



**Minutes of the meeting of Dedham Parish Council (DPC) held on
Monday 12th May 2025 at 7:00pm at the Duchy Barn**

Attendees: Cllr Bourn, Cllr Sneddon, Cllr McLaughlin, Cllr Martlew, Cllr Andrews,
Cllr Halsall, Cllr Beeton, Cllr Main.

Present: Clerk - Carol Harbach
8 Members of the public

Meeting followed the Annual Parish Residents meeting at 7:15pm

25/022 Election of Chairman (sign Declaration of Acceptance of Office)
Cllr Bourn asked if there were any nominations for the position of Chair.
Cllr Bourn was proposed by Cllr Sneddon and seconded by Cllr Harrison All
agreed.
Declaration of Acceptance of Office was signed.

25/023 Election of Vice chairman (sign Declaration of Acceptance of Office)
Cllr Bourn asked if there were any nominations for the position of Vice Chair.
There were two nominations Cllr Main and Cllr Sneddon.
There was a vote and this was Cllr Main 3 votes Cllr Sneddon 6 votes.
Cllr Sneddon was proposed by Cllr Harrison and seconded by Cllr McLaughlin
All agreed.
Declaration of Acceptance of Office was signed.

**25/024 Confirmation of councillors to confirm consent for sending of council
summons and agendas via email**
This agreement is for all the councillors to confirm their consent to receive
summons and related paperwork via email.
All agreed.

25/025 Welcome and apologies of absence.
Cllr Bourn welcomed everyone to the meeting.

25/026 Declaration of Members Interests
Cllr McLaughlin declared an interest in a planning matter later. Any further
declarations are to be brought up as they arise on the agenda.

25/027 Election of Councillors for sub-committees
There were discussions around the groups and decided on.
Vote to amalgamate Community and Infrastructure for 6 with 3 abstaining

The group is to look closely at its terms of reference particularly in terms of what it sees as remit covering community.

The following groups were then agreed:

Finance, Standards and Procedures

Cllr Bourn, Cllr Sneddon, Cllr Harrison (Chair) Cllr Main

Planning

Cllr Bourn (Chair) Cllr Martlew, Cllr McLaughlin, Cllr Beeton

Infrastructure / Community

Cllr Beeton (Chair), Cllr Andrews, Cllr Halsall, Cllr Main

Communications

Cllr Sneddon – website, Cllr Main Dedham Notes

Parish Plan Development

Cllr McLaughlin with support and involvement of rest of the Council.

It was requested that Terms of Reference were put forward from the Chairs of the groups for agreement at the next meeting. **Action Chairs of Groups**

Personnel to be a separate group and clarification of delegation of area and as to whether it has delegated authority will be followed up.

Finance and standard to discuss personnel and to bring this back to full council for decision Action Finance group

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| 25/028 | Public Open Forum (maximum 15 mins)
All raised at residents meeting. |
| 25/029 | To approve the minutes of the last meeting (7th April 2025)
These were circulated to the council previously and proposed by Cllr Harrison and seconded by Cllr. Andrews All agreed. |
| 25/030 | Matters arising from these minutes
The contacts for the Almshouses had been passed on. Discharged.
Other items are on the agenda. |
| 25.031 | Visitors Report from Colchester City Council (CCC) and Essex County Council (ECC)
No councillors present |

25/032

Parish Plan discussion

Cllr McLaughlin had circulated papers on this subject to the council prior to this meeting which included general information on this plan. Cllr McLaughlin explain that Parish Plan or Village Design Statements are both community led plans. There are detailed examples of these type of plans available from the Rural Community Council of Essex (RCCE) and these plans have been looked at. These would be the working basis of the initial Parish Plan Steering Group, an article will be published in the Parish Magazine with more details with how information gathering from the public is to take place, also taking in to account the local concerns and priorities of the residents. The Parish Council are to start the group in the first instance.

Questions were asked about time scale for this and how long will this consultation take, the aim is for 6 months to get the plan started.

Communication is an important part of this process and the parish council will try to involved more residents in the village. An open day for people to come along to discuss this plan was one of the suggestions put forward and this will be put in the parish magazine to advertise the date when it is has been confirmed. Cllr McLaughlin was thanked for his work on this subject to date. **Action: Item on next agenda for information update**

25/033

Finance, standards and Procedures report

033.1 To approve payments in accordance with the 25/26 Budget.

Finance meeting before next council meeting to be confirmed.

Payments made and agreed via email

Social Bay Ltd – website deposit	£900.00
Village Warden – April 25 Invoice	883.54

Payments for approval

DM Payroll – payroll provider invoice 4269	£120.00
Moser Groundcare - grass cutting Inv. 0145	612.00
M. Rich – playground inspections April 25	200.00
S. Beeton reimbursement for power washer	229.99
Clerk Salary April 25	595.00
HMRC/NI	148.60
HMRC Employer contributions quarter	395.98
C. Harbach – mileage	20.80
Duchy Barn Inv 75	50.00
DPCC Parish Magazine	1,500.00
Ford Plumbing sealing off fountain	250.00

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Total £ 4,122.37

There was information around the insurance quote from Cllr Harrison and the council were happy to go ahead with this quote and pay the invoice.

Clear Insurance for 2026	1,839.67
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Total £ 5,962.94

Balances

Income £22,590.50 (Precept 4/4/25)
Expenditure £6,342.75

A/c Balance
90343633 £ 1,000.00
90365149 £ 285,955.85
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£ 286.955.85

It was noted that the DPCC Parish Magazine expenditure item should be recorded not be a grant but as an invoice in the future.

Proposed Cllr Sneddon seconded Cllr Harrison All agreed.

Action for payments by Finance Group

25/034 To review the effectiveness of the system of internal control (Internal Auditor) Chairman to sign AGAR

034.1 To sign off the AGAR forms for this year for audit purposes
These forms have been circulated to the council prior to this meeting.
Questions were raised by councillors and answered by Cllr Harrison and these were then signed by the Chair and the Clerk ready to be sent to the auditor.
All Agreed

Action Clerk to take to the Internal Auditor

25/035 Planning report recommendations on planning applications listed below:

035.1 Planning Applications – Observations conveyed under delegated authority since last meeting.

250711 Shermans House, High Street, Dedham Essex CO7 6DE

T1 - Portugal Laurel - fell - due to damage being caused to wall as well as becoming incredible close to neighbouring building T2 - Portugal Laurel - fell - due to being very close to boundary wall

Cllr McLaughlin declared an interest on this.

DPC Comment: No comment

250652 Linden House, Birchwood Road, Dedham Essex CO7 6EB

Proposed ground floor side and rear wraparound extension, floor plan redesign and all associated works at Linden House, CO7 6EB

DPC Comment: No comment

250626 Forge House, 2A Forge Street, Dedham Essex CO7 6AR

Yew Tree - reduction of tree by circa 1.5m all over to reduce dropping of leaves and toxic berries into gardens. Will drastically improve light in gardens of 2a & 2 Forge St

DPC Comment: No comment

250471 The Clyde, Ardleigh Road, Dedham Colchester CO7 6EE

Removal of existing conservatory and side store. Erection of single storey rear extension to form new family room and utility room. Resubmission of application number 211100
DPC Comment: No comment

250456 Appletree Cottage, Anchor Lane, Dedham Colchester CO7 6BX
Application to discharge condition 3 (extraction vent), 4 (rooflight) and 5 (new door opening) of planning consent 241442

DPC Comment: No comment

250379 Sunnycroft, High Street, Dedham Essex CO7 6HL

Proposed self-build replacement dwelling

There has been a comment from a neighbour on the CCC website.

DPC Comment: Recognise comments from neighbours.

250256 Meadow Cottage, Mill Lane, Dedham Essex CO7 6DH

Trim front laylandie hedge o last year's growth, reduce 6 white horn beams a 1 Rowan previous points. Reduce 3 Robinia to previous points. Reduce Blue Atlas cedar of contain growth. Prune and thin weeping willows removing extended branches and deadwood.

DPC Comment: No comment

250731 - The Drift Cottage, Southfields, Dedham Essex CO7 6AH

Proposed single storey rear extension following demolition of existing conservatory.

DPC Comment: No comment

Action Birchwood Road, planning application for a drive through store on the next agenda. Planning group to check date for consultation and consider.

035.2 Planning Applications – Decisions received since last meeting

250395 Land adj to, Denbury, Ardleigh Road, Dedham Colchester CO7 6EG

Application for approval of details reserved by conditions 6 &10 (231924)

CCC Decision: Discharge of Condition (Approved)

250230 Playing Field, Brook Street, Dedham Essex CO7 6AD

Installation of eight floodlights to outdoor tennis court

CCC Decision: Refuse

250178 -1 Threadneedle Street, Dedham, Colchester, CO7 6HH

Repair internal ground floor wall. Repair / replace plaster on water

CCC Decision: Approve Conditional

035.3 Approval to hold council planning meetings 30 mins before main council meeting.

The planning group would like approval to hold the planning meeting (which is open to the public) 30 minutes before the main scheduled monthly meeting of the council. If there are any contentious planning applications that have come into the council then these will be separate items on the council agenda.

Proposed Cllr McLaughlin seconded Cllr Bourn All agreed.
This new planning meeting will take place before the next June meeting.

25/036

Community areas

036.1 Information regarding litter picking with Church Youth group

The Church youth group would like to start litter picking in the village and would be keen for the council to become involved with this. The council do have litter pickers and high vis jackets that could be worn and borrowed for these events. Steve Mole is also helping with this group.

25/037

Infrastructure

037.1 Information report from NEPP meeting

Cllr Beeton updated the council on information from the meeting that was had with NEPP and some of this had been reported earlier. Parking will be part of the parish plan. There will not be changes to Crown Street parking at the moment by NEPP or the Parish Council. Height restrictions at Mill Road car park were discussed and will be looked at. The car park will be tidied up and the extra space that is available will be looked at to be reassigned as new parking areas. It was noted that yellow lines are bad throughout the village. NEPP does not have the budget or reserves to repaint these. It was noted that the Council may need to consider putting parish funds towards this in the future. It was noted that there is an agreement between the council and NEPP which currently has a 3 month notice to withdraw the funds to the council in the future.

Further data is expected from NEPP on car park usage. Relationships with the NEPP team are good

037.2 Car Park information update

See above

037.3 Approval of supplier for tree works and amount

There had been 3 quotes obtained and these had been circulated to the council prior to this meeting. It was noted that there is £4000 in the budget for the tree work and the other money will have to be a virement from another area of the budget to cover the cost.

These were discussed further and agreed the contractor to be Tendring Tree Surgery for £7,200. This was proposed by Cllr Beeton seconded by Cllr Main. All agreed. Cllr Beeton will contact the preferred supplier. It was agreed that the virement for the budget to cover this amount will be done in the future. This was all agreed.

037.4 Approval of supplier for pavilion works and amount

Cllr Beeton explained the works that needed to be completed on the pavilion and there had been quotes obtained and circulated to the whole council prior to this meeting. Questions were asked and answered and the preferred

supplier was agreed as CHM Roofing and the cost for these works is £7,875 including VAT. The Budget for this will be on the agenda for the May finance meeting.

Proposed Cllr Beeton seconded Cllr Main All agreed.

Cllr Beeton will contact the contractor.

037.4 Information report of drainage on Castle Hill

This was raised in the residents meeting earlier.

25/038

Communications

0.38.1 Discussion on progress of website design

Cllr Sneddon gave an update of information as to where the council were with the progress of the website The invoice for the website deposit has been paid. The gov.uk domain name had been agreed and was being progressed and hopefully would be issued soon.

Discussions on the website will start soon and these will be worked on by the group and will be circulated when proposals are available. There will be for agreement in the future as to what is to be migrated and not migrated this will be agreed at the end of July. Thanks were given to Cllr Sneddon and John Goldsbrough for their work on this.

25/039

S106 allocated money

039.1 Discussion on the use of allocated community funds available of £1,140.34 from CCC.

It was noted this issue has been raised before and it was proposed to seek the funds to cover the Sports pavilion work.

Action Clerk to progress application

25/040

Clerk's Report

A resident had contacted the clerk as to the ownership of a field on the Dedham side of the river which goes towards Flatford with cows in at the moment. This is being followed up.

25/041

Training Events

0.41.1 Report on attended event

No training event attended to date

0.41.2 Nomination for new event

Cllr Andrews is due to attend councillor training soon.

Some Councillors still need to organise training in the future.

25/042

Closure of meeting

Meeting was closed to the public by the Chairman at 8:30pm

24/043

Closed meeting item

0.43.1 Discuss a revision to the payment terms for the Parish Warden.
There were various discussions on this and a conversation will be had with the warden.

Chairman thanked everyone for their time.

Meeting closed 8:45pm

Signed

Cllr Bourn

Date