

Draft` Minutes of the meeting of Dedham Parish Council (DPC) held on

Monday 6th October 2025 at 6:30pm at the Duchy Barn

Attendees: Cllr Bourn, Cllr McLaughlin, Cllr Sneddon, Cllr Harrison, Cllr Main, Cllr Halsall, Cllr Beeton.

Apologies: Cllr Andrews
ECC Councillor Barber
Clerk - Carol Harbach

11 Members of the public

25/103 Welcome and apologies

Cllr Bourn welcomed everyone to the meeting and apologies were received from Cllr Andrews.

25/104 Declaration of Members interests

None were declared. Any declarations are to be brought up as they arise on the agenda.

25/105 Public Open Forum

A member of the public questioned whether the Tables and Chairs had been removed from outside the Old Bakery. Cllr Bourn said he had been informed by the owner of the café that they had.

He will check on this and report back to the next meeting

Action: Cllr Bourn

The owner of the fish and chip van reported that having the van on Friday evenings by the Sports Club was not possible and would like to have it on Thursday evening in Royal Square. Decision on this was deferred to later in on the agenda.

A member of the public stated that she was a representative on the Patients Committee of Ardleigh Surgery and they have their next meeting in November.

It was agreed this should be an agenda item for the meeting:

Action Cllr Bourn and Clerk .

Material left by Sports Club. Concern was expressed about tarpaulin being left by the Sports Club and evidence of rubbish being found under the Pavillion. It was noted that the Sports Club are planning to get commercial waster pink bags and get regular collections.

25/106 **Minutes of meeting 1st September were accepted as a true and correct record**

25/ 107 **Matters arising:**

- Filing Cabinet in Sports Pavillion to be removed
- Parish Council records to be delivered to Essex Record Office.
- Cllr Main still to deal with removal of chairs
- Speeding signs- in principle Council agreed to have new signs. To be discussed with the school.

25/108 **Accident on Bargate Lane**

Concern was expressed about the recent accident on Bargate Lane at which someone tragically died. Cllr Main read letters from residents stating there had been other accidents on the bridge in recent months.

Residents raised their concerns about this and asked for traffic calming measures. The bridge was only possible for single line traffic but there were no signs to warn drivers of this. There may be a need for raising the issue with local press.

It was noted that the Council had in the past raised this matter with Essex Highways.

It was agreed that a meeting with Cllr Barber and Essex Highways with members of DPC and residents should be organised, ideally by the bridge

Action: Cllr Bourn, Main and Beeton to arrange this.

It was further noted that there are ongoing issues with traffic and speeding through the village and this should be kept under review.

25/109 **River update.**

Cllr Bourn gave a report on the recent meeting of various stakeholders involved with issues regarding the river. It was noted that installation of continuous double yellow lines is progressing.

The landowner had been served with a contravention notice of 28 day trading usage of the land. It was noted that the landowner was unaware that the small bit of land by the gate where ice cream van is parked is part of the land to be covered by the notice.

The Council thanked the Boatyard for their vigilance on usage of the land. Babergh council officers recommended the DPC with Stratford St. Mary develop a strategy for monitoring and regularly reporting usage of the land for trading purposes in 2026.

It was noted that Suffolk police were regularly patrolling the river bank in August at weekends.

Cllr Bourn also reported that Babergh Council are discussing the introduction of a Public Space Protection Order for the river bank area.

A major issue continues to be enforcement of regulations by the river including usage of paddle boards.

25/110

Parish Plan

Cllr McLaughlin provided an update on the plan and letters to be sent to local businesses, charities etc. He was finding it difficult to get a comprehensive list of organisations. Council members to send details to him by October 20th Of organisations and businesses to contact.

Action: all councillors

Cllr Bourn with Cllr Sneddon to talk to children at the school about the plan.

25/111

Vacancy for Parish Councillor

There had to be date been 3 levels of interest in the vacancy. It was agreed the closing date of levels of interest was 13th October. It was agreed to have a special meeting to ask all candidates to meet the Council and respond to questions on 20th October from 7pm in Duchy Barn.

Candidates to be asked to submit reasons for standing in advance of the meeting.

Action: Cllr Bourn and Clerk to finalise details of the meeting.

25/112

Fish and Chip Van

It was proposed to have a trial period for the Fish and Chip Van on Thursday evenings for a 2 month period in Royal Square as current place in Parsons Field was unsuitable.

This was agreed 4 in favour and 1 against.

It was noted that in light of this and usage of the Royal Square area by post van there was a need to update the street trading policy.

Action: Chair and Clerk

25/113

Approval of Proposed Terms of Reference – Groups

To be finalised at next meeting as Finance Group yet to agree revised TOR

Action: Finance Group.

25/114

Finance, Standards and Procedures

114.1 Cllr Harrison gave a verbal report of recent Finance Group meeting.

Cllr Harrison reported on the income and expenditure for the month and the final budget figures. The income and expenditure is on course and is as expected at the moment.

114.2 2 To approve payments in accordance with the Budget Payments for Sept 2025

Village Warden Invoice with materials (Invoice £789.75 materials £23.20)	812.95
Colchester City Council MiPermit cashless for car park	424.90
Colchester City Council for car park machines	892.92
C. Sneddon – reimbursement for webmaster email address	64.07
Moser Groundcare Inv 0212	612.00
Dedham Vale Tree Surgery Inv 3106 fallen tree Jupes Hill	540.00
M. Rich playground inspections	250.00
Clerk Salary	595.00
HMRC Employers NI	148.60
Clerk Mileage	52.00
C. Harbach Anti-virus for laptop	19.99
DPCC – Hire of Barn	80.00
Dedham Works Website photos	75.00
Suffolk County Council Dedham Road Yellow lines	2,038.64
Tendring Tree Surgery remaining works from Tree survey	5,040.00
	=====
	£11,646.07

Balances to date

Income	£ 53,983.14
Expenditure	£ 85,601.53

A/C Balance

90343633	£ 1,014.00
90365149	£ 301,312.49
	=====
	£ 302,326.49

114.3 External Auditors report

This had been received and had previously been circulated to the council.

Cllr Harrison read this report out

The smaller authority has disclosed that it made proper provision during the year 2024/25 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this Assertion. The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 5 and 7, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor's response to internal control objective C on the Annual Internal Audit Report. In the completion of their detailed report, the internal auditor has drawn attention to weaknesses in relation to the risk assessment; internal controls; reviewing Fidelity Cover; the Financial Services Compensation Scheme; Minuting actions taken from the internal and external audit reports and minuting the approval Sections 1 and 2 of the AGAR separately. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner. The AGAR was not accurately completed before submission for review. The AGAR has been amended.

This report was a copy on the Internal audit report which is being worked on by Cllr Harrison and the Clerk. The issues are being addressed.

114.4 Grant Application request from Dedham Sports Centre update.

This was deferred to later on the agenda.

114.5 To approved reviewed Risk Register and Social Media Policy. These had been circulated to the council prior to the meeting and the Risk Register was approved by the council. **Action Clerk to forward to webmaster for addition to website.**

The Social Media Policy was deferred to the next meeting.

25/ 115

Report and Recommendations from Planning Group Meeting

251737/8 - Old School House, School Lane, Dedham Colchester CO7 6HF

Supported

251793 - Great House, High Street, Dedham Colchester CO7 6HJ

Supported

241581 - Ramplins, High Street, Dedham Colchester CO7 6HL

Supported .

251987 - Shermans House, High Street, Dedham Colchester CO7 6DE

Supported

251979 - Ryton, Brook Street, Dedham Colchester CO7 6AD

Supported

252047 - Mayfield, Long Road East, Dedham

No comment

Planning Applications – Decisions received since last meeting

251381/2 Little House, High Street, Dedham, Essex, CO7 6HJ

Concern was expressed that CCC had refused their planning permission

251621 - Ardleigh Road, Dedham, Colchester

Erection of an agricultural shed- Council felt needed further information on this

250230 – It was noted that a Planning appeal had been lodged to install Installation eight floodlights to outdoor tennis court

Planning group to look to identify possible co-options from people with expertise in Planning matters.

25/116

Infrastructure and Community areas

Parking and NEPP information update

Cllr Beeton reported on recent meeting with NEPP and reported on difficulties on identifying new parking bays in main car park.

She also reported on proposals for permit controlled parking bays in the High Street. It was noted this is potentially a contentious issue and should be a main item at December meeting and representative from NEPP to be invited

Action: Chair and Cllr Beeton

25/117

Communications

Cllr Sneddon reported on progress with the website and positive response for photographs.

25/118 Training/Events

It was agreed that it might be valuable to arrange special training event for Council members. Areas of training need to be decided at next meeting

Action: all Council members

Confidential Items:

25/119 Sports Pavilion

To recommend a quote for £1,640 (plus a possible further £600) for further investigatory work on the Sports Pavilion.

Two quotes were discussed and it was agreed to go with the quote by Moser.

To note and consider the insurance position on the Sports Pavillion as outlined in the attached report.

Cllr Beeton was thanked for her excellent work on deciphering the complex process regarding the insurance policies. It was noted there had been some duplication of insurance cover for the Sports Club. It was agreed to recommend the Sports Club cancel their policy and DPC pay this year but that it is reviewed for 2026.

Action: Cllrs Harrison and Beeton and Clerk

25/120. Discussion and support to address ongoing concerns about IT

Cllr Sneddon noted problems some councillors had with new email system. She then helped relevant councillors address the issues. It was noted that if councillors would value a laptop for council business this can be arranged.

It was further noted that there was a need for all councillors to be aware of security needs and keep their software updated.

It was agreed to arrange an audit of what everyone had in terms of equipment.

Action: Cllrs Bourn, Sneddon, Harrison and Clerk to arrange

25/121 To confirm date and time of next meeting

Monday November 3rd 6:30pm Duchy Barn.

Chairmans closure of meeting.

The chairman closed the meeting at

Meeting finished on 20:45

Signed
Cllr Bourn

Date