



Minutes of the meeting of Dedham Parish Council on  
Monday 3<sup>rd</sup> October 2022 at 6:30pm  
at the Duchy Barn.

- Present:** Cllr Smith, Cllr Neville, Cllr Beeton, Cllr Haines, Cllr Harrison, Cllr Mole,  
Cllr Williams  
7 Members of the public  
Cllr Chapman
- 22/052**      **Welcome by the Chairman.**  
Cllr Smith welcomed Councillors and members of the public to the meeting.
- 22/053**      **Apologies for absence.**  
No apologies
- 22/054**      **Declaration of Interests.**  
Councillors to declare any disclosable pecuniary interests relevant to this agenda.  
Note; Interests may also be declared at any point in the meeting where they become apparent.  
Cllr Beeton declaration in 1 Frog Meadow planning application.
- 22/055**      **Minutes**  
Acceptance of the minutes of the Meeting of 4th July 2022  
(No meeting in August and no meeting September due to National Mourning for HM Queen Elizabeth II.)  
These were agreed to be an accurate and true copy.  
Proposed Cllr Neville seconded Cllr Haines All agreed.
- 22/056**      **Matters arising from these minutes.**  
  
All on this agenda
- 22/057**      **Have Your Say and visitors reports (CBC and County Councillors)**  
Questions may not be answered at this meeting but may go on to the next agenda.  
Maximum of 3 minutes per person/group to make representations to the Parish Council, to a total of 15 minute.  
A resident spoke about Box house Lane –Newfoundland Lodge site planning - these have been put in but there is no consideration for road users and mud on road.

This was objected by the PC previously and photos were requested but not received back.

Planners have not been spoken to residents at the moment regarding these issues and it was suggested that the planners need to be contacted by the residents. If the kennels are becoming anti-social then the police need to be involved.

There are lights that are on permanently which are also anti-social.

The flat roof has been raised and is not in the planning application.

The office is used daily and they may be using it for business use against a condition of the planning permission which stated for residential use only.

It was explained that unfortunately, the residents are the only people that can complain out this to CBC. Traffic problems need to be reported to the police and the more it is reported the more they can work on it.

Tree protection issues were raised as to where the swimming pool is to go.

The parish council replied that when this goes into planning this will be checked by CBC.

It was suggested that a formal meeting is requested by the residents to have a meeting with the enforcement officer to answer the questions and problems that have risen.

The residents feel that the plans do not show the full extent of what has gone at the site.

Cllr Chapman will look into this and speak to the enforcement team to see what can be done to help with these problems.

Corner of Crown Street – sign has come down and a cone is now covering this. The village warden will be asked to have a look at it to cut it down.

Cllr Chapman would like to speak about the visitor's issues on the river.

CBC has now got a new chief executive and restructuring is currently being undertaken which is due to save money and to start looking at the strategic plan. The new leader was previously working for the MOD in London and has a good background and is trying to get everyone working together.

There is a large sum of money coming from the government which will be sent to the town centre which is no good to the villages and rural area.

There is a new fund rural England fund - half million pounds and will be spent on diversity and rural communities. More information is still to come out and Cllr Chapman will be updating the council when he has more information.

**22/058**

**Committee Structure and agreement/Terms of Reference of groups**

The new committees of the council are proposed as a Personnel and a Planning & Traffic committee.

The working advisory groups are proposed as follows;

Group 1 Finance, Standards & Procedures. Including NEPP

Cllr Haines, Cllr Harrison (Chair) Cllr Mole, Cllr Neville and Cllr Smith

Group 2 Infrastructure and Asset Management group

Cllr Beeton, Cllr Haines, Cllr Mole (Chair), Cllr Williams

Group 3 Community Relations Group including Special Projects

All Councillors. Cllr Smith is Chair

Planning Committee – All Councillors Cllr Neville Chair  
 Personnel Committee – All Councillors. Cllr Haines Chair  
 The terms of reference for these groups and committees have been distributed to the council apart from the finance terms of reference, which will be agreed at the next meeting after the agreement of the new finance regulations.

Proposal to agree the above groups and their terms of reference  
 Proposed Cllr Smith seconded Cllr Mole All agreed.

**22/059 To approve a new Planning Committee**

The new Planning committee will cover the planning applications that come into the council between meeting which have a short date of return on them to complete this. The group will be given delegated powers to complete these applications and replies and all reports and actions will be reported at the next full council meeting.

Proposed Cllr Mole seconded Cllr Haines All agreed.

**22/060 Finance, Standards and Procedures Report**

**22/060a.To approve expenditure made in August (as there was not a meeting) and expenditure for this month.**

The Clerk read out the payments that were agreed by the full council last month which were;

DPCC hire of Duchy Barn	£175.00
Clerk Salary for August 22	£418.12
Village Warden salary (£975) and materials (£125.79)	£1,100.79
Moser Groundcare – grass cutting	£540.00
FFC Freeman & Sons – footpath cutting	£1,733.40
J. Smith reimbursement for paper and printer ink	£65.89
The Parish Magazine subscription	£1,000.00
Spiegl Press Ltd condolence book for HM Queen Elizabeth II	£71.50
	=====
Total	£5,104.70

September costs

DPCC hire of Duchy Barn invoice 34	£75.00
Clerk Salary for September 22	£418.12
Village Warden salary (£585) and materials (£14.99)	£599.90
FFC Freeman & Sons – footpath cutting	£1,106.64
DPCC Village amenities payment	£1,500.00
Easyspace Ltd website annual subscription	£432.00
Impact Security - medical and security cover for Jubilee event	£2,478.00
Impact Security – Security Patrol in Dedham from July to End of Sept	£1,575.00
Adler Business Systems Ltd – Paper for council	£45.25
Colchester Association of Local Councils (CALC) Subscription	£35.00

Matrix Ltd – H&S Repair to light in Mill Lane	900.00
	=====
Total	£9,724.90

Balances as at the end of August 2022

Expenditure to date: £25,372.21  
Income to date: £40,285.87

Balance on current account £1,000.00  
Balance on deposit account £262,318.56  
Total £263,318.56

Sheets were given to councillors for their records.

Read only access to the bank statements will be requested to the bank for the clerk to see them as read only documents to complete the cashbook.

The deposit amount in the account FSCS recommends £85,000 per limit so the PC are looking at other deposit accounts to gain more interest. An email regarding this has already been circulated.

It needs to be agreed and it was thought to leave the limit at £50,000 in the current account and move the deposit money into another accounts.

Proposed Cllr Harrison seconded Cllr Mole All agreed.

#### **22/060b. Audit report update**

The report is being update monthly and progress is being made, this report is being used as a working report monthly.

The external auditors PKF Littlejohn have now signed off last year's audit and the paperwork will be posted later this week.

#### **22/060c. To agree the reviewed Finance Regulations**

The new draft regulations have been discussed by Group 1 and circulated to all councillors before this meeting.

The main proposal is under 4.1page 7 3<sup>rd</sup> bullet point had been added there were some concerns from Councillors and this has been checked with NALC and deals with only urgent action which MAY be required outside the meeting e.g., the storm and H&S work, and the months when councillors do not meet (Aug/Dec) as long as this is approved by a majority of the committee to agree this and reported back to the full council at the next meeting. The limit was amended to £1,000 to £2,000 and the Clerk limit has raised from £300 to £500. No other alterations were

Proposal to accept these finance regulations

Proposed Cllr Mole seconded Harrison Cllr All agreed.

#### **22/060d. Report on security guard's costs**

The costs of the security costs that were incurred between July and Sept 22 were agreed (as an emergency action) after residents stated they were

concerned about shopping locally after there had been threats to the staff at the Co-op store in the village which the Police attended.

The costs were agreed by Cllr Harrison, Cllr Smith, Cllr Mole and Cllr Williams and related to the rest of the council as soon as possible. The Clerk was also informed at the time.

They were present on Fridays, Saturdays and Sunday and had sent photos back to the council to prove what was going on and to help stop anti-social behaviour.

Essex Police were spoke to at a meeting and were told it was needed, and Essex police were going to be talking to the Suffolk constabulary. Cllr Chapman has been speaking to both counties and hopefully is trying to organise for both police forces to attend a meeting to speak to the council.

#### **22/060e. Matters arising from 15<sup>th</sup> September group**

None arose

#### **22/061**

##### **Infrastructure and Asset management**

**22/061a.** Repairs for Blackbrook – Mr Halsall was thanked for his work and he stated that there is some remedial work to be finished and the village warden will be asked to complete this.

**22/061b.** Quote for ditch clearance in Dedham Playing fields invoice is on way.

**22/061c.** Contractor for Therapy farm metal work is fine but the sleepers are rotten subject to the gap being filled by other sources. It was agreed by the council to go ahead with this Proposed Cllr Mole seconded Cllr Neville all agreed.

**22/061d.** Repair to Mill Lane lamp post - quote £4,791.58

This had to be dealt in as an emergency H&S issue as the lamp post concerned was knocked over and was unsafe and dangerous.

The call out costs for this have come in at £900 and the invoice will be received shortly. Proposal for this to be accepted and paid for when it arrives was Proposed by Cllr Mole and seconded by Cllr Agreed by all.

The quote to replace this will be forth coming, but the supplier is currently looking at the cost of having traffic lights in Mill Lane so the work can be undertaken safely. When the new quote comes in it will be forwarded to all the councillors and brought forward to the next meeting. The council will contact Highways to liaise with them to complete the potholes at the same time. Cllr Mole will follow this up. Proposed Cllr Williams seconded Cllr Beeton.

**22/061e.** Tree work at boundary of playing field and planning - £1290

Cllr Mole explained where these trees were on the field. Proposal for this work to be undertaken under H&S issues. This will be given the go ahead for this work to be undertaken. Proposed Cllr Neville seconded Cllr Beeton. All agreed. The other quote for the other hedges on the Duchy field is likely to have an estimate of £1,000 it was also agreed by all to go ahead with this. Proposed by Cllr seconded by Cllr All Agreed.

**22/062**

### **Traffic and Planning/planning applications**

There have been a lot of applications and decisions over the last couple of months and these are listed below.

The automatic traffic counters (ATC) are going down tomorrow in the village but the Suffolk traffic lights will affect the speeds but will hopefully give us some data. An email to the company concerned to request the removal of the signs to Manningtree will be sent round and councillors are requested to complain directly to the company.

Tendring Park have put up signs from the A12, through Langham to Lamb Corner and left onto Long Road and down Bargate Lane. This has been complained about to Highways and Cllr Barber is looking into this for the council.

**221505 - Newfoundland Lodge, Boxhouse Lane, Dedham Colchester CO7 6HZ**

Erection of hay barn and cart store, single-storey extension of existing dwelling and replacement of roof tiles on existing dwelling with slates

**221519 - The Old Orchard, Stratford, Dedham Essex CO7 6HN**

Demolition of side and rear structures. Construction of single storey side extensions and two storey rear extension. New gates and alterations to drive.

**221577 – 3 Church View, Long Road West, Dedham Colchester CO7 6EX**

Notification for prior approval for a proposed single storey rear extension extending 6.00 metres beyond the rear wall of the original dwelling, with a maximum height of 3.82 metres, and eaves height of 2.58 metres.

**221585 - Alumhurst - Long Road West, Dedham Essex CO7 6ER**

Proposed replacement residential dwelling.

**221661 – The Gables, Coles Oak Lane, Dedham CO7 6DR Proposed new detached garage/ store**

**221687 - West End Garage, Inverell, High Street, Dedham Essex CO7 6HL**

Application for approval of details reserved by conditions 14, 19, 20,21, 22, 23,26, 27, 28 of approved application 171172.

**221696 - The Pines, Boxhouse Lane, Dedham Essex CO7 6HZ**

The construction of a Two Storey Side Extension to Bungalow, with loft conversion. Finishing with timber cladding to the new extension of the front elevation.

**221737 - Lower Barn Farm, Jupes Hill, Dedham Colchester CO7 6FB**

The property owner wishes to construct a natural swimming pond within the confines of their property. The project will result in the creation of a leisure facility solely for the use of the property owners and their guests.

**221740 - Meadowbrook, Grove Hill, Dedham Essex CO7 6DT Proposed single**

storey rear extension with balcony above, single storey glazed link to single storey kitchen/breakfast room extension and two storey side extension.

**221768 - Crown House, Crown Street, Dedham Essex CO7 6AG Application to discharge condition 9 (WSI) of planning permission 211588**

**221882 - Monks Farm, Monks Farm, Coles Oak Lane, Dedham CO7 6DR**

Erection of two storey rear and single storey side extensions including internal alterations; replacement single storey outbuilding and new single storey stable and store outbuilding

**221940 - 3 Church View, Long Road West, Dedham Colchester CO7 6EX**

Construction of single storey rear extension. REVISED DESCRIPTION

**222163 - 1 Frog Meadow, Brook Street, Dedham Essex CO7 6AD**

Replacement of entrance bridge to the property from Brook Street, which was constructed in 1967 with railway sleepers one of which has been shown in a recent survey to be rotting underneath.

Cllr Beeton declared an interest in this but explained that this has access for 1 and 2 Frog meadow it is near the ends of its life and needs to be repaired. It was suggested that DPC should support the bridge replacement but the council (CBC) satisfies its self that the evidence shows the replacement is structurally sound and is fit for use by the residential cars and consistent with materials used in a conversation area. The council agreed with these comments. DPC will comment to CBC that if the application be approved it should be subject to the Local authority satisfying itself that the structural and aesthetic integrity of the replacement bridge is adequate for all reasonable purposes at the specified location.

**222013 - Denbury, Ardleigh Road, Dedham Colchester CO7 6EG**

Demolish the existing lean to ground floor pantry & external WC on the rear of property and erect two storey rear extension and a new detached double garage with integrated garden store, additional window in ground floor north elevation to extension.

**222022 – East Lodge - Ipswich Road, Langham Essex CO7 6HP** Proposed replacement garden room, alterations and renovation of East Lodge. All details are described and shown on proposed floor plan, elevations and block/roof plans drawing 1368-01-02A

**222025 - Petalo Lodge, Boxhouse Lane, Dedham Essex CO7 6HZ** Construction of swimming pool. Discussed earlier tree will be looked at. Otherwise, the trees are on the other side of the property. No objection.

**222028 - Dalethorpe, Stratford Road, Dedham Essex CO7 6HW**

Application for removal or variation of a condition 6 following grant of planning permission. (213150)

**222037 - Swanston Cottage, High Street, Dedham Essex CO7 6HL**

Demolition of existing side extension and replacement with one and half storey side extension and front single storey extension.

A resident spoke about this and on the drawings is almost the same height as the original cottage and is a high-pitched roof. From the neighbour's perspective it will overcome her property.

The main structure is built lower in the ground so it does look and seem higher than it is. It was felt by the PC that it was not in keeping with current area. It was proposed to review again on the portal by the committee and the comment made then. Councillors will look at this again and were invited by the neighbour to have a look at the property from the neighbour's side to see the view.

222111 - Gulls Cottage, Gulls Lane, Long Road East, Dedham Essex CO7 6BY

Application to discharge conditions 4 (materials) and 5 (windows) of planning permission 211225

222121 - 1 Frog Meadow, Brook Street, Dedham Essex CO7 6AD

Front beech reduces by up to 4m to reduce off house. Cotoneaster reduce by up to 2.5m but do not lose privacy from field. Yew re shaft into a hall up to 1.5m. Large oak at the back reduce one lowest limb that is creeping towards the greenhouse by up to 3m. Cllr Beeton declared an interest in this as she is a neighbour.

22212- Old Church House, The Heath, Dedham Essex CO7 6BT

Application to discharge condition 3 of approved application 220431

222277 – Alumhurst - Long Road West, Dedham Essex CO7 6ER Application to discharge condition 8 (part) (external materials); condition 9 (management plan) and Condition 10 - bike storage

222302 – Old Church House. The Heath, Dedham Essex CO7 6BT -Application for discharge of condition 4 of approved application 220431

Cllr Smith commented that all previous applications which came through in July and August as listed above have been reviewed by the planning group and comments passed to councillors for approval.

It was agreed to have no objection with any of them.

Cllr Smith then went on to discuss the other recent applications mentioned above which are 222022 East Lodge – Garden room onwards.

**22/063**

### **Business/Media/Community liaison**

**22/040a Report on meeting on 11<sup>th</sup> August** – Coping with the Challenges of visitors to Dedham. Highlights of this meeting were'

**Street businesses** – a business breakfast will be organised for the businesses to get together and businesses seem to be quiet keen to come along to. Cllr Williams will follow this up.

**Illegal traders** – Regarding the kayak business trading in the field next to the boat house restaurant notices have been issued by CBC enforcement to Steve Kayaks to stop him trading by the end of September as he has exceeded the 28 days potentially permitted under planning rules without a change of use application. He has been told to remove the advertising hoardings immediately.

**Action plan for next year** – monitor the site daily. There was a thought to have a camera in the car park and there will be licenses needed and data protection put in place with this. It was put forward to put a camera somewhere near the river to collect the evidence needed. It was noted that the bridge is owned by Suffolk and this will be brought up at the next NEPP meeting. Cllr Haines will look into this for the council.

**H&S advisory note** - Cllr Haines H&S notes will be sent to various parties as an advisory note but will need to have it signed before being sent.

**Cllr Chapman report** – PC Inspector Stewart Austin and the Community Safety Officer said that he would liaise with his opposite number in Hadleigh

and will be working together. Cllr Chapman will go back to him and get a date for a meeting and pass this on to the clerk.

**Bridge** – Cllr Chapman stated that the people who are in charge of the river are the fire service.

They are happy to come and look at the Stour and RNLI are responsible for inland water safety and are working on this and will report back to us soon. Paula Booth (ANOB) who was at the meeting has spoken to the person at Suffolk regarding the bridge.

A notice or a sign was suggested for the bridge but is not likely to make any difference.

Cllr Smith highlighted the main areas of outcomes from this meeting with Councillors of Suffolk, Babergh, Colchester Borough Council (CBC) and interested parties such as the ANOB. Paula Booth is still looking and working behind the scenes with the ANOB.

Another meeting was suggested in the new year for an update on both sides. The main outcomes of this meeting were around the river, the car park run by Guy Lennox and illegal traders.

**Changing Places Pod** - CBC have suggested that this is placed in the Mill Lane Car Park and this still has to be agreed by NEPP who own the land. NEPP were not keen to get involved with this. Construction of this will be paid for by a grant obtained by CBC. This changing pod is for severely disabled people who have a carer with them who would need to change the people in a specific area. CBC would like us to pay the annual service charge (approx £ 1200pa) as well as take responsibility for the day to day running, which would involve cleaning, incidental maintenance and key distribution.

More questions have gone back to CBC to be answered but at the moment it was felt that it would be hard to pay for cleaners and organise keys on a regular basis. The PC thought that this is not suitable on a regular basis for the PC to manage.

Cllr Chapman was asked for his opinion on this and he felt that CBC do not want to pay for continuous management. Cllr Chapman can see both sides of the problems raised. A letter will be sent back to say It was proposed to accept the maintenance charge but cannot maintain this on-going cost.

**Parish Magazine comment from PC**– This will be started this week and will be a report of this meeting and other issues that are going on at the moment. Cllr Smith will start this, then it will move around the council for the next person to complete this the following month.

**22/064**

**Special Projects**

**22/064a.** Royal Square – Nothing to report at moment ongoing and will be discussed at next group meeting.

**22/065**

**Goal posts on Dedham Playing field**

There had been a lot of requests to reinstate the goal posts on the recreation field for local use from residents.

There have been problems in the past with this but the PC are in discussions with the sports club to be part of this as well. Further discussions will take place and an update will follow.

**22/066**

**Sustainability and Dedham**

This had been discussed before and it was thought to start a special project group to undertake and cover this and there has been some interest from residents. This will be followed up and reported on at the next meeting and the pc have been received an email from Professor Douglas Bourn which was read out to those present. There were various areas he had put forward to be discussed and it was thought to looked at by another group to discuss and work on this subject in the future. Cllr Beeton and Cllr Mole are happy to be involved and need to be more of a community group with villagers and residents to become part of this group.

Any people who are keen on joining this group should contact the PC so details can be passed on. A group will be formed and a Chair decided.

Cllr Neville had contacted NEPP regarding car charging points and they are looking at a policy for this at the moment.

**22/067**

**Councillor Recruitment**

There are contacts being made and these vacancies will be advertised again soon to try to complete a full complement of councillors in the near future. Anyone interested in these positions should get in touch with the clerk in the first instance with some basic background details of themselves. The vacancies need to advertised more and need to explain what the parish council actually covers this may be useful for residents considering joining the PC.

**22/068**

**Clerks Correspondence and contact enquiry forms**

The Clerk stated that there had been a bit of correspondence over the last few months.

New bus service – there have been complaints about the timetable and service of this new bus companies’ services. Residents have complained to the bus company directly and these complaints have been sent on to Cllr Barber who stated he would get a team to look into this. If any resident is unable to have the use of a computer a written letter can go to Cllr Barber addressed to County Hall in Chelmsford.

Requests for goal posts on the field had been received by a few residents which had been discussed earlier.

There had been various grants in from CBC and these will be forwarded to group 1 for their next meeting.

There was also a grant available from CBC for a “warm welcome” which will be passed on to group 3 for their consideration and if successful will be brought to the next meeting.

There has also been a request from a resident to see if the hedge on the corner of Coggeshall Road can be cut back. This house is currently empty and

waiting to be sold. The resident stated that she had spoken to the owners but no further progress has been made. If there is no one living there any letter that is sent is not likely to be read. The owners have now moved out so are unlikely to be keen to cut the hedge back, hopefully the house will be sold soon and the new owners will cut back the hedge. The Village Warden will be asked to look at the hedge. If there are residents present a letter will be sent.

**22/069**

**Internal and external communication protocol**

This is to request that all internal and external communication goes to the Chairman directly for any comments or complaints regarding staff or councillors. To be looked at by group 1.

**22/070**

**Councillor vacancy update**

There are currently two vacancies on the council for councillors and Andrew Weaver has confirmed that these vacancies can be co-opted councillors once anyone has been accepted by the Parish Council.

**22/071**

**CBC Donated Oak Tree**

There is still an Oak tree available from the Queens canopy project from last year. As this is the right time of year to plant trees this was discussed by the council as to where it should be placed. The site for the tree was decided on as on the field and the clerk will contact CBC to get this delivered by them to the place agreed. Clerk to go back to CBC and then follow up to the council.

**22/072**

**Blue Plaque for Alice Lee.**

There has been investigation into this by John Goldberg and the house this is likely to be is Ivy House in the High Street. The owners would need to be contacted to see if they give permission for this to be erected. The Clerk stated that if this property is a listed building planning permission will need to be sort first, and also where ever the plaque is place it is then become the property of the owners of the building and would not be owned by the PC. Suggested wording will be brought to the next meeting for agreement and would cost approx. £366. This can be requested to be opened by the Lord Lieutenant of Essex – Jenny Tolman and will be considered nearer the time. Clerk to contact the owners of Ivy House to ask permission for this to be erected. All councillors agreed to pay for this and for this to go ahead. John Goldberg was thanked for his input into this.

**22/073**

**National Grid Green Energy project - Pylon update.**

Unfortunately, nothing has changed at the moment and the PC are looking at the bigger picture and pointing residents in the right direction to make their opinions known. There has been information and updates been put on Dedham Vale Voice.

The next round of consultations has not started yet but this is discussed within the three parish meetings between Dedham, Langham and Ardleigh and updates will be given at the next meeting.

There are a few petition groups working on this and can advise what is happening to the residents so they are aware of what is going on. A statement will be put on the website from the PC and in the parish magazine, the report will be sent to the parish magazine stating the facts as they are.

- 22/074**      **Training events**  
Reports on attended events  
Nominations for new events  
Cllr Beeton is attending the CALC meeting on this Thursday.  
There is basic councillor training being held at Langham on the 27<sup>th</sup> October and the 1<sup>st</sup> November being attended by 4 councillors.
- 22/075**      **Items for the next agenda**  
See above and let the clerk know of any other items
- 22/076**      **Date and Time of next meeting**  
Monday 7<sup>th</sup> November 2022 6:30pm Duchy Barn  
Planning meeting 19<sup>th</sup> October 6:30pm Duchy Barn.
- 22/077**      **Chairman's closure of the meeting**  
Chairman closed the meeting at 20:45pm