors present have signed the declaration. Cllr Baker has also signed, and the clerk will be meeting with Cllr Clark and Cllr Herbert in due course (within 28 days pf the election)
- b) Signing of the Declaration of Acceptance of the Code of Conduct- as part of the acceptance of office.
- c) Councillors to sign to accept receipt of agendas by email- All councillors present signed to accept agendas by email.

**68/16. Declaration of Interest.** Councillors to declare any disclosable pecuniary interests, other pecuniary interests, and non-pecuniary interests not already declared.

None

**69/16. Minutes**

Acceptance of minutes of Monday 4<sup>th</sup> April 2016. Agreed and duly signed by the Chairman

Provisional acceptance of minutes of the Annual Parish Meeting dated Monday 25<sup>th</sup> April 2016

Agreed and duly signed by the chairman.

**70 /16. Welcome new Councillors; Chairman**

- a) Cllr Beeton introduced new Cllr. Jane Meakin, and will formally introduce Cllr Jeffrey Herbert at the June meeting. It was agreed, given the absence of three councillors, to appoint portfolios and responsibilities at the June meeting.
- b) To note the newly elected Ward councillors are Nigel Chapman, Peter Chillingworth, Christopher Arnold.

### **71/16. General Power of Competence**

To agree that Dedham Parish Council meets the criteria for the GPC, (at least 2 thirds elected members and a CILCA qualified clerk), and to resolve to adopt the General Power of Competence.

**Proposed: Cllr Beeton**

**Seconded: Cllr Taylor**

**Agreed**

**It was resolved that DPC adopt the General Power of Competence.**

### **72/16. Update on items from last meeting. Not reported separately.**

- a) **Street Lighting in Dedham Review**-The clerk advised this was still work in progress and should be able to present formal resolutions at June or July's meeting.
- b) **Renew Stones on the Drift**- Asst. Clerk- Met Mr Chisnall (report from Asst-Clerk\*) It was agreed that this initially requires a cleansing job rather than a repair job, and an annual clean up/edge trim should be programmed and budgeted for. Cllr Beeton and the Asst.clerk will draw up a brief specification to identify work and seek quotes.
- c) **Seat Repairs**- The installation of the new bench and refurbishment of the other 2 are now complete.
- d) **War Memorial cleaning**. DPC await the War Memorial Trust outcome in respect of a grant..

### **73/16. Open Session Have Your Say.**

Report from elected Ward Councillor for the new Rural North Ward of Colchester (which now includes Dedham & Langham). Cllr Chapman was present and explained that the three new councillors would be meeting in due course and would then be able to advise on how they were to share representation.. A number of issues regarding the CBC structures and portfolios were still to be resolved. Cllr Chapman will be the DPC first point of contact until advised otherwise.

Report from ECC Councillor Anne Brown. Not present

### **74/16. Accounts:**

- a) To receive annual financial report for year ending 31<sup>st</sup> March 2016. The report was received and comments made on the good financial position of DPC, with income for last financial year of nearly £30,000 from the car park
- b) Approval is sought for the payment of the listed expenditure, totalling £56,789

**Proposed: Cllr. Taylor**

**Seconded: Cllr. Beeton**

**Agreed by all**

### **75/16. Planning Advisory Group. – Cllr Taylor.**

- a) To resolve to send recommendations to CBC on the following planning applications:

160717 South Hills, Coopers Lane, Extension and alterations.

*Recommendation: The parish Council recognises that the property would benefit from some improvement and we appreciate the design approach; however it is the height of the proposed extension that impacts on the street scene and views from footpaths within the AONB. It dwarfs the existing bungalow and we would recommend refusal.*

160819 Leigh Brow, Bargate Lane, Proposed erection of ancillary out-building (detached) following demolition of existing. (Variation of approved design under permission 090975)

*Recommendation: This variation to an approved plan gives no concern - no objection*

160883 San Remo, East Lane, Proposed Side & Rear Extension.

*Recommendation: Well-designed view from street - no objection*

160885 Stone Cottage, Gun Hill, Loft conversion.

*Recommendation: This application does raise the roofline on an attractive stone cottage however the plans present a sympathetic alteration to the street view - no objection*

160940 Dedham House, High Street, Listed Building. Alterations to ground floor to enable existing sitting room to become kitchen/dining room.

*Recommendation: No objection*

160958 Seasons, Monks Lane, Change of Use from Agriculture to Amenity Use

*Recommendation: This is an application for change of use and the Parish Council sees no reason to change our comments at the last application, this is within the AONB and outside the village envelope. Management of the land as described can be managed under its current classification. - recommend refusal*

160988 1 East View, Crown Street, Dedham CO7 6AN. Proposed single storey & first floor rear extensions, plus new vehicle access.

*Recommendation: No objection*

**Proposed: Cllr Taylor**

**Seconded: Ann Follows**

**Agreed by all**

- b) Hallfields Update. Cllr Taylor reported the open afternoon was well supported, and plenty of names were received from people with an interest in the affordable housing. Cllr Beeton reported the detailed information will be in the July magazine.

At the next Hallfields meeting with CBC, the planning group will look to establish what has happened to the lighting. Follow up with Sue Jackson, CBC on the 7<sup>th</sup> June.

**76/16. Insurance. To review quotes and resolve to appoint insurer.**

The clerk gave a report of the quotes received. It was agreed to appoint Aon as the insurer, but to first see if they will increase legal expenses from £250,000 to £500,000

**Proposed: Cllr Beeton**

**Seconded: Cllr Follows**

**Agreed by all**

**77/16. Standing orders**

To carry out the annual review of the Standing Orders

Deferred to June

**78/16. Financial Regulations**

To carry out the annual review of the Financial Regulations.

Deferred to July.

**79/16. Trees**

Following a request from a resident regarding a replacement tree following the removal of the oak tree adjacent to the play area, and a request for a memorial tree, Cllr Follows proposes DPC purchase 3 potted birch trees @ at cost of £59.00 each (plus planting costs). Additionally, Cllr Follows proposes to name the three trees after the late Jane Hughes, Jill Haddock, and the third in celebration of Queen Elizabeth II 90<sup>th</sup> birthday.

Amendment- £43.50 each, Jane Hughes, Jill Haddock, Tony Clover.  
Adjacent to 1 Frog Meadow

Approach the school, and ask retiring head teacher Heather Techner to plant an oak tree for the Queen's birthday.

**Proposed: Cllr Follows**

**Seconded by: Cllr Meakin**

**Agreed by all.**

**80/16. To Receive reports from Advisory Groups.**

**81/16. Broadband.** Update Cllr Taylor reported that the rolling out the remainder of the Super Fast Broad Band in the village, is expect to be installed in 6 months. End of Long Rd West and Lamb Cnr, will be considered for the next round of funding.

**82/16. Buses- Cllr Follows**

- a) Update on new bus service. The new service is up and running. There have been teething problems which have been dealt with as they appear. The timetable has been amended to adjust the timing issues. Return tickets were not being accepted on First buses with a Panther ticket. This has now been resolved, and return tickets will be honoured.  
New timetable boards will be erected and the removal of the Crown St bus shelter will be underway once the skip licence is through.

- b) Concerns from bus company regarding parking in the High St bus stop have been raised, however, ECC are taking action.

**83/16. Update on the public footpath from Leaping Horse Bridge.**

Cllr Beeton reported that Suffolk County Council have responded favourably to sort out Leaping Horse Bridge. Work is due to start next week.

**84/16. Spring & Summer Planting. Watering.** No one has come forward to water plants. Suggestions to the Clerk.

**85/16. Local Crime report – Asst-Clerk**

There has been five thefts and attempted thefts from unattended vehicles in Dedham most of which were from vehicles on the forecourt of the Holiday Inn Birchwood Road. One attempted burglary of a workshop was also reported.

**86/16. Correspondence. Clerk**

- a) Report from Dedham Tennis Club, with proposals for the club. This will be discussed, with Dan Harty, DTC Chairman on 6<sup>th</sup> June.
- b) Letter from Mr Druitt regarding overgrown trees at the top of the Duchy Field. Lease is with the Sports Club, Nicola advised its best to speak to Paul Cook, the CBC tree officer. Refer back to the sports club, including the 2 dead trees. Cllr Beeton to write to Dedham Sports Club and Mr Druitt.
- c) Request from AONB Trust for provision of Dog Bin, Dedham Hall. Ask CBC if they would collect the moved one.
- d) Letter from resident regarding memorial tree.

**87/16. Matters of Continuing Reference. BT Manhole water leakage.** Clerk.

**88/16. Date of next meeting: Monday June 6<sup>th</sup> 7.30 Duchy Barn.** \* Documents available from the clerk.

*The meeting was closed to the public in accordance with the Public Bodies Admission Act 1960*

**89/16. Clerks salary**

Cllr Beeton gave her report on the Clerk's pay review following her CiLCA qualification.

The Council considered the report from the Chairman regarding the remuneration of the Clerks. Emma Cansdale was commended and congratulated on successfully achieving her CiLCA Qualification and in the light of this it was recommended and agreed that her remuneration be increased by two incremental points to point 19 on the NJC Scale L1/2 for Clerks. Effective date 1.4. 2016. Other contract details to remain the same. No change was proposed to the remuneration of the Asst. Clerk, Brian Hindley.

It was subsequently recommended and agreed that the salary levels of both Clerks be reviewed on an annual basis and determined at the Annual Meeting of the Council and that cost of living increases would be in accordance with the NJC recommendations.