



Draft minutes of Dedham Parish Council meeting

1st December 2025 6:30pm at Duchy Barn

Attendees: Cllr Bourn, Cllr Sneddon, Cllr Harrison, Cllr McLaughlin, Cllr Halsall, Cllr Beeton, Cllr Andrews, Cllr Main. (Cllr Haines after co-option)

Present: Clerk - Carol Harbach
8 Members of the public

Before the meeting started Cllr Sneddon made an opening statement that reminded members of public that the councils have shared commitment to serving the community voluntarily and respectfully. Cllr Sneddon emphasised the significant responsibilities of the Chair, condemned recent aggressive and intimidating behaviour toward him, and called for courtesy and respect for all volunteers. Finally, this also reinforces the expectation that both councillors and attendees engage in constructive, respectful debate while considering the interests of all residents, not just those present.

25/148 Welcome and apologies

Cllr Bourn welcomed everyone to the meeting and there were no apologies.

25/149 Declaration of Members interests

Cllr Beeton declared an interest in the planning. Cllr Halsall declared a pylon interest as they working on his land. Any other declarations are to be brought up as they arise on the agenda.

25/150 Co-option of new Councillor to Dedham Parish Council

Following discussions at previous meeting it was agreed to recommend Terry Haines to be co-opted onto the Council.

Proposed Cllr Bourn seconded Cllr Beeton All agreed. The declaration of acceptance was signed by Terry Haines and the RFO. Cllr Haines was welcomed to the council.

25/151 Public Open Forum (Maximum 15 minutes)

A resident stated that the water leak has been completed at Coopers Lane.

Parking at the Drift, Manningtree Road and Crown Street junction - this has become a problem it was requested that asked if yellow lines could be installed. This has been applied for before but the Highways would not allow

this at the time. Highways will be contacted again by DPC to see if anything can be completed here. **Action Infrastructure group**

Bus timetables – Several residents commented on problems with the timetables and drivers not knowing routes. This will be followed up by Cllr Beeton and she inform Cllr Barber at (Essex County Council) ECC. **Action Cllr Beeton**

The pavement in Crown Street near Munnings is missing and is dangerous This will be followed up and reported to Highways again by DPC. **Action Cllr Bourn**

A resident brought up the subject of the table and chairs at the Old Bakery. The outcome is that there are now no table and chairs outside the premises.

25/152 To approve the minutes of the last meeting (6th October 2025 after amendment and 3rd November 25)

The October minutes were altered from last month due to a comment from a resident and were now signed. The November minutes were not the updated version this will be brought to the next meeting for signing.

25/153 Matters arising from the last meetings

These items are on the agenda

25/154 Visitors Report (Colchester City Council (CCC) Thomas Rowe/ECC Lewis Barber)

None present

Cllr Rowe has been contacted by Cllr Beeton regarding the state of the ladies toilets on the Drift. Cllr Beeton will be formally following this up.

25/155 Representative from NEEP regarding Mipermit system

A representative was going to be at the meeting to give more details regarding this system that may be considered for Dedham but unfortunately, sent his apologies. **This will be added to another agenda.**

25/156 Approve solicitors to act on behalf of Dedham Parish Council

Cllr Bourn explained that we consider a firm of solicitors for the future in case we have a need of some professional advice if needed. It was agreed to seek quotes from 3 legal companies

Action: Clerk, Cllrs Beeton and Harrison

25/157 Fish and Chip van siting update

Cllr Bourn reported there were differing views on the siting of the fish and chip van. Discussions were ongoing with Colchester CC on advice and possible relocation to main car park. Similar issues win Wivenhoe and this will be investigated.

Cllr Haines reported on his risk assessment of the location of fish and chip van by Royal Square. Cllr Haines summarised that the current location of the van is a low physical risk Cllr Haines has assessed that Dedham Parish Council have public liability risk as they have already given permission for the van to be there. DPC cannot give permission to park anywhere on the Highway or on double yellow lines.

It was further noted that any decisions would also have an impact on other businesses located in the same area, the post office van and the wet fish van. The liability issue can be overcome if the businesses are firmly located on the Royal Square as this is DPC land.

Cllr Haines was thanked for the risk assessment by Cllr Bourn for the report. It may be worth considering have the van on Royal Square and it would be a shame to lose the other vans and what they supply.

It was recommended that as the trial period with the fish and chip van has ended, it was agreed to recommend that all 3 businesses should have a designated area on the Square.

Cllr Sneddon proposed and seconded by Cllr Haines that the DPC provides space on Royal Square.

In favour 8 councillors None against 1 councillor Abstained

This to be reviewed further at next meeting.

Actions: Cllrs Bourn, Beeton and Clerk.

25/158

Parish Plan

158.1 Dedham Parish Plan update

Cllr McLaughlin gave a report on this to say a list of parish clubs, charities and business had been completed and a letter will go out to these after the Christmas period. Cllr McLaughlin was thanked for his work on this.

Links with East Bergholt PC website will be passed on to him after a meeting that was held with them today that Cllr Bourn attended.

25/159

Dedham- Munnings and Constable update.

Cllr Bourn had been in conversation with Joan Miller Chair of East Bergholt PC regarding their celebrations of the above anniversaries for next year.

It was agreed to work closely with the Council, to identify areas where we could work together. This to include adding Dedham locations to East Bergholt Society website.

Chair reported that the Constable anniversary could have a major impact on the village with significant increase in visitors.

An event in Dedham church is being considered by Greener Dedham

Action: Chair

With regard to Munnings museum anniversary, Essex Record Office have agreed to support training of volunteers to interview local residents who may have known Alfred and Violet Munnings.

Chair stated there will be a small cost for this event which he hoped the Council might support. This to be finalised at next meeting.
Meeting to share experiences planned for Friday January 19th at Munnings Museum from 10.00 to 12.00.
Information about the event will be distributed to all local residents.
Action: Chair

- 25/160 River update**
160.1 Information update
No updates at the moment. Meeting planned for January and will report back. Public consultation on double yellow lines will be followed up an to see when they will be installed.
- 15/161 Local Plan Consultation update**
It was noted that Colchester Council's Local Plan Committee, recently voted to submit the draft local plan for consultation. The next step in the process called a Regulation 18 consultation. This gives more weight to the sites in the draft for planning reasons. The public consultation for these is open until the 14th January 2026. This other local villages in the plan will impact Dedham with the plans that are in for the Langham 900 houses, Boxted 150 houses along with around 12 properties for Dedham.

A meeting between Dedham and Langham councillors regarding the houses planned for Langham and the impact for Dedham will be organised.
- 25/162 Representative on the Patients Committee of Ardleigh Surgery update**
Not present
- 25/163 Pylons**
163.1 Update on information
Thanks was given to Cllr McLaughlin for all his work on this. The closing date for application comments has now passed and Dedham has put in their comments regarding this to the planning officer for consideration.
It was agreed that there will be need for coordination with other bodies including Dedham Vale Society and other parish councils on impact of disruption of the construction of the pylons is likely to bring to the area.
- 25/164 Approval of Proposed Terms of Reference for Communication group – for approval by DPC**
These have been circulated to all the council prior to this meeting and were proposed Cllr Sneddon seconded Cllr Haines all agreed.
- 25/165 Finance, Standards and Procedures**
165.1 Information update from last meeting
None this month

165.2 To approve payments in accordance with the Budget Payments for Sept 2025

Payments for approval this month are;

Village Warden Invoice with materials (Labour £750.75 materials £134.34)	£885.09
Moser Groundcare Inv 0238	612.00
Moser Groundcare Inv 0237 Hedge	1,500.00
M. Rich playground inspections	200.00
Clerk Salary	595.00
HMRC Employers NI	197.59
Clerk Mileage	31.20
C. Harbach printer cartridges	39.35
DPCC – Hire of Barn	60.00
Royal British Legion Wreaths	50.00
Toni Spurgin Christmas Wreaths for business'	500.00
Business Supplies Group stationery for clerk	22.20
Colchester City Council Street lighting	29.86
Tendring Tree Surgery tree work on field	1,584.00
Dedham Christmas Community Party	1,000.00
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	£7,306.29

Balances to date 30/11/25

Income £ 88,867.15

Expenditure £ 72,156.70

A/C Balance

90343633 £ 1,000.00

90365149 £ 286,418.55

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£ 287,418.55

165.3 Draft Budget and precept for 25/26

The draft Budget had been circulated to Council prior to this meeting and comments had been received back to the finance group. Cllr Harrison explained the budget in more detail and answered Cllrs questions.

There is now an outturn figure on the draft as a best guestimate at the moment. The next stage is for the finance team to review this again, to add councillors' comments and suggestions then this will then be updated, reviewed and circulated so it can be agreed at the January meeting.

Thanks was given to Cllr Harrison for his work on this.

165.4 Audit report update

The council are still working through these, the council has updated the policy schedule (ongoing)and insurance, the

Risk Assessment policy including GDPR comment,
noted increase of amount from £85k to £120K FSCS limit figures
minuted the internal and external auditors report in previous minutes.
The budget and precept figures will be minuted when agreed next month.
The Notice of period dates for the exercise of public rights were published for
this year in time as per requirements.
The policies will be given a timeline to be completed by.

165.5 Sports centre grant previously agreed at £6k update
It was agreed that the Council would place the orders for new equipment to
the agreed amount and donate these to the Sports Club.

166.6 Grant request for Dedham Community Christmas Party 2025 £1000.
This was Proposed Cllr Sneddon seconded Cllr Harrison All agreed.

25/166

Report and Recommendations from Planning Group Meeting

1st December 2025 6pm

Cllr Bourn reported no major decisions or recommendations from the
meeting earlier in the evening.

166.1 Planning Applications –since last meeting.

252459- 15 Parsons Field, Dedham Colchester CO7 6BZ

Retrospective application for front and rear single storey extension

DPC Comment: No Comment

252340 - The Drift Cottage, Southfields, Dedham Colchester CO7 6AH

Walnut Tree 30% crown reduction - to preserve tree as tree has a peculiar
lean silver birch tree x2 30% crown reduction - over hanging property silver
birch tree x3 30% crown reduction getting too tall were situated

DPC Comment: No Comment

252441- West Gate House, High Street, Dedham Colchester CO7 6HJ

Application for a Lawful Development Certificate for proposed drilling of small
hole through wall of house to pass through a cable for installation of a small
internal box at first floor level.

This was discussed and explain it is regarding connecting cables to internet
connection for a certificate to drill through a wall for connection. No
comment.

DPC Comment: Can we raise this at next meeting with Lucy Merton regarding
Gigaclear connections.

252392 - 2 Frog Meadow, Brook Street, Dedham Colchester CO7 6AD

T1 - Ash leaf maple - Reduce crown by 1.5 metres. T2 - Willow - Reduce crown
back to boundary line.

DPC Comment: No Comment

252446 - Hampton, Monks Lane, Dedham Colchester CO7 6DZ

Proposed loft extension with dormer to the rear and front to form extra
bedroom and front porch addition.

DPC Comment: No Comment

166.2 Planning Applications – Decisions received since last meeting

251416 - Lower Park, Colchester Road, Dedham, Colchester, CO7 6HG
Structural underpinning and brick work repairs to the single ancillary
CCC: Decision Approve conditional

25/167

Infrastructure and Community areas

167.1 Approval of 3 book vouchers for 3 artists at Dedham Primary School
The group have requested book vouchers of £20 each for the artists at the school who have designed the new speed signs. Proposed Cllr Andrews seconded Cllr Sneddon All agreed.

Thanks to Palmer and Partners for the sponsorship of the boards.

Thanked going to the school for the contribution of the work that they have done for the signs.

167.2 Update on Tree work on trees hanging over Duchy Barn shed estimate £500

The papers had been circulated to the council prior to this meeting. This was discussed further and agreed to go ahead with the works.

Proposed Cllr Main seconded Cllr Harrison All agreed

167.3 Update on lights in Mill Lane

This was explained in detail by Cllr Beeton and the costings that came in after the agenda had been published and had been circulated to all the council since. It was proposed to have a new light installed in Mill Lane at a cost of £7,866.79 including VAT. This had also been discussed at a previous meeting. This will hopefully be scheduled for early in the new year.

Quote to go ahead with works Proposed Cllr Beeton seconded Cllr Halsall All agreed.

25/168

Communications

168.1 Information Update on website and emails

Cllr Sneddon put forward the idea of employing a professional to help

councillors with any problems they may have with sharepoint, website etc

These are now ready to go at a cost of approx £100 for 4 hours for a training session for each councillor if required. Cllr Sneddon had proposed a local person to complete this for the council. Proposed Cllr Beeton seconded Cllr Main All agreed

- 25/169 Training/Events**
169.1 Report on attended events
The clerk had attended a course regarding a new supplier for the training for professionals of the council, and more information will be given out when known.
169.2 Nominations for new events
Noted that training will be needed for Cllr Haines and Cllr Halsall in the future.
- 25/170 Clerks Report**

The clerk has received a request from Milsome's to help them obtain repairs to the pavement apron outside their establishment. The clerk explained that this was a matter for Highways and not something the council could get repaired and advised them to contact Highways direct.
- 25/171 Items for next agenda**
See above
Agree final budget and precept
Strategic items
Christmas Fair update
Street Trading Policy
Above item
- 25/172 To confirm date and time of next meeting**
Monday 12th January 2025 6:30pm
- 25/173 Chairmans closure of meeting.**

Chairman closed the meeting at 8:30 pm

Signed

Cllr Bourn

Date