



Clerk to the Council: Emma Cansdale 2 Goose Green Cottages Colchester Road Wix, Manningtree CO11 2PD	Assistant Clerk to the Council: Brian Hindley 21 Lawford Place Lawford Manningtree CO11 2PT
clerk@dedhamparishcouncil.org.uk	Asst-clerk@dedhamparishcouncil.org.uk
Tel. 01255 871483	Tel. 01206 395579

Minutes of the Parish Council meeting in the Duchy Barn on Monday 4<sup>th</sup> July 2016

**115/16. Apologies for absence.**  
**None**

**116/16. Declaration of Interest.** Councillors to declare any disclosable pecuniary interests, other pecuniary interests, and non-pecuniary interests not already declared.  
Cllr Clark declared a pecuniary interest in item 121/16, expenses claim, and a non-pecuniary interest in items relating to the Sports Club.

**117/16. Minutes**

The minutes of the meeting held on Monday 6<sup>th</sup> June 2016 were accepted as a correct record and duly signed by the chair

**118/16. Update on items from last meeting. Not reported separately.**

- a) Watering of flower tubs. Cllr Frost reported that there is still have a gap between 9<sup>th</sup> July- 6<sup>th</sup> August. Councillors are asked to advise Cllr Frost of any days they can volunteer.
- b) War memorial trust. Cllr Baker reported that the War Memorial Trust are likely to recommend cleaning base of war memorial, not the top.

**119/16. Open Session – Have your say. *Items relating to anything other than the parking restrictions, which will be taken during that item.***

- A resident reported rubbish and overgrown vegetation between Colne Housing rubbish between Constable Row and The Surgery.
- A resident reported severe flooding during the recent heavy rainfall, which caused the sewers to overflow as the surface water drainage could not cope.
- A resident reported that the footway up to Coles Oak Lane is over grown with vegetation
- .A resident raised a query regarding the Local Plan. The consultation was reported in the Essex County Standard, but has not been published widely. He requested DPC ask Cllr Chapman to raise concerns over the poor publication process for such a critical policy document.
- A resident reported that there is a problem in Southfields which will require Southfields to be closed. Arrangements for access will have to be made.

**Report from Ward Councillor:** Nigel Chapman.

**Report from County Councillor:** Cllr Anne Brown reported that the Local Highway Panel will not reduce the speed from 60 to 40 on Stratford Rd, but suggests we wait a few months and

then push with real support from the village. ECC still have problems with the budget and have to find large savings. One element under consideration is cutting mobile libraries. Cllr Brown asked for any information on how well the service is used in Dedham. Feedback on this was requested. Cllr Baker will add an article in the summer parish magazine. Cllr Brown reported that the children's centres consultation across Essex has taken place. Our centre was in East Bergholt but was abandoned a few years ago and Dedham is unlikely to be affected as the current provision is not funded by ECC

#### **120/16. Parking and Waiting restriction proposals.**

- a) Cllr Beeton gave a brief introduction on the background to these proposals.
- b) Trevor Degville CBC/ North Essex Parking Partnership (NEPP) gave a presentation on the role and functions of the NEPP and options to improve safety in Crown Street and Brook Street which had been formulated after preliminary consultation with DPC.
- c) Cllr Follows reported on consideration of these proposals by the Community Safety and Infrastructure Group and expanded on some of the detail in the plans. Questions to Cllr Follows and Trevor Degville were received from other councillors and the floor.\*\* *Main questions and comments are available as an appendix.*

Following detailed feedback from both councillors and residents the Chair indicated that it was clear that the proposals as currently structured did not have widespread support. It was however indicated by a majority of those present that they did support action to address the safety issues identified.

Cllr Baker moved an amendment to review the proposed arrangements again in the light of the comments and recommendations received from the public and bring back to the September meeting.

**Proposed: Cllr Baker**

**Seconded: Cllr Frost**

**Agreed by all**

#### **121/16. Accounts:**

The list of cheque for payments were agreed\*\* *Cllr Clark declared a pecuniary interest and did not discuss or vote.*

**Proposed: Cllr Baker**

**Seconded: Cllr Frost**

**Agreed by all**

#### **122/16. Planning Advisory Group – Cllr Taylor.**

- a) To receive and agree recommendations on the following planning applications.

161430. Salmons Farm Long Road East. New garage.

*Recommendation: No objection*

161518. The Walden Brook Street Proposed Balcony.

*Recommendation: DPC objects to the application on the grounds of privacy relating to the back gardens of the neighbouring properties. At a size of 2.75m there is the opportunity for a couple of chairs to enable views across the vale, but also into the neighbour's gardens. A Juliet balcony would be more appropriate.*

To note- Loke End- Lawful development certificate.

**Proposed: Cllr Beeton**

**Seconded: Cllr Baker**

**Agreed by all**

- b) Hallfields update: Cllr Taylor reported we have published more guidance on how to apply for the affordable housing. This is available in the parish magazine and on the website.

- c) Local Plan update. Cllr Taylor reported advice that a First Draft Local Plan for Colchester was about to be published for a 10 week consultation process. Three development sites in Dedham have got through first stage. There are two on Long Rd East and one on Long Rd West. The Strategic Development Group will meet twice throughout the consultation period to consider the overall plan and the specific proposals for Dedham with a view to preparing a draft response for the September Meeting of the Parish Council. Colchester Borough Council's Local Plan Group were meeting on 5<sup>th</sup> July to agree release of the Plan for consultation. In furtherance of the consultation process CBC was planning to hold **a road show in Dedham on 4<sup>th</sup> August** at the Assembly Rooms. DPC would be in attendance.

A resident commented on the existing drain and sewer infrastructure not coping with additional properties. Cllr Taylor responded that this issue has been covered in the CBC report.

#### Documents

##### **123/16. Annual Review of the Standing Orders**

The annual review of the Standing Orders was carried out, and no changes were made.

**Proposed: Cllr Beeton**

**Seconded: Cllr Baker**

**Agreed by all**

##### **124/16. Annual Review of the Financial Regulations**

The annual review of the Financial Regulations was carried out, with the suggested changes agreed.

**Proposed: Cllr Herbert**

**Seconded: Cllr Follows**

**Agreed by all**

##### **125/16. Review and adoption of the DPC Risk Register**

The DPC Risk Register was agreed and adopted. To be reviewed annually and updated as and when required.

**Proposed: Cllr Beeton**

**Seconded: Cllr Frost**

**Agreed by all**

**The updated documents will be made available on the DPC website.**

##### **126/16. Review of Terms of Reference**

To approved reviewed Terms of Reference for Advisory Groups and Committees.

**Following a discussion it was agreed to carry out the reviews in September, once all groups have met and submitted revised documents.**

#### Amenities

##### **127/16. Sports Pavilion refurbishment.**

Expenditure for painting 3 doors at £380.00 (ex VAT) was agreed

**Proposed: Cllr Baker**

**Seconded: Cllr Frost**

**Agreed by all**

Additional work - The asst-clerk and Cllr Clark reported that there had been some additional work required on the Sports Pavilion which had been authorised. A brick had been found to have caused a blockage in a drainage pipe requiring emergency work. Cllr Beeton wished to remind all councillors that no individual councillor had authority to commit DPC to expenditure and that procedures had been established by the clerk for emergency circumstances, which had not been followed in this instance. **All councillors are asked to formally note for future reference.** Cllr Clark reported there had been a problem for several weeks prior to the work. Peter Gibbins rodded the toilets and couldn't clear it but agreed to look at it during the

refurbishment. During the refurbishment the blockage seemed to clear but once it was completed the problem reappeared. Cllr Clark called out a company who jetted it from both ends but couldn't clear it. They used a camera down in the pipework which identified the problem as a brick caused by a sewer collapse. Repairs cost £500 for which approval is sought.

**Cllr Taylor proposed the expenditure is approved.**

**Proposed: Cllr Taylor**

**Seconded: Cllr NB**

**Agreed by all except Cllr Clark- interest as chairman on the Sports Club.**

The asst-clerk reported that almost all the work has now been completed.

**128/16. Dog Bin on playing field.**

Cllr Clark reported that Fiducia Wealth Management have given permission to install the dog bin at the end of the drive. The clerk is to write a letter of thanks to John Millican. A budget of up to £200.00 was agreed for the work.

**Proposed: Cllr Clark**

**Seconded: Cllr Beeton**

**Agreed by all**

**129/16. Sports Pavilion. CIF application.** Asst. Clerk reported on the new CIF application. The key point is the commitments for DPC to match fund. At this stage however, it is only an expression of interest. It was agreed to submit the CIF Expression of Interest.

Proposed: Cllr Beeton

Seconded Cllr Baker

Agreed by all

DPC should look at commitments and priorities for expenditure prior to agreeing the formal application, should they make it to the next round.

**130/16. Small Grants.**

- a) The clerk gave a report on the current procedure and advised that no applications have been received this year due to lack of advertising arising from this year's elections.
- b) It was agreed to alter the timetable of application and approval of small grants from once annually to twice, six months apart. April/ May, approval in July, Dec/ Jan, approval in March/April.

Communications

**131/16. Press and media policy.** To approve the draft press and media policy – circulated. Cllr Baker.

Cllr. Beeton reported a concern that the circulated draft was effectively a procedural document and could have been more pro-active. Following a discussion and recommendation from Cllr.Herbert it was agreed to amend the name to Press and Media Guidance and to adopt the document.

**Proposed: Cllr Frost**

**Seconded: Cllr Baker**

**6 for, 1 against, 1 abstained.**

**Carried.**

**132/16. Social Media.** To seek approval from DPC to explore use of social media for publicity and information sharing. Cllr Frost reported on the current situation with Social Media and sought approval

- to seek estimates to extend website with BT, for a business directory.
- To add the asst-clerk as a member of Dedhamvalevoice.com
- To explore the benefit of Linkd-in
- To seek estimates to restore, repair and improve the car park notice board.

Following a discussion, the above was agreed.

**Proposed: Cllr Frost**

**Seconded: Cllr Follows**

**Agreed by all**

#### Environment

##### **133/16 Environment Agency**

- a) Cllr Beeton reported on the Environment Agency's (EA) report on the changes to the operation and management of the Mill Gates in Dedham. Cllr Beeton will raise this with AONB Trust. Concerns were raised on the impact on the water levels on the path from Dedham to Flatford. The clerk is to send Cllr Chapman and Cllr Brown a copy of the email. Action- Clerk.
- b) To receive a report on the recent flooding and to agree actions, if any.  
Cllr Beeton reported she has spoken to the EA as the council is concerned about the level of flooding across the village during recent excessive rainfall. Significant problems arose from the breaching of Black Brook. She was given a firm undertaking that they will do a site visit. Cllr Beeton requested that some of the specifically affected residents attend.  
Residents gave anecdotal accounts of the flooding and past flooding events. In particular concerns were raised regarding the flood plain opposite Spindles on Southfields. The long grass has not been cut and does not work so well as a flood plain.  
Other problem areas in Dedham identified- Long Road East. Surface water ends up in the sewer (Willows and Birch House)  
East Lane. Ditches have not been cleared.  
Shelley Glebe Barn. All from Black Brook.  
Coopers Lane.  
Problem between Crown Street and number 9 Forge St. Cllr Brown is dealing with this one through ECC

##### **134/16. Community Safety and Infrastructure**

- a) Footpath issues and ongoing action. Cllr Follows reported that a review of all the footpaths in and around Dedham is to be carried out by ECC. A resident reported that the footway from Coles Oak Lane, to Freemans corner has overhanging vegetation.
- b) Cllr Beeton reported that the AONB Trust have sought a contribution from DPC (and other bodies) for the work on footpath 17. It was agreed to donate the budgeted £500 for the AONB trust, to this project.

**Proposed: Cllr Taylor**

**Seconded: Cllr Baker**

**Agreed by all**

##### **135/16. Local Crime report:- Asst. Clerk.**

There has been a house burglary on Jupes Hill, details of such is not known. There have been two making off without paying from the forecourt of the Shell garage

##### **136/16. Correspondence. – Clerk.**

- DPC noted the receipt of a request to grant permission to use the playing field and Drift for the Dedham Run on 18<sup>th</sup> September. It was agreed to grant permission, provided risk assessments were provided to DPC and access was maintained for residents and emergency vehicles.  
**Proposed: Cllr Baker**  
**Seconded: Cllr Follows**  
**Agreed by all**
- DPC noted the receipt of a request to grant permission for the use of the playing field for an outdoor yoga class (approx. 10 people), starting on 14<sup>th</sup> July 9.30-11.00, and being held a couple of times a week over the summer.

Following a discussion, it was agreed and suggested that the instructor may like to make a donation to the sports field maintenance fund.

**Proposed: Cllr Baker**

**Seconded: Cllr Follows**

**Agreed by all**

- Salt Bag Partnership 2016/17  
Following a discussion, it was agreed not to participate this year.
- The clerk reported that Dedham Primary School no longer have a community Governor representative, proposed by the parish Council. However, they do have co-opted member vacancies.
- DPC noted receipt of a letter from the Sports Club, asking DPC to write to the resident who rides a horse over the playing field, requesting her to stop. Clerk to action.

**137/16. Matters of Continuing reference.** – BT Manhole leakage.

**138/16. Date and time of next meeting:** 7.30pm 5<sup>th</sup> September 2016

It was agreed to suspend standing orders in order for the meeting to continue past the three hours.

*The following item is closed to the public in accordance with the Public Bodies Admissions to Meetings Act 1960.*

**139/16. Legal Advice regarding leases.**

To approve expenditure to a maximum of £2000 for legal advice and clarification on a number of leases Dedham Parish Council holds. Quotes obtained from three local (Colchester) Solicitors.

The clerk gave quotes based on hourly rates from these firms. Following a discussion it was agreed to appoint Fisher, Jones Greenwood to advise on the leases. Cllrs Beeton and Baker will meet with them to discuss detail.

**Proposed: Cllr Baker**

**Seconded: Cllr Frost**

**Agreed by all**

Emma Cansdale  
Clerk to Dedham Parish Council

10/07/2016

Dated.....05.09.2016

Signed.....