

DRAFT

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



**Minutes of the meeting of Dedham Parish Council on  
Monday 4<sup>th</sup> September 2023 at 6:30pm  
at the Duchy Barn.**

**This meeting is being recorded for training purposes.**

**Attendees:** Cllr Smith, Cllr Neville, Cllr Mole, Cllr Harrison, Cllr Beeton, Cllr Thorkildsen,

**Present:** Clerk Carol Harbach  
10 Members of the public

**23/70 Welcome by the Chairman and apologies for absence received.**

Cllr Smith welcomed everyone to the meeting.  
Cllr Williams sent her apologies

**23/71 Declaration of Interests.**

Councillors to declare any disclosable pecuniary interests relevant to this agenda. Note; Interests may also be declared at any point in the meeting where they become apparent.  
Cllr Beeton declared interest on 23/81 which is coming up later.

**23/72 Minutes**

Acceptance of the minutes of the meetings of 3<sup>rd</sup> July 2023 meeting. These had been circulated to all councillors previous to the meeting and were agreed to be true and accurate account of events.  
Proposed Cllr Neville seconded Cllr. Thorkildsen All agreed.  
Letter to the National Trust regarding the condition of one its properties in Dedham has been sent and the reply came back this afternoon which was read out by the Clerk. This is currently being worked on and will become a family home again soon.  
All other matters arising from these minutes are held within this agenda.

**23/73 Have Your Say and visitors reports (Colchester City Councillor (CCC) and County Councillors)**

Questions may not be answered at this meeting but may go on to the next agenda.  
Maximum of 3 minutes per person/group to make representations to the Parish Council, to a total of 15 minutes.  
A resident asked for clarification of 23/79 and it was clarified that the discussions were in the area of the Duchy Field on the agenda.

It was confirmed that this was an item for discussion only and the representative requested to speak at that point on the agenda, which was agreed.

A member of the speed watch Group reported to the council, and gave an update on Traffic. Last month there were 411 speeding vehicles with one speed up of 62 in a 30 limit. Speeding is a problem constantly at the moment in all areas of the village. Cllr Neville reported that the council had waited for 6 months for meeting with Highways where they then gave 3 dates when no one could get to the meeting. Another date was arranged and Highways cancelled this 1 hour and 20min before the start time and then gave notice 1hr and 20mins notice for another meeting slot. Cllr Barber and Cllr Neville have had discussions on this and it was thought to change tack on this area. The speed watch team are looking for volunteers and support, please contact them if you are able to help. There has been good support from the Police but they are well spread over the county and cannot attend very often.

A Church representative had sent in an email regarding a donation to the Churchyard expenses. This will be discussed at a community group meeting. Re wilding was mentioned but parts of the Church community are not keen for this to occur. It was mentioned that the council do pay towards village maintenance. Part of the reasons of the costs going up is the removal of leaves and these are taken away and composted. They believe that one payment appears for one year is missing and this will be followed up by the Church. The Council believed this was paid last year.

A resident raised the issues around a property in Box House Lane – he enquired to see if the council have been contacted about this and there are now other issues at the site. They now have got other dogs which got out and went to attack the resident's daughter but was stopped. It was advised by the council to contact the police in these instances.

The horses are now run as a commercial unit and appear to change on a weekly basis. It was requested for an email to be sent so the council so they can forward this on to the authorities.

Dr Doug Bourne – wanted to raise an issue where Natural England want to raise the AONB area further up the river. There appears to be a lot of support for this from Natural England.

There is a meeting tomorrow regarding the river quality of the river at Manningtree and this has been being monitored. The warden from the Environment agency (EA) is going to be working with the PC on the pollution on the river in Dedham. The EA report that the pollution has increased and the river-to-river swim participants had problems with the "swimmers itch" after the event last week. John Goldborough asked for a copy of the report states so this can be published on the website.

Cllr Tom Rowe arrived 6:52pm and spoke about the anti-social behaviour at the property in Box House Lane. Cllr Rowe will follow this up and get back to the parish council. Cllr Rowe also spoken about the concrete problems within the school's emails regarding this have been given out and reported on.

Traffic issues – the council asked how do we get rural lane status and Cllr Rowe will follow this up with Cllr Barber. Cllr Rowe will send the results back to the parish council.

23/74

**Finance, Standards and Procedures Report**

**74.1 To approve expenditure for this month.**

August payments made were;

Village Warden July 23	797.75
Clerk Salary July 23	443.72
HMRC NI and tax	103.40
DPCC – Barn hire July 23	60.00
Moser Groundcare – grass cutting July	540.00
FFC Freeman & Sons footpath cutting	1,740.60
C. Harbach – reimbursement for Chalk board	69.82
C. Harbach – mileage for delivery of files to auditor	24.44
Colchester city council– street lighting	35.80 DD
Colchester City Council – Car park processing fee	658.64
	=====
Total	4,474.17

August payments for approval tonight

Village Warden Aug 23	999.98
Clerk Salary Aug 23	443.72
HMRC Tax due	103.40
DPCC - Barn hire August23	90.00
Moser Groundcare – grass cutting	540.00
FFC Freeman & Sons - Footpath cutting	1,893.00
Colchester Association of Local Councils- CALC	
Subscription	35.00
Dedham Sports Club – Lighting on the Drift	38.60
Easyspace Ltd – yearly website billing fee	32.34
Easyspace Ltd – Email yearly fee	451.44
	=====
Total	4,627.48
	=====

Proposed by Cllr Harrison seconded by Cllr Mole All agreed.

**74.2 Internal Audit report.**

This had been circulated to all the councillors prior to the meeting and Cllr Harrison reported a short report of items that the internal auditor has asked for issues to be looked at. There had been a VAT item missed off and this will be on the next return. There is still work on the Risk Management to complete, a new policy is in place and some work will be completed to keep this updated. The other areas the auditor was keen to talk about what the systems were on the expenditure controls. These have improved via internet banking and the electronic version was explained to the auditor. Thoughts on

how evidence can be shown of this in the future will take place and will be part of the improvement plan. There were some mis postings which were discussed and reclassified from one column to another but the overall figures did not change. The reserves were also discussed and allocated to earmarked reserves and general reserves and is on the agenda for tonight. Asset register - this was also discussed and was the wrong columns was mentioned and this was a historic issue and amended. The bank reserves were mentioned and this needs to be changed to other banks to split the reserves. As there needs to be dual signatory to get accounts open to complete this it can be hard to find accounts to achieve this, this is still ongoing. Metro and Lloyds bank was mentioned as some of the banks to contact on this.

These accounts are currently being externally audited by PKF Littlejohn and the council hope to have a report back shortly.

### **74.3 Approval of reviewed Standing Orders and a Reserves Policy**

These had been previously circulated to all councillors the council would like to keep the Standing Orders as they are as there are with no changes at the present. The council wish to have the original date these were agreed on this and to renew when things are changed. This was discussed and was agreed to go carry on with this in the future.

The Reserve policy was discussed further and this was agreed to have approx x 1.5 times = £75,000 in reserve. This amount will be amended on the draft and it was then was agreed to adopt this. Proposed Cllr Mole seconded Cllr Thorkildsen. All agreed.

23/75

## **Infrastructure and Asset management**

### **75.1 Approval of quotes for Jubilee tree guards and plaques**

#### **Moved forward from the last meeting update**

These have now been agreed to go ahead and will be purchased shortly. Cllr Thorkildsen and Cllr Beeton are going to visit blacksmith to place the order.

### **75.2 Blue plaque update**

The Dedham Tea rooms/Tiptree tea rooms have given permission for this plaque to be placed on the building. The wording suggested for the plaque has been circulated and the cost of the plaque is approx £400 ex vat. This will also need to have listed building planning permission applied for as well as the normal planning application before this can go ahead.

The wording for the plaque had previously been circulated and just the last word was amended.

This will now read;

**ALICE LEE D. Sc 1859 – 1939**

**Mathematician and Craniometrist**

**Demonstrating that intelligence is not limited by skull capacity, she debunked myths about the intellect of women.**

**One of the earliest female graduates in Britain, lived here**

The relevant planning and listed building applications will be made for this.

### **75.3 Proposal to replace litter bin by Old Bakery with compactor bin**

This was agreed at the last meeting and is currently being ordered and should be in place soon. Ongoing

### **75.4 Discussion on future of telephone box - possible options**

This was discussed and agreed to contact BT to refurbish this at the councils' expense to make it more presentable and BT to continue to maintain it as a phone box. This will be followed up and brought back to the next meeting.  
Action Cllr Mole

### **75.5 Review of salt bin replacements**

This had been agreed previously and these have been looked at but many of the bins are still viable. It was thought to replace 2 and to keep the rest and these will be ordered.

### **75.6 Proposal for volunteer event in October to tidy up the village**

Cllr Mole would like to hold a volunteer event to tidy up the village in October and asked for permission to go ahead with this. There has been some interest in the village and this was agreed. Cllr Rowe offered to get some bags and high vis vests. This event will be added to the village magazine, social media and noticeboard. to get some volunteers. There will be coffee and biscuits after the event. The date for this will likely to be 7<sup>th</sup> October and the school will be asked if they would like to be involved. Proposed Cllr Mole seconded Cllr all agreed.

### **75.7 Memorial Bench/memorial tree**

The memorial request regarding the bench for a former resident was referred back to the person requesting this and the questions the council wanted to know were raised. The lady concerned is happy to purchase a bench similar to the ones already in The Drift and would like to have a plaque in memory to her mother on this. The Council agreed for this to happen Proposed Cllr seconded Cllr All agreed.

Memorial tree – The questions raised by the council last time have been answered and the lady is happy for a tree to be placed wherever the council see fit but ideally not too far from the main area of the park. They also confirmed they were a Dedham resident. These replies were given back to the council.

It was thought to have a policy for benches and trees for residents of the village. This will be looked at in the future and to see if the person in question have previously made a contribution/relevance in the village. This policy will have a council caveat in this. This will be raised at the community group as to the place where these benches and trees could go in the future. A suggestion of a seat in the village near the bus stop would be considered but as this is Highways land the council would need to get this agreed by Essex Highways.

The clerk will contact the people who have made the requests to state that there is a policy that is going to be organised for such things as this.

### **75.8 Pop-up plants**

The council had more questions for the people who contacted the council regarding a pop-up plant stall. They came back with that they would like for 2 tables and a gazebo, and would only want to be there 1 day a week. They were happy with which ever day the council thinks would be the best and it would run from 10am to 3pm.

This would be on Highways land and the council's street trading policy was discussed. The Clerk will forward this on with the application contact which is the County Council Highways Development Team.

### **75.9 Tree surgery**

The hedge on the playing field needs flaying on both sides and this cost is £1200. This includes netting the water so the debris does not down there. The lime tree opposite Manningtree Road appears to have moss on and needs a surveyor to look at it as it appears to be dying. The cost of the report looks like to be £450 excl vat. This was agreed to go ahead with this. Proposed Cllr mole second Cllr Harrison, all agreed.

**23/76**

## **Traffic and Planning/planning applications**

### **76.1 Planning applications and decisions from Colchester City Council (CCC)**

**230987** Orchard Cottage, Anchor Lane, Dedham Essex CO7 6BX Single storey side extension plus a hip to gable roof extension at first floor with a new matching dormer window.

**231364** Hideaway, Boxhouse Lane, Dedham, Essex, CO7 6HZ  
Single storey rear/side extension

**231433** 38 Parsons Field, Dedham, Essex, CO7 6BZ

Application for variation of condition 5, 6 & 7 following grant of planning permission 213326

**231542** 3 Kiln Cottages, Crown Street, Dedham, Essex, CO7 6AU

Single storey front entrance extension plus a first-floor rear extension

**231437** Berryfields, Coggeshall Road, Dedham Colchester CO7 6ET

Demolish existing single storey outbuildings (store and garage) and rear extension of Kitchen. Replace with new single storey extension and detached new store. Erection of proposed 2 bay carports. (Amended description).

### **76.2 Planning applications received from CCC**

**231434** 2 Chestnut Cottage, Boxhouse Lane, Dedham Essex CO7 6HZ

Application for a lawful development certificate for proposed solar panels onto the roof of the house

**231445** Shelley Glebe Barn, Grove Hill, Dedham Colchester CO7 6DT

Application for approval of details reserved by condition 5 of application 230191

**231448** 1 Mill Cottages, Mill Lane, Dedham Essex CO7 6DH

T1 - Holly. Fell to ground level. TG1 - Three Sycamore trees. Selectively prune branches close to 1 Mill cottages by 1.5 metres.

**231512** Field west of, Coggeshall Road, Dedham Colchester

Application for variation of condition 4 following grant of planning permission of application 222894

**231650** Shelley Glebe Barn, Grove Hill, Dedham Colchester CO7 6DT

Application to discharge condition 4 to application 230190.

**231739** Mill House, Mill Lane, Dedham Colchester CO7 6DH

Application for the for removal or variation of a Section 106 Planning Obligation 150338

**231746/231747** Little House, High Street, Dedham Essex CO7 6HJ

Alterations to existing rear extension. New glazing to extension. New lead roof. Adding secondary glazing to front windows. Restoration of existing windows Alterations to existing facades. Internal alterations. New steps to rear. New steps to front door – also listed building application

**231784** Shelley Glebe Barn, Grove Hill, Dedham Colchester CO7 6DT

Application for approval of details reserved by condition 4 of application 230191

**231718** Earlings, Long Road East, Dedham Essex CO7 6BW

Replacement of two windows to the rear of the property.

**231907** 4 Mill Cottages, Mill Lane, Dedham Essex CO7 6DH

T1 - Cherry - Reduce crown by 1.5-2 meters and prune sides to balance.

**231880** Brook Farm House, Grove Hill, Dedham Essex CO7 6DT

Repair of upper Eastern Gable end following freezing and damage during the winter. The gable to be re-rendered similar to what was approved in application 191446. The decorative finish will be the same as for the rest of the building.

**231924** Land adj to, Denbury, Ardleigh Road, Dedham Colchester CO7 6EG

Retrospective planning application for the change of use to allow the storage of log and woodchip; and the erection of a storage unit

**231996** 2 Lower Barn Farm Cottage, Manningtree Road, Dedham Colchester CO7 6BL. Construction of single storey porch to side of dwelling.

Councillors have all been looked at Cllr Harrison declared and interest at 231437 Berryfields no conflicts sent.

The council had no comments on these applications

**23/77**

### **Pylons update**

Cllr Neville reported that there has been a response sent back under the consultation period by the council against this project.

This had been advertised on Dedham Vale voice and Dedham need to keep on with issues. The next stage will be a whole public consultation, the 3 Ward councillors have also put on a comment on the consultation and CCC passed a proposal at the last meeting against the pylons.

A resident has been looking at this project and reported that it looks like this is going through and there are grants available for local groups. It was advised

by CCC councillors to not take anything on until the formal consultation has gone through.

23/78

### **Group 3 Community relations group**

#### **78.1 Royal Square public consultation budget proposed £2000**

There has been a quote for printing of these for circulation around the village for approx. 1000 people. This may be distributed through the parish magazine. Proposed Cllr Smith seconded Cllr Harrison. Action Cllr Smith

#### **78.2 Update of River**

Two action days have taken place from Environment Agency (EA) and the AONB, Police and the River Trust who have also come to the 3 monthly meetings. There is an update on the Police website which has been circulated. There is a concerned things will be going up further up the river. It is mainly young children and families who are there most of the time, although this it is hard to find small children for things to do. Many of these visitors are coming from London.

The question was asked by a member of the public is it is possible to buy the land, and what discussions have taken place with the farmer to purchase the land.

The DPC councillors informed the attendees that councillors on the Babergh Council side of the river agree with the car park and there is a rumour that the farmer will be selling the land to Babergh council.

#### **78.2i) Support banner at bridge**

This has been requested from the action days above but this is not owed by the Parish council but by Barbergh council.

#### **78.2.ii) Wire mesh at bridge**

This is also under the ownership of Babergh council and not the parish council but will support whatever they decide and hope they are consulted on what they wish to do.

The Boat yard owners stated that there is a serious accident waiting to happen soon and they have spoken to the police about the situation.

There have been many meetings with the people who are owning the bridge and they do not want to tackle this.

#### **78.3 Sports Club**

Payment for signage and noticeboard £1000 at the club was agreed April 23 meeting the Council have been given an invoice for invoice £ 1,627.20.

A representative from the Sports Club gave a report as to where they are with refurbishment and stated this has been decorated, has new flooring and the club has been decorating. The subfloor had to be replaced before the new flooring was laid. The Club thanked the council for their support.



#### **78.4 Noticeboard policy**

There is an option now to use the other noticeboard to advertise village events that are not parish council related in Royal Square so this is policy is no longer needed. The church warden has the keys to this noticeboard to have the posters placed in it. Our parish council notices noticeboard will be used for PC notices only.

**23/79**

#### **Field carpark public consultation - budget proposed £2000**

It was discussed by the council to obtain the views of the residents of the use of the carpark on the Suffolk side of the river and how this effects the residents of Dedham. There is a suspicion that Babergh are in talks about buying land for using their own car park and a public consultation was going to be used to gather the views of the local residents. This would need to be sent out to the residents to gain their views so it could be used for future events.

A councillor attended a Stratford St Mary meeting and asked about filling in the double yellow lines and they elected to not do this.

A resident suggested that Dedham Parish Council speak to Stratford PC to attend the next meeting to ask about having the survey of Stratford St Marys views of the river.

Cllr Rowe will take this to CCC to gauge their interest in this situation. Cllr Rowe will talk to the planning department at Colchester as it was believed that the landowner has spoken about planning requirements made to Babergh. The AONB did not support for this car park.

The farmer was looking for increasing the days from 28 to 72 there is photo evidence for the days used and the parish council and will send an update to Babergh regarding the days open once the photos have been received.

There is a number to go onto the Dedham Vale Voice page as to who to report it to for car parking problems. Any correspondence that is sent to Babergh will be linked to Mr Maestrani. Proposed Cllr Smith seconded Cllr Mole.

**23/80**

#### **Lights to tennis courts - tennis club chairman to give presentation**

The chairman of the Tennis club gave a presentation regarding having lights at the Tennis Club.

Halford Hewitt and another colleague from the club spoke that this is still a very vibrant club with many children and younger members. The children programme is shut down in the winter due to the lack of light.

The club still want this to be a small community club and people who work to would be able to play in the winter evenings with lights. The club is rebranding itself with a new logo and wants to keep the club going and attract more members. A preliminary survey with the CCC was completed regarding the lights. There is also the AONB to consider and with planning officers at CCC. It is a very friendly scenic club and is committed to the village

and it is a lovely area to visit. There are various options to look at regarding lights, possibly using a path from the tennis club to the road, this would be a no dig path. The lights would be permanent and the lights at night would only be for a certain time per day. The club are aware of how its effect would have on local residents and the Dark sky lights group would also be an issue. They have had talks with East Bergholt club and how lights work at their club. The times for use would need to be discussed and agreed, possibly to 7 or 8pm at night. These lights would only be on when the courts were being used and booked. The lights that are going towards the residents would be the would be kept to a minimum light spillage as possible.

The Club were asked as to how these compare with football lights – they replied that they would be modern and lower lights than the normal football lights and could be worked alongside with the Dedham Sports Club to work together with this project.

The wattage and lumens were discussed and charts were shown and should not affect the road.

The Dedham Vale Society will not be happy with this proposal but this will be discussed further and the club is aware of this. Photos could be taken to show how these lights work and the council will take into account the residents views and thoughts. The next stage by the Tennis Club is to submit a planning application and they wished to consult with the parish council before this is completed. It thought by the council to be good to help support the youngsters of the village.

The Parish Council thanked the club for the information

**23/81**

### **Use of the Playing fields for music and public address systems for commercial purposes**

Cllr Beeton declared an interest in this item. Cllr Smith has checked the lease between the Sports Club and the PC.

The representative from the Sports Club a gave a brief statement which had been summarised by Andy Bell and circulated. A brief discussion followed this and the council agreed that providing the club apply with the lease and the noise is not excessive, then a council would not have any problems with the hire of the club. The council have proposed to help and support the club to help them survive and the lease states that events are not to be running after 11 pm and during the duration of noise and the volume are sensible. The bookings accepted are bookings for resident's private parties and are at 65db sound level limit. The businesses were also asked about these events and they thought it may be better if they were not on a Sunday. The lease does not allow events during times of worship due to the proximity to the Church. The frequencies of these events could be told to the council so these can be told to the general public when they are on, and these will be published on the club noticeboard.

Cllr Smith asked Cllr Beeton what experience she had of this and it was stated that the noise was not coming from the sports club but it was from a band on the field with a public address system. Cllr Beeton felt the level was unacceptable, and the residents around the field thought it was too loud for

individual parties at the time. The Duchy field owns the field and council is the tenant and the sports club is the sub tenant under clause 4.4. This states that the premise is to be used for the residents of Dedham. The council will take this matter to be discussed at a group meeting.

The lease reviewed in 2018 covered the hire of the club at weekends and as long as the events do not finish late, are mainly used for celebrating milestone birthdays and it was residents who were hiring the club the conditions of the lease were met.

Under the lease the sub tenant will be allowed to do this and was covered under clause 8 (will be confirmed by Nicola/Jonathan). It was mentioned regarding the hire of the club events, one finished at 11pm there had been another hire from 2pm and 6:30pm. This will be discussed at the group meeting on Wednesday. The criteria will be defined and distributed. This will be discussed further and a solution will try and be found.

Another resident present thought this is a good facility for the residents to use. The restriction of the events is to a limit of 12 hirers per year as in the lease. There is currently a good relationship between the council and the sports club.

Cllr Neville reminded the council that if a Councillor has declared an interest under Standing Order 13(b) should be followed unless special dispensation had been requested and issued. This had not been requested for this item.

**23/82**

#### **Councillor recruitment**

There are still vacancies on the council for new councillors anyone who is interested in this please contact the Clerk in the first instance.

Volunteers are in short supply generally in the village and please try to get other residents involved into the community and activities.

**23/83**

#### **Clerks Correspondence and contact enquiry forms**

Reminder that the Fun Run will be in the village on the 17<sup>th</sup> September and this will also be taking part on the playing field.

Notification has been received from CCC that there is a grant available for trees for the village if required and possibly to look at the idea to have a community orchard on ground somewhere within the village for the community to have access to the fruits. A resident has offered some of his land for the community orchard. The Parish Council thanked him for this and he stated that these would be maintained by Bland. The Clerk will contact the owner of the land and try and move things forward.

If agreed by the council, there is social housing available on Long Road West and information for the criteria to be met and who to contact would go on the website and noticeboards. The council agreed for this to be published and this will be put on the website and noticeboards.

There has been a request from some residents in Forge Street to have residents parking. This will be forwarded to the Community group to discuss further.

The Highways department have repaired a couple of the signs in Dedham Long Road.

- 23/84            Training events**  
 Reports on attended events.  
 Clerk has completed the CiLCA course for Clerks. Congratulations was given to the Clerk by the council on completing this course.

Nominations for new events  
 Any courses that councillors which to attend please contact the clerk.
- 23/85            Items for next agenda**  
 See above  
 Anything new please give the clerk.  
 Christmas market.
- 23/86            Time and date of next meeting**  
 Monday 2<sup>nd</sup> October 6:30pm Duchy Barn.
- 23/87            Chairmans closure of meeting**  
 Chairman closed the meeting at 20:55pm

Signed .....

Cllr Smith

Date .....

Signed .....

Cllr Smith

Dated .....