

Dedham

Parish Council

Minutes of meeting held on 6th September 2012

DEDHAM PARISH COUNCIL

MINUTES of meeting held on 6th September, 2012, in

The Assembly Rooms

Present: In the Chair - Andrew Weavers, Monitoring Officer CBC.

Councillors: Sheila Beeton, Chris Clark, John Flack, Peter Gibbins,
Jane Hughes, Tony Regan, Kevin Taylor, Sue Vinter.

Parish Clerk: Jean Flewin

All councillors signed a Declaration of Acceptance of Office and were given a New Members Pack.

Mr. Weavers advised the meeting that Steve White had decided not to take up the position of councillor and therefore a casual vacancy had occurred. CBC will be advised and procedures put in place to fill this vacancy.

1. Election of Chairman Acting Chairman AW called for nominations for Chairman on behalf of CBC. SB was nominated by SV, seconded by JH and elected 5 for, 1 against, 1 abstention.

2. SB signed a Declaration of Acceptance of Office as a Chairman.

3. SB promised to do her very best to ensure that the Parish Council worked together as a team in the best interests of the village. She wished to thank Roy Laverick, past Chairman, and all other members of the previous Council who had given so much time and energy in the service of Dedham.

4. Election of Vice-Chairman JF nominated himself, seconded by TR, and elected unanimously.

5. Election of the following Committees

- Planning Committee - KT, TR, PG, SV (Standby JF)

- Finance Committee – SB, TR, JF
- Playing Field & Amenities Committee – PG, JH
- Personnel Committee – To be considered at a future meeting

Each committee will elect its own Chairman

Other appointments:-

- Footpath representatives – JF, SB
- Press & Publicity Officer – Parish Magazine monthly report - JH
(SB will draft an initial press release for circulation and approval by members. This post will be referred to the next meeting)

- Emergency Co-ordinator – CC
- Transport/Communications Infrastructure – JF, KT
- Duchy Barn Representative – JH
- CALC Representative – JH
- Tree Warden – To be agreed at a later meeting
- NAP Representative – SV
- Dedham Primary School Representative – JF

It was suggested that members might benefit from a visit from CBC Planning to advise on the Parish Plan. (Contact would be Mr. Vince Pearce)

6. Declarations of Acceptance of Office All members had completed the necessary document.

7. Training Mr. Weavers, Monitoring Officer for Colchester Borough Council, was present to give new members information and training on the Members Code of Conduct and the Localism Act 2011.

8. Adoption of the New Members Code of Conduct It was unanimously agreed to accept Colchester Borough Council's Model Code of Conduct under the Localism Act 2011.

9. Members Register of Interest Mr. Weavers gave an in depth explanation of the requirements of the new Register of Interests which all members must complete before 29th September, 2012. All members had received the necessary documents for completion and Mr. Weavers stated that he would be available to give guidance to individual members should it be needed. SB was also happy to help any councillor

who had queries.

10. Declaration of Interest on items on the Agenda None

11. Financial Matters

(a) Ratification of accounts adopted May 2012 Agreed and signed off.

(b) Completion of Audit Form. Agreed and signed off for onward transmission to Audit Commission, London.

(c) Ratification of Accounts paid and minuted for meetings on 9th May and 13th June -

Agreed.

(d) Change of bank signatories. SB, TR, JF agreed to be signatories and will complete the necessary bank mandate.

(e) Ratification of accounts paid as follows was agreed:

July

Playsafe (ROSPA)	£165.60
Armour Engineering (play area gate)	57.60
A. Hodson – Hours plus PPP for June	399.62
I. Hindley – Litter picking for June	210.00
Duchy Barn Hire	40.00

August

A. Hodson – Hours plus PPP	£517.04
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Essex Police Authority – PCSO	4,029.75
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I. Hindley – Litter picking for July	168.00
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12. Resignation of Clerk The resignation of the Clerk, Mrs. Jean Flewin, was formally accepted. Members thanked her for many years of service to the community and for continuing until the appointment of a successor. It was agreed that a small committee be formed (SB, SV, JF) to oversee the selection process but the final recommendation should be put to the whole Council.

13. Royal Square Approval for investigation into the resurfacing of Royal Square given at the meeting on 13th June was ratified. PG will liaise with ex-Councillor Robert Cannon on this matter.

14. Membership of EALC It was unanimously agreed that Dedham should become members of EALC and that Joy Darby be invited to attend a meeting to give information and advice on the benefits of EALC. Arrangements had been in place for Mrs. Darby to attend the meeting planned for September 12th but SB agreed to contact her to defer this to a later date i.e. Monday afternoon, 1st October, 2012,

15. Any Other Business JF agreed to contact Robert Cox regarding the Dedham Parish Council website. It was agreed it would be helpful if members would circulate contact details.

16. Date & Time of Next Meeting This was originally to be on 12th September at

7 p.m. in the Assembly Rooms when Mrs. Darby would attend. However some members raised queries about time, date and venue. and suggested it would be more convenient if meetings were held on a Monday, not Wednesday, and at the later time of 8 p.m., not 7.30 p.m. After some discussion it was agreed that these changes should be implemented for a trial period of three months, with the first meeting on 8th October, 2012. The Clerk will ascertain if the Assembly Rooms and/or Duchy Barn are free on Mondays

There being no other business the meeting closed at 9.45 p.m.



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