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Minutes of the Parish Council meeting held at The Duchy Barn on Monday 13th January 2014

Meeting open at 19.30

Present:

Chair: Cllr S Beeton

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

Clerk: Mrs Emma Cansdale

MoP 3

1. Apologies for absence

None

2. Declaration of interest

Cllr Clark as Chair of Dedham Sports Club

3. Minutes

IT WAS RESOLVED that Minutes of the Parish Council meeting held on the 9th December 2013 be approved as a correct record and signed by the Chairman.

4. Update on items from last meeting

Everything covered in other agenda items.

5. Have Your Say part 1

None

6. Co-option of councillor

Cllr Beeton proposed Mrs Anne Follows be co-opted onto Dedham Parish Council, filling the vacancy. Seconded by Cllr Vinter. Agreed unanimously.

IT WAS RESOLVED THAT Mrs Ann Follows be co-opted onto Dedham Parish Council.
Cllr Follows duly signed the Declaration of Acceptance of Office, witnessed by the clerk.

7. Accounts

a) Cheques approved and then signed by Cllr Regan and Cllr Beeton

Clerks Salary January £247.52

Dedham PCC- Duchy Barn hire December £15.00

PCSO 3rd quarter- £4216

R Chisnall- The Drift work- £1980

8. Report from PCSO

PCSO was not in attendance, but advised there had been one crime in Dedham on 20th December. Theft of tools from a parked van overnight in the High Street.

9. Report from County Councillor

County Cllr Anne Brown was not in attendance for report on this item.

10. Reports from representatives *For full reports, please see appendix (a)

Sports field -Cllr Hughes

Bland Landscapes have quoted for the tree work on the Duchy field at a cost of £480.00. Item for approval on February's agenda.

Thanks to Cllr Gibbins for placing the Jubilee Plaque by the tree.

Area by the Sports Pavilion looking good.

Cllr Clark reported that the roundabout surface needs repair. Substantive item on February's agenda for possible solutions, including moving the roundabout.
Cllr Clark also reported that highly involved community member Mr Les Brooks passed away over Christmas. His funeral is to be held on Tuesday 21st January at 1.30 in Dedham Church. Cllr Beeton asked Cllr Clark to represent DPC at the funeral and pass on condolences to the family.
Football Club have achieved FA Charter Standard.

Communications Group - Cllr Taylor*

Media and Public Relations - Cllr Hughes

Cllr Hughes asked councillors to read the new full page spread in the Parish Magazine, and pass comments back to her.

Community Safety Group-Cllr Vinter

Police Neighbourhood Watch, Highways & Transportation, NAP

Community Speed Watch action day on 5th February.

Stratford Road once again has potholes. Being addressed by Cllr Anne Brown.

NHW- Cllr Vinter to arrange a meeting to encourage residents to join NHW.

Footpath and Tree Group- Cllr Beeton:

No further update to the proposed ECC diversion.

Footpath 34- People are still dumping rubbish on the footpath, and DPC have received reports of specific residents dumping large amounts of garden waste. Cllr Baker has suggested we ask the PCSO to remind residents that dumping rubbish on the public highway is against the law. SV to action.

Cllr Beeton and the clerk are following up some possible volunteers to help clear the footpath.

Tree Warden- Cllr Baker:

Cllr Baker has met with the tree officer from CBC who has suggested a tree survey would cost approx. £600, but has not confirmed that they would carry out the survey.

Cllr Baker also suggested that if DPC were to purchase some tubs to commemorate WW1 they could consider planting them with an annual meadow mix, which contains poppies, and would be reasonably low cost and low maintenance. Cllr Baker to follow up.

Dedham Primary School- Cllr Regan

Cllr Regan reported that the governors have written to all parents regarding parking at the school. An experiment is also being run this term, opening the gates at 8.30 rather than 8.45, to stagger drop off.

Emergency Co-ordinator- Cllr Clark

The clerk will circulate the emergency plan with the new councillor details included.

Car Park working party -Cllr Beeton

Cllr Beeton reported that the working party have been working hard and met with CBC reps on Friday, but were disappointed with the response. The Working Party is following up and a substantive item will be on the agenda in February.

11. Planning Group

Cllr Regan reported on the following:

132779 Gas Works Meadow, land adjacent to Millstream, Mill Lane

Retrospective permission for demolition of existing sheds and erection of new shed for storage of garden machinery.

Recommendation - Refusal until and unless

- there is clarity that the use of the shed and site will be restricted to correct and proper purposes
- the old and broken materials presently dumped near the lane are removed
- there is an adequate response to concerns and questions.

132788 Lecture House, Colchester Road

Loft conversion to provide additional accommodation

Recommendation- No objection.

134702 Beech House, High Street

Demolition of detached garage; construction of

single storey annex and detached double garage
(re-submission of approved scheme 090815)
Recommendation - No objection subject to the re-instatement of
the conditions attached to scheme 090815 plus any new conditions now
applicable by law and planning guidelines.

136207 Ryton, Brook Street
Two storey and single storey rear extensions
Recommendation - No objection.

All recommendations agreed unanimously.

12. Report from Borough Councillor

Cllr Mark Cable reported on the Full Council meeting in December and also on the role of the Zone Teams at CBC, and how DPC may be able to make better use of them.
The clerk to contact CBC and ask a representative to attend a parish council meeting.

13. Transfer of toilets from CBC to DPC offer.

DPC to resolve to decline the offer from CBC to take on responsibility for the public conveniences in The Drift, at a cost of approx. £10,000 pa. Proposed by Cllr Beeton, seconded by Cllr Baker, agreed unanimously.

IT WAS RESOLVED THAT DPC would decline the offer to take responsibility for the public conveniences in The Drift. The clerk to notify CBC.

14. Grant Approval Process

DPC to consider and approve grant application approval process
Cllr Taylor gave his report which was followed by a discussion particularly around the time limits for applying and criteria for applicants. Cllr Taylor to issue a revised policy with more flexibility in, for approval at February's meeting.

15. Correspondence

- a) Essex Police - Formal notification of the increase from part funded PCSO, to fully funded PCSO at a cost of £33,728pa
The clerk read the letter from Essex police.
- b) Letter from residents about the decision to not renew the PCSO contract in April 2014
Letter circulated to all councillors and briefly discussed. The chair will formally reply.

16. Precept

DPC to discuss and resolve to set the 2014/15 precept at £23,619.00
Cllr Regan gave his report on the budget and precept proposals. This was followed by a detailed discussion on the general strategy and amounts for each budget heading.

Agreed to look at a 5 year plan for the future.

Cllr Baker proposed to set the precept at £23,619.00. Seconded by Cllr Vinter. Agreed unanimously

IT WAS RESOLVED THAT DPC set the 2014/15 precept at £23,619.00. The clerk to submit the form once checked by Cllr Beeton and Cllr Regan.

17. Have your say part 2

None

18. Matters for information

Car park report to be received in February's meeting.

19. Date and Time of next meeting

10th February 2014, 7.30pm

Appendix a

Comms meeting notes- 7th January 2014- 2pm

In attendance: Cllr K Taylor, Cllr J Hughes, E Cansdale (Clerk)

1) Methods of communicating with the village. Other possibilities.

- Current methods of communication with the village are the Parish magazine (new dedicated full page spread to start in February), the website and the notice boards.
- Cllr Hughes has been researching the possibility of producing a separate quarterly magazine. Her findings suggested that other PC's who produces their own magazine/newsletter do not have access to another form of regular, through the door communication. The idea was discussed by the comms reps and decided it would not be financially worth producing a separate newsletter at this time, as it would most likely duplicate what is presented in the parish mag. It was also not considered a good use of time a resource for the same reason. The clerk confirmed the parish mag can be used to meet the criteria for Quality Council. This will be reviewed again, once the new set up with the parish mag has been 'tested'.

2) Parish magazine. Regular and reserve items.

- Cllr Hughes discussed a number of articles she has in 'reserve' for the magazine. Comms reps to consider any regular items that should be included. Future items discussed include any events run/supported by DPC, any WW1 Commemoration activities organised by DPC, and any grants/funding awarded to DPC.

3) Website- possible development

- Weekly update of the website- specifically to ensure all planning, minutes, agendas and meeting dates are up to date. (Monday am)
- Monthly update and review of website (1st Monday of the month)
- Extending the website- The comms reps agreed to offer a page/link to any groups within the village that would like to make use of the website. The clerk to contact as many known groups in the village with the offer. Once a database has been established a monthly email can go out to all parties asking for any updates.
- The calendar is also available to any groups who want to add one-off or regular events. Interested parties to contact the clerk.

4) Monthly items for the website

- The idea of a monthly article from councillors was discussed. This doesn't have to be specifically about PC business, but village life. One councillor a month- blog style. The clerk to email all councillors and ask for contributions.

5) AOB

- Terms of reference need updating for the May meeting. To stated meetings to held on an 'as needed' basis, with at least and annual review.
- Additional member. This was discussed and agreed to advertise on the website and in the parish mag for an individual who would like to become a comms rep, particularly those with an interest in developing the website. The potential co-opted councillor was also discussed and agreed to ask them onto the comms group.

