



Draft` **Minutes of the meeting of Dedham Parish Council (DPC) held on  
Monday 7<sup>th</sup> July at 6:30pm at the Duchy Barn**

**Attendees:** Cllr Bourn, Cllr Sneddon, Cllr McLaughlin, Cllr Andrews, Cllr Harrison  
Cllr Halsall, Cllr Beeton.

**Present:** Clerk - Carol Harbach  
7 Members of the public

**25/063 Welcome and apologies**

Cllr Bourn welcomed everyone to the meeting and apologies were received from Cllr Main and Cllr Martlew. Cllr Bourn stated that this has been a challenging time for the council and thank the council and community for their help with the issues the village has.

**25/064 Declaration of Members interests**

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

**25/065 Public Open Forum (Maximum 15 minutes)**

A resident asked the council for an update regarding the Munnings dog park.

The sale of the sculpture has taken place and there is no further news on the dog field. The National Trust will be contacted and followed up by the chair.

**Action Chair**

Pavement blocking of paths – there are areas in the village that are being blocked for residents who have walking aids, pushchairs and guide dogs. The resident feels this is a safety matter and needs to be raised. There is a Pavement policy and the Chair has had a meeting and an email exchange with the bakery and they are reviewing the tables and chairs outside the property and possibly looking at also removing the railings. They are keeping the council informed of these updates and there will be a follow up conversation that will be held with them later this week. Any updates will be forwarded in the next 10 days.

There are other businesses in the village that are also having seating outside of the shops.

It was thought to follow the licenses up with the Local Authority.

Parking on the road at the end of Manningtree Road at Crown Street and Brook Street. Cars are coming round the bend very quickly and are dangerous. A resident has tried to get comments on to the county website and also the speed of the agriculture vehicles in the village are going very fast. The Council will contact the relevant farmers to ask if they cannot go up and down Crown Street at School opening/closing times.

It was noted that agriculture vehicles should be going no fast than 25mph.

Cllrs Halsall will follow this up if he is informed of details of relevant farmers

Cllr Andrews will investigate further

#### **Actions Cllr Halsall & Andrews**

Complaints about Castle Hill site which is used as a forest school by the school is looking very untidy. The Chair is planning to have a meeting with the school regarding this area.

#### **Action: Chair**

Cars parking issues on the pavement outside the Arts Centre is still going on and will be monitored. This will be look into and this will be raised with the police.

There has been vandalism on the old pump in the village and the handle had been removed from the pump and has now been found.

#### **25/066 To approve the minutes of the last meeting (2<sup>nd</sup> June 2025)**

These had been circulated prior to the meeting and agreed to be an accurate account of events.

Proposed Cllr Beeton seconded Cllr Sneddon All agreed.

#### **25/067 Matters arising from the last meeting**

Trading on pavement outside of businesses – Cllr Bourn advised that this has just been discussed.

Letter regarding the bus redirection at the hospital Cllr McLaughlin spoke to the hospital directly.

From Annual Parish Meeting - The various items raised including Castle Hill, footway on Crown Street, tidying up of area around cricket ground, parking around village and road access. Items all ongoing

Rest of items on the agenda.

#### **25/068 Visitors Report (CCC Thomas Rowe/ECC Lewis Barber)**

Cllr Barber was unable to attend but sent an update of his action from the last meeting this was read out;

'Mill Hill/Long Road East- I have asked for a progress update given anticipated completion was meant to be end of May. The works are as follows:

Cut down 110 mature trees and remove their root balls.

- Clear all the vegetation from the embankment approx. 3,750m2.
- Excavate loose material from the embankment & remove from site approx. 3,465T.
- Bring to site and install approx. 8,000T of quarried granite.
- Install a drain run 141metre long with 6 Catchpits.
- Install a walkway to the top of the embankment approx. 725m2.

However, I appreciate this is disruptive so I have asked when the works will be done.

80/80A/81/81A- I am still waiting for a response from officers regarding these changes and linking in with the hospital. I chased the other day and will share an update once I have one.

Education, Health and Care Plan (EHCP) - I have been following up on this issue, following comments at the last Parish Council and other cases- I received a response from the cabinet member but I am not particularly satisfied as it did not go into much detail and I will be going back to him on it. I will revert with the full response once I have it'.

End of Report from Cllr Barber

Conservative Cllrs have been on social media regarding the river. Parish Council had not been contacted for their comments.

**25/069 Approval of Proposed Terms of Reference – discussed and agreed at Group Meetings – for approval by DPC**

Some of these have yet to be finalised and will be an agenda item at the next meeting. **Action Chairs of all groups to have ready for proposal at next meeting.**

**25/070 Parish Plan**

070.1 Information update of plan

Cllr McLaughlin gave an information update on the Parish Plan. The meeting is on the 19<sup>th</sup> July at the Duchy Barn 10 am to 4pm. This will begin the process for the new plan with the questions that were published in the parish magazine and to collect resident's questions and thoughts. This is the opportunity for everyone to put their ideas forward. Cllrs were also asked to support this event and come along. The map of the village was discussed and will be printed for the day. Information will be gathered from business as well

as residents. Comments can be made by attending the meeting and comments in writing will be accepted. Following this initial consultative day further meetings will be held with relevant and interested groups in the village.

**25/071**

**Finance, Standards and Procedures**

071.1 Information update from last meeting.

The Finance group had met and Cllr Harrison informed the council they now have a draft policy schedule in place, the virements - which are next on the agenda were discussed and proposed, and the new bank accounts and arrangements and are being looked into. The income and expenditure were reviewed and appeared to be on course as expected and the group also discussed the Internal Audit report in detail. Budget column on the report is now fully loaded after virements. Capital expenditure is now £79k not as set in budget due to virements. Double payment that was made last year is still being followed up. This has been found and is being chased.

071.2 Approval of virements for additional items on budget

The proposed virements of the budget which were raised at the last meeting had been sent to the councillors prior to this meeting. The differences were discussed and as to why the virements were made.

Proposed by Cllr Harrison and seconded by Cllr Halsall All agreed.

Points noted

The reviewed budget will be added to the website. **Action Clerk**

071.3 To approve payments in accordance with the Budget Payments for June 2025

Colchester City Council – street lighting	£35.63
Krystal Hosting Ltd Domain registration	12.00
CHM Roofing for pavilion works final balance	3,937.50
CHM Roofing extra works	400.00
Village Warden invoice for work and materials	859.68
Esri Uk – Website Annual Subscription	1,082.00
Moser Groundcare – Grass cutting Inv 0118	612.00
M. Rich Playground inspections	200.00
Clerk Salary June 25	595.00
HMRC	148.60
C. Harbach Mileage	54.60
C. Harbach postage for VAT claim	3.15
CALC Subscription 25/26	35.00
Dedham Vale Tree Surgery Inv 3019	1,212.00
Playsafety RoSPA play equipment check	225.60
Heelis & Lodge Internal Auditor fees	320.00
C. Sneddon – Microsoft licence	662.40
H. Main – Reimbursement for signs on playing field	30.30
S. Beeton reimbursement for papers and paint	164.46

Craft Nurseries – plants for the village	510.00
	=====
Total	£7,194.79
	=====

Balances to date  
Income £ 39,762.92  
Expenditure £ 24,387.59

A/C Balance  
90343633 £ 1,002.37  
90365149 £ 283,081.06  
=====

£ 284,083.43

Proposed Cllr Andrew seconded Cllr Halsall All Agreed.

#### 071.4 Internal Auditors report

This had been circulated to all of the council prior to this meeting. Cllr Harrison explained the report and the actions that will be undertaken to meet the recommendations that were raised by the auditor.

The recommendations from the report were:

Recommendation (1): To include a reference to GDPR in the Council's Risk Assessment.

[Reviewed under policy schedule to be agreed at full council.](#)

Recommendation (2): To adopt a Statement of Internal Control.

[Reviewed and proposed by Finance group for proposal to be agreed at full council.](#)

Recommendation (3): To review Fidelity Cover in line with the recommended guidelines of year-end balances plus 50% of the precept.

[Reviewed and cover now in this years insurance cover.250379](#)

Recommendation (4): The council should consider the limits of the Financial Services Compensation Scheme.

[This is already being looked into by the Finance group and proposals will be brought to the full council for agreement.](#)

Recommendation (5): It is a requirement to review the Internal Report when received and minute the actions that the council is to take.

[See this minute.](#)

Recommendation (6): It is a requirement to appoint the Internal Auditor and record the decision in the minutes of the meeting.

[This was completed in April but not in the correct financial year this will be recommended this financial year.](#)

Recommendation (7): It is a requirement to agree Sections 1 and 2 of the AGAR separately and record in the minutes accordingly.

These will be agreed and signed separately next year and minuted accordingly.

Recommendation (8): It is a requirement that the External Auditor's report be reviewed at a meeting which is to be recorded in the minutes along with any actions to be taken.

This has not yet been received but will be reported when received.

There were some positive comments and at end that the auditors recorded the auditor thanked the clerk for the high quality of audit work submitted. The clerk was thanked for her work with this by the council.

Cllr Bourn thanked Cllr Harrison for all his work on this report and his presentation.

#### 071.5 Grant applications received

General point of grant policy - this grant application will be looked at in more detail and will be discussed at the finance group in the future for the next financial year.

All grant applications have been circulated to all councillors prior to this meeting.

#### DPCC – clock repairs £600

There has been a request from the DPCC for a grant to repair the clock arm on the Church Clock. On 26 October 2023, the Levelling-up and Regeneration Act (the 2023 Act) Section 82 of the 2023 Act amends the Local Government Act 1894 (the 1894 Act) by inserting a new section 19A into the 1894 Act. This act came into force on 26 December 2023. National Association of Local Councils (NALC) recommends that its members adopt the government's view when they receive requests for funding. This means that councils can use their discretionary powers to fund such property, including that of other Christian denominations and non-Christian faiths. It applies in the case of:

- Specific powers to fund works - for example, repairs to clocks fixed to church property (section 2 of the Parish Councils Act 1957) and the maintenance of open churchyards (section 214 of the Local Government Act 1972 (the 1972 Act)).
- General powers to fund works, where works are not covered by a specific power - section 137 of the 1972 Act and the general power of competence can also be used by councils to fund requests for works not covered by specific powers.

This was discussed further and agreed to go ahead with the grant request for £600. Proposed Cllr McLaughlin seconded Cllr Sneddon Agreed by all.

Clerk to obtain payment details from DPCC. **Action Clerk**

#### School PTA request towards Christmas Fair £2,875

The request had come in from the school PTA to request funding towards the Christmas fair.

The grant request is larger than last year (£2k) due to the fact of increased costs. The Dickensian event was popular in the past and it was suggested to

see if a representative from the council could be part of the event. The council agreed to this in principle and would like to have more input in to the event. This will be picked up by the Cllr Bourn and Cllr McLaughlin

**Action: Cllr Bourn and Cllr McLaughlin**

School Art project – separate agenda item below

**25/072**

**Report and Recommendations from Planning Group Meeting**

Meeting 7<sup>th</sup> July 2025 6pm prior to this meeting.

Planning Applications –since last meeting.

251106 - 1 Cross Cottages, Dedham Road, Boxted Essex CO4 5SH

Retrospective application for replacement of EWI spar render (90mm) with EWI smooth coat render (90mm) painted - colour to match neighbouring property (cream)

DPC Comment:

251205 - Land off of, Ardleigh Road, Dedham Colchester

Application for prior notification of agricultural or forestry development - A wooden shed with concrete base. Apex roof, felted.

DPC Comment: Long terms plans regarding this were discussed and will be commented on.

Planning applications after posting of agenda

251350 - Piper House, High Street, Dedham Colchester CO7 6HA

Application to vary condition 2 following grant of planning permission 110511

DPC Comment: No Comment

251381 - Little House, High Street, Dedham Essex CO7 6HJ

Replacement the existing dormer windows, replacement roof tiles, re rendering and other associated works

DPC Comment: Council had no problems with proposed alterations

Planning Applications – Decisions received since last meeting

None at the time of posting agenda.

Decisions after agenda posting

250379 - Sunnycroft, High Street, Dedham, Essex, CO7 6HL

Proposed self-build replacement dwelling.

CCC: Approve conditional

251205 - Agricultural Determination Consultation

Information only under permitted development

250731 - The Drift Cottage, Southfields, Dedham, Essex, CO7 6AH

Proposed single storey rear extension following demolition

CCC: Approve conditional

250995 - The Willows, Coles Oak Lane, Dedham, Essex, CO7 6DN

CCC: Refuse

250932 - Ivy Cottage, The Heath, Dedham, Essex, CO7 6BT

Erection of outbuilding to side of property for home-based aesthetic

CCC: Approve conditional

Planning Applications that come in over the summer the planning group have an action plan for when the council do not meet. (see planning notes)

**25/073**

**Infrastructure and Community areas**

0.73.1 Footpath Issues: Update: PH

Cllr Halsall updated with council stating that there had been delays in some of the cuttings of the footpaths but this is now being addressed. The public cutting schedule is online and this will be put on the noticeboards. Cutting schedule will be looked at. Over the winter period the numbers of the footpaths will be updated. This will be followed up. **Action Cllr Halsall**

0.73.2 Traffic Issues: Update: AA

Cllr Andrews updated the council with traffic. There is still problems at the school regarding parking issues and Cllr Andrews has contact with traffic police and parking enforcements are being followed up. There is a public space traffic area which is being completed in September, this will be monitored. Community speed watch is still in action. There was discussion about still pursuing the 20mph limit and Cllr Andrews will investigate further.

It was agreed to pursue another painting competition with the school on speeding sponsored by Palmers.

**Action: Cllrs Bourn and Andrews**

0.73.3 Parking Issues: Update: SB

i: NEPP – To note that NEPP are imminently going to restore Double yellow lines (DYL) in High Street and Mill Road as well as faded white lines in High Street.

ii: Costs - To **approve** that DPC contributes 50% of cost of (i) above without prejudice to meeting any further similar costs. High Street and Mill Road are very faded for enforcement fees. Estimated cost to DPC: £2,500 inc. Also to note that under the Partnership Agreement DPC has agreed to fund its 50% share of new fencing in Mill Lane Car Park: Est. cost of our share: £712 plus VAT. Comes under partnership agreement agreed by Parish Council.

This was discussed and proposed by Cllr Harrison seconded by Cllr Andrews All agreed. For both white and yellow lines.

Parking restrictions in High Street: Update

Cllr Beeton gave an update of the parking restrictions in the High Street and stated what had happened in the past. Parking may be something that comes up in the parish plan and views for the parking in this area in the future.

B1029: Update: SB



Cllr Beeton updated the council on the B1029 parking situation and its problems this will be brought up at the meeting later in the week.

#### 0.73.4 Anti-social behaviour on Playing Fields: SB: Update

This is also going to be covered under item 25/075.

Cllr Beeton stated that there had been a lot of rubbish and vandalism in the playing field area due to visitors

#### 0.73.5 Sports Club: General update: SB

In agreement between CCC and DPC **proposal to undertake urgent restoration work on outside** of toilet block consisting of new guttering to front and back, and painting of fascia boards and windows, convenient whilst contractor is on-site. Estimated **cost £400 including VAT**. CCC has no current funding to undertake and DPC proposes to fund without prejudice to any further costs on this building. Contractor has also agreed to undertake some cleaning work on Duchy Barn shed. This was discussed further.

Proposed Cllr Beeton seconded Cllr Bourn All agreed.

073. 6 Proposed purchase of a heavy -duty barrow for Village Warden to help transport heavy items: To approve estimated cost of £89.99 inc. Vat

Proposed Cllr Beeton seconded Cllr McLaughlin All agreed

073.7 -Discussion regarding Playpark – the budget for the update of the children's play area was discussed and there are some councillors/residents who would like to get up a working group to deal with updating this area. Unfortunately, there are older children that also use this area and cause damage to the area.

Cllr Sneddon with Cllr Andrews stated that she would like to gather ideas before anything that come forward for this area is put to the council. The next stage will come up with terms of reference for the group and this would initially just be for initial investigation into this. **Action Cllr Sneddon/Cllr Andrews**

## 25/074

### Communications

#### 074.1 Information Update on website and emails

This is progressing and some new photos are needed for the website. Information had been circulated to all the council regarding a proposal regarding "new website photos" from a local freelancer who is happy to manage a facebook competition for submission of hopefully local photographers. She's happy to manage the process from end to end for £75 and will create the submission form, drive the engagement etc.

Cllr Sneddon thinks this would be a good way to get some excitement around the new website and have community involvement.

This was discussed further and this was proposed and there is a new logo and this was agreed.

Email migration is on the way and set up, this will take place shortly on the 21<sup>st</sup> July with migration and notes to log in for Microsoft to be sent to all councillors before this date. **Action Cllr Sneddon**

**25/075 Strategy regarding young people visiting the village**

There is a joint-stakeholders meeting due to be held on 9<sup>th</sup> July to discuss ways forward with this problem.

There were a lot of problems in the village two weekends ago regarding visitors to the village.

The meeting on Wednesday will hopefully give us some information as how these visitors can be helped not to destroy the village and how this is monitored.

**25/076 School Initiative and Munnings**

Grant request for joint projects with Munnings Museum £809

The application has been circulated to the council prior to this meeting. This grant application has been received from the school who are planning to have a “cross generation” project in conjunction with Munnings the care home and a celebration of the school 200th anniversary of “people in Dedham” with the painting by the children of the residents of Dedham. The grant is for equipment for the project.

This was discussed by the council and was proposed Cllr Sneddon and seconded Cllr McLaughlin. All agreed.

**25/077 Training/Events**

077.1 Report on attended events

None at present.

077.2 Nominations for new events

Any request please let the Clerk know.

**25/078 Clerks Report**

The clerk has received a request from the Youth Club to use the Duchy Field August Bank Holiday for a Faye/Fun day. The request had been circulated to the council prior to this meeting as the request is for August Bank Holiday.

The council discussed this further and there is more information that is needed on this before a decision is made. It appears to have arrived too late for this year and it was thought to leave it this year and ask them to prepare for this next year. Extra questions will be asked and the result will be agreed on line as the council do not meet until September 1<sup>st</sup> 2025. **Action Council**

**25/079 Items for next agenda**

See above  
Parish Plan update

**25/080**      **To confirm date and time of next meeting**  
No meeting in August next meeting September 1<sup>st</sup> 2025 6:30pm

**25/081**      **Chairmans closure of meeting.**  
Chairman closed the meeting to the public at 8pm

**25/082**      **TO BE HELD UNDER CLOSED SESSION AT END OF MEETING**  
082.1 Consideration of tenders for Grass Cutting Contract and selection of Contractor(s) to commence 1<sup>st</sup> August 2025  
Closing date: 2<sup>nd</sup> July: details to follow after receipt and analysis of responses asap.  
Cllr Beeton spoke about the contractors and tenders that had been received for the grass cutting contract. There were three contractors that were compared for this contract. The council discussed these further and agreed to offer the contract to Moser Groundcare.  
Proposed: Cllr Beeton seconded Cllr Halsall. All agreed,  
Cllr Beeton was thanked for all her work on this.  
The following section for the extra work was deferred as this had been previously paid by other groups. i.e. Sports Club and Cricket club.

082.2 Follow up discussion on legal opinion  
Cllr Bourn updated the legal opinion from the last meeting and the follow up was for a quote for planning legal action.

Agreement for quote for legal action on planning law was agreed and will be agreed by email.

Proposed Cllr Bourn seconded Cllr McLaughlin All agreed.

**Cllr McLaughlin to draft letter to suggested barrister and seek quote**

Meeting closed 8:15pm