

# DEDHAM PARISH COUNCIL

Clerk to the Council: Mrs Emma Cansdale  
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## Minutes of the Parish Council meeting held at The Duchy Barn on Monday 11<sup>th</sup> March 2013 Meeting open at 19.00

### Present:

Chair Cllr S Beeton

Councillors: Cllr C Clark, Cllr P Gibbins, Cllr N Baker, Cllr J Hughes, Cllr S Vinter, Cllr K Taylor, Cllr T Regan

Clerk: Mrs Emma Cansdale

Guest Speaker: David Wilde, Chief Communications Officer for Essex County Council

#### 1. Apologies for absence- Ward Cllr M Cable

#### 2. Declaration of interest

Cllr Clark- the Sports Club, Cllr Taylor- item 18/19 Land at Coles Oak Lane, Cllr Baker- item 18/19 land at Coles Oak Lane, Cllr Regan- planning app 130362

#### 3. Presentation of Superfast Broadband from David Wilde, ECC

For a synopsis of the speakers report, please see the website, or contact the clerk.

#### 4. Minutes

Minutes approved for 11<sup>th</sup> February 2013

#### 5. Matters arising

##### a) Highways matters

Potholes in Stratford Road are going to be looked at by ECC. ECC drainage engineer to meet with the clerk at Coles Oak Lane, to further investigate the drainage issue.

##### b) Co-Option of Councillor- advert.

The advert for a new councillor has now been placed in the notice board and will appear on the website shortly. The closing date for application is to the clerk by 5pm on Sunday 7th April.

#### 6. Have Your Say part 1

*Members of the public were reminded of the layout of the 'Have Your Say' sessions, by the Chairman.*

*Part 1 gives members of the public the chance to raise any issues on items that are on the agenda. Part 2 allows members of the public to raise any other issues that are not on the agenda.*

Nothing raised.

#### 7. Finance

Proposal to appoint contractor to maintain the street lighting in Mill Lane. To be discussed in the closed session at the end of the meeting.

#### 8. Accounts

##### a) Cheques signed by Cllr Beeton and Cllr Regan

Clerks salary March £199.49

HMRC (Clerks salary) £173.80

Horizon landscapes- Jubilee tree £401.69

CBC Streetlighting £41.02

A Hodson- Playground maintenance £150.00

I Hindley-Litter picking £168.00

#### 9. Reports from representatives

Sports field -Cllr Hughes reported that following a meeting of the Playing Field group, it was decided that DPC would no longer pay for regular maintenance for the playing field and playground. The maintenance would be carried out by volunteers, and some paid work on an ad hoc basis. Cllrs Gibbins and Clark will inspect the playground in accordance with DPC's insurance policy. These changes will be reported to the Sports Club.

Cllr Gibbins has installed the new bin in the playground and is undertaking some maintenance work on the drift and playground.

Cllr Clark gave a brief report on the last weekly inspection, and Cllr Taylor asked what the retention period is for the playground inspection records. The retention period shall be one year, from one ROPSA inspection to the next.

#### Communications Group- Cllr Taylor

- a) Website-Cllr Taylor advised the website was ready to go, but was facing a few technical difficulties in going live from the old site to the new one. This should be resolved later in the week. Once the website is live, Cllr Taylor will follow up with a communication to all councillors about the new email address and how to access this. Cllr Taylor also encouraged people to use the new website, once it is up and running.

*PMN- the website is now live.*

- b) Broadband- Cllr Taylor reported that following David Wilde's talk, DPC need to communicate the importance of the consultation ECC are carrying out and to encourage people to register an interest in support of Dedham's case for enhancement

*This is the web address to register your need for superfast broadband*

[www.essex.gov.uk/ruralbroadband](http://www.essex.gov.uk/ruralbroadband)

Media and Public Relations- Cllr Hughes advised that there is no longer a village bulletin in the Essex County Standard, and she is going to revive this. She asked if anyone (does NOT have to be a councillor) would like to take this on? She will get it going in the meantime. Cllr Beeton suggested Cllr Hughes speak to Max Wilkinson, as he does something similar for the parish magazine.

Community Safety and Infrastructure (CSI) Group-Cllr Vinter reported that she had spoken with the Essex Parking Partnership about people blocking accesses in Dedham High Street. They were unable to help very much, but did provide a phone number for residents to call, if someone is blocking their access. County Councillor Brown offered to speak to someone within the Parking Partnership to see if more could be done. There has been some movement on the Mill Lane footway issue. The footway problems are going to be looked at this financial year (under ECC's 2012-13 budget) and the carriageway issues would be looked at in April.

NAP- NAP had stopped for a while, but is restarting on 25<sup>th</sup> March.

The next CSIAG meeting is Thursday 2<sup>nd</sup> May.

Cllr Baker reported a speeding car in Boxhouse Lane, and will pass the details to Cllr Vinter.

Footpath and Tree Group- Cllr Beeton reported that the group met (Cllr Beeton, Cllr Baker and Steve White) and were looking at a couple of issues including dog fouling, and a scheme which encourages individuals to take 'ownership' of a footpath and help monitor it- 'adopt-a-foothpath'

Cllr Beeton also advised she was waiting for confirmation for the P3 funding.

Cllr baker requested Cllr Beeton send her a footpath map.

Tree Warden- Cllr Baker has established who she needs to speak to at CBC should a tree issue arise.

Dedham Primary School- Cllr Beeton reported she has been in conversation with Chris Bailey, the Chair of DPS Governors to discuss the issue of School liaison consequent upon Jon Flack's resignation. She reported the position that DPC had formal nomination rights for one of the two community governors and that this role was still being carried out by Katie Williamson. Mr.Bailey indicated he was concerned to maintain this arrangement for the remainder of Katie's four year terms and Cllr.Beeton proposed that DPC support this. This was agreed. It had further been agreed between Mr.Bailey and Cllr.Beeton that an annual report be submitted to the May meeting of DPC from the nominated Governor and that subject to review of DPC responsibilities in May they should jointly handle liaison issues relating to the School. This was also agreed.

IT WAS RESOLVED THAT the current DPC nominated governor should remain for the rest of her term

IT WAS RESOLVED THAT Cllr Beeton would act as liaison person with the school until May.

Emergency Co-ordinator- Cllr Clark reported that the Emergency plan was done, but the Clerk is to check the format is current with CBC.

Income Generation- Cllr Baker is to give a verbal update on the framers market later in the agenda.

Parish Plan- Cllr Beeton reported the working party (Cllr Beeton, Cllr Vinter and Cllr Gibbins) met with the RCCE and 2 key areas were identified as outstanding in the parish plan.

- 1) Affordable Housing and 2) Business Community links.

Cllr Regan offered to find out what Langham are doing about affordable housing, and will look at previous planning applications in Dedham that contain affordable housing aspects. Cllr Beeton is going to look into some Housing Associations.

Some ideas were suggested about how to involve the business community but was agreed to wait until the next meeting to establish the position regarding a new councillor. .

## 10. Planning Group

- 1) Cllr Regan reported that the Planning group met with CBC to discuss planning. They are waiting for central government to release new planning legislation.

- 2) Cllr Regan left the room as he has an interest in planning app 130162.

Cllr Taylor reported on the following:

Applications:

No 130162- Marlborough, Long Rd West, rear extension. No impact from the frontage. No Objection

Cllr Regan returned and reported on the following:

No 130174- 1 & 2 Rose Cottages, Ardleigh Rd. Original app was accepted by DPC but rejected to by CBC. 121871 has been resubmitted and appeal against CBC's rejection. The new submission meets DPC's approval.

No Objection

No 131212- Bemerton house, Coggeshal Rd. New double garage and conversion of existing garage into a studio. No Objection- provided the studio remains as a studio and is not converted into accommodation.

No 130229- Upper Park, Coles oak Lane. Variation of driveway design in approval 121581. No objection, provided the agricultural access remains as agricultural access.

No 130265- Hill house, Birchwood Rd (Grade 2 listed). Internal alterations to staircases and installation of a biomass boiler in the outbuildings. No objection

Cllr Taylor proposed the above recommendation. Seconded by Cllr Gibbins. Agreed unanimously.

IT WAS RESOLVED THAT DPC submit a 'no objection' comment to CBC relating to planning applications No 130162, 130174, 131212, 130229 & 130265

## 11. Report from PCSO PCSO not present

## 12. Report from Borough Councillor- not present

## 13. Report from County Councillor- Cllr Brown reported that she and the other councillors would be going into purdah soon, as the elections were approaching (6 weeks before the elections which are May 2<sup>nd</sup>)

She is currently working with the Clerk and Cllr Vinter on highways issues including the Grove Hill railing position.

Cllr Brown also highlighted there is £43 million being put into highways maintenance over the next 2 years and that DPC may wish to consider the potential for parish bids on suitable projects.

## 14. Correspondence

- DPC have received a letter from the Dedham Church Fund Raisers asking for permission to hold the August bank Holiday event in Royal Square on Monday 26<sup>th</sup> August. It was agreed that they can, but access must be allowed to the residents of Royal Square at all times. The clerk to write to them granting permission.
- DPC received a letter from Bows 'n' Bells North West Clog Dancers asking permission to dance near the war memorial on Monday 6<sup>th</sup> May. DPC are in favour of the dancers attending, but cannot grant permission if they chose to dance on the highway. The Clerk to inform them.
- DPC also received correspondence about 'The Essex best kept playing fields competition' which has been passed to Cllr Hughes and will be added to April's agenda for discussion.

**15. Displaying of minutes** The clerk suggested that the minutes could be displayed in a folder in the Chemist, rather than on the notice boards, which would free up space, and be a more comfortable environment to read them. After discussion it was decided that the notice boards (and website) are the best place for them.

**16. Farmers Market**

Cllr Baker reported that she was keen to hear resident's views about the farmers market.

Letters and the consultation forms had been delivered to residents in close proximity of Royal Square, and the letters to the other residents and businesses would follow shortly. Boxes for the questionnaires would be placed in the Craft Centre and the Chemist.

**17. Matters for Information**

The Dedham Vale Society has put forward Mr Paul Gallifant as their representative for communication with DPC. Cllr Regan to liaise with Mr Gallifant on relevant planning matters.

**18. Land at Coles Oak Lane, j/w Monks Lane.** Cllrs Taylor and Baker left the room as they had declared an interest.

The clerk gave a report on the possibility of acquiring this piece of land from ECC under the Community Asset Transfer scheme (\*)

Two outcomes were suggested

- 1) DPC are not interested and would pursue this no further.
- 2) DPC would make enquiries within the village for other groups or ideas for this land.

Cllr Gibbins proposed DPC take a month to look at option 2. Seconded by SV, agreed unanimously.

IT WAS RESOLVED THAT DPC would investigate the possibility of a group within the community who may be interested in running a community venture on this land. The Clerk to post a notice on the notice board and website asking for volunteers and suggestions.

Cllrs Taylor and Baker returned to the room.

**19. Have Your Say part 2-**

- A number of residents of Royal Square voiced their objection to the farmers market on the grounds of the early start and noise the market would create.
- One member of the public suggested it would take away trade from the shops in the village, such as the butchers. Cllr Baker informed the resident that DPC did not want that to happen, and had no intention of having a meat counter on the market for that reason. The stall holders DPC were considering would sell produce not readily available in the village (with the exception of the co-op), such as fruit and veg, fish and bakery products. The shops would also be consulted with separately.
- A member of the public suggested as the farmers market was to raise money for the parish council, why did DPC not charge for parking on Royal Square. This could cost DPC more than it would bring in as they would need to employ someone to enforce it.
- A member of public suggested DPC hold the farmers market in the assembly Rooms. This would cost too much, and is not very visible.
- A member of public had some ideas for the land at Coles Oak lane, and will contact the Clerk to discuss.
- A member of public commented that there had been an improvement in the language during football matches.

**20. Date and Time of next meeting** 8<sup>th</sup> April 2013, 7.30pm

**Members of the public where asked to leave so DPC could discuss a number of contract awards in a private session.**

**21. Contract award to the Parish Paths Partnership (P3) work**

Cllr Beeton proposed a 1 year, fully managed contract be awarded to the current contractor , subject to receiving the P3 funding from ECC. Agreed unanimously.

IT WAS RESOLVED THAT DPC offer the P3 maintenance contract to A Hodson, subject to receiving funding from ECC.

**22. Contract award for Mill Lane streetlight maintenance.**

The current contractor has submitted a quote for their contract renewal based on a three year extension, or a five year extension.

3 years £143.52 per annum  
5 years £131.04 per annum.

A&J Lighting received a good reference from the previous clerk and are endorsed by the EALC.

Cllr Beeton proposed DPC accept the five year extension from A&J Lighting. Agreed unanimously.

IT WAS RESOLVED THAT DPC renew their contract with A&J Lighting for the next 5 years.

**23. Contract award for Royal Square resurfacing**

DPC have received quotes from three companies for two distinct elements.

Package 1 Royal Square and The Drift

Package 2 Parking area around the Sports Club.

Company A

Package 1 price = £10,415.00

Package 2 price = £5,894.00

Company B

Package 1 price = £9,161.00

Package 2 price = £3,950.00

Company C

Package 1 price = £7,680.00

Package 2 price = £3,840.00

IT WAS RESOLVED THAT DPC award the contract to Company C. This contract award is subject to receipt of S106 money from CBC

It was noted that some additional work may be awarded to Contractor C as an amendment to the above contract, including:

Tree removal @ £300

Bollards, new manhole cover, new oak bollard to barrier off Royal Square @ £1000 approx.

Additionally there may be work on the church wall, extended area around the sports pavilion and electric work to be carried out by UKPN.

It is understood that although the electricity work will be a separate contract, DPC can still apply to fund it though S106 monies.