



**Minutes of Dedham Parish Council meeting
6:30pm 5th October 2026**

Duchy Barn, Dedham

Attendees: Cllrs Bourn, McLaughlin, Beeton, Halsall, Main, Sneddon, Andrews

Present: Clerk: Carol Harbach
17 Members of the public

26/123 Welcome and apologies of absence.
Cllr Bourn welcomed everyone to the meeting.
Apologies had been received from Cllrs Haines and Harrison.

26/124 Declaration of Members Interests
Cllr Beeton declared an interest in the playing field.

26/125 Public Open Forum (maximum 15 mins)
Residents spoke about:

- Concerns regarding the planning application 261545 Coopers Lane. The council will answer this under the planning section,
- It was noted that there are still issues with Highways / Castle Hill / road conditions and drainage issues which are still ongoing with Colchester City Council.
- The clerk was requested to send a letter requesting Munnings to cut back the copper beech hedge on the roadside so the pavement is more accessible. **Action Clerk**
- Speed of vehicles: a resident suggested removing 3 car spaces and extend the double yellow lines at the top of Manningtree Road to improve visibility around the bend. This has been looked at by the infrastructure group and is on-going
- **Action: Infrastructure Group**
- B1029 has now deteriorated and needs to be looked again

Action: Infrastructure group

Supporting information was provided by a resident in relation to the Dedham Fun Run and the associated marketing costs regarding the grant application later on the agenda. The project also presents an opportunity to acquire an additional two acres of land behind the school, which would provide valuable additional space.

If the Council could support the cost of the grant application and the initial stages of the Fun Run, and the Christmas Market it is anticipated that sufficient funds could subsequently be raised to complete the project and obtain the land. Further context and background information can be provided by the Headteacher.

- Another resident stated that the provision of exercise equipment would support and encourage wider participation in physical activity, ensuring the facilities benefit the majority rather than a minority such as the padel group. All available options will be considered, and a personal conversation can also be arranged with the resident to discuss their views and concerns.
- **Action: Resident suggested to contact Chair**

26/126 Approval of the minutes of the of 7th September 2026

These minutes had been circulated and the removal of a word from 26/115 was requested. These were then proposed by Cllr Andrews and seconded Cllr Main All Agreed.

26/127 Matters arising from these minutes including updates on Action points progress

Mobile phone coverage remains ongoing. The proposed telephone mast in Dedham is being progressed by Colchester County Council (CCC). However, Copart does not wish to host the mast on its property. An alternative site has been identified on Mr Baird's land in Stratford. Further information will be circulated once available.

Action: Infrastructure group

Parking on going and needs to be addressed in the future.

Highways / Castle Hill / road conditions / drainage issues are still ongoing with Colchester City Council

River safety – signs for river agreed

Legal update – Correspondence with solicitors regarding the use of the field by the football club remains ongoing. Further correspondence was received from DOBFC today. The solicitor will be contacted, and further legal advice will be sought regarding the appropriate course of action. The potential costs associated with any legal action will be considered at a future meeting once there is greater clarity. An extraordinary meeting will be held regarding further action on this. This will be arranged

Action points

Updates were provided on relevant items.

Car park signage discharged

Bus service item Discharged.

26/128 Visitors Report (ECC and Colchester City Council)

It was requested that the clerk contact the councillors and request a written report if they are unable to attend the next meeting.

26/129 Update on Playing Fields and progressing working group

Cllr Main stated the first working party meeting is being organised and the focus of the first meeting will be on car parking and grass maintenance.

Terms of reference for the group will be on the website.

Cricket pitch area is being used a car park by footballers.

Concern was expressed about car parking on the cricket pitch areas

This is being followed up with Sports Club.

26/130 To agree date and parameters for strategy meeting and the role of the Parish Plan therein

The Parish plan still needs to be progressed and a strategy meeting to Set these parameters will be organised.

A Strategy meeting will be held before the budgets are set so the finance committee can set a draft budget next month.

A meeting date will be set for this online.

26/131 Dedham Meadows Planning Enforcement Appeal update

Cllr McLaughlin gave an update of the appeal and our submission update has been put in to the planning inspectorate. This appeal was very detailed and evidenced how the field was used last year.

The land owner had requested permission for a permanent car park and this would then not be an agricultural land and a change of use.

The planning officer has received a lot of complaints against the car park and this appeal can take over a year to be finalised. If the appeal is rejected by the planning inspectorate, he can still use the land for 28 days, if he exceeds the days, he then gets another notice for him not to use the land as a car park anymore. The Council has been working closely with other relevant agencies on this matter.

131.1 To report on agency meeting on river and meadows

Cllr Bourn gave an update on the stakeholders meeting that took place recently. Cllr Bourn reported that there were 25 other stakeholders present at the meeting last week. The appeal and recreation use on this field were discussed. Recreational use began during the COVID-19 pandemic and has continued since. Concerns were raised that, if this use continues for several

years, it could potentially affect the opportunity to establish a commercial use of the site. It was suggested that the recreational use of the field should be formally challenged.

The Planning Team in Suffolk are not currently keen to pursue the recreational-use aspect and the matter should be addressed with Stratford St Mary PC , as the site falls within their district. It was agreed that this should be followed up with them.

Action: Chair and Clerk

From June to August the enforcement team made 144 visits on the Suffolk side of the river spent 120 hours there in total and issued 162 penalty notices. It was noted that as time went on there was a lot less parking than there was previously.

Concern was expressed about the role one Babergh Councillor was playing. This is being addressed. .

There was discussion about encouraging social media organisations and relevant agencies to promote responsible use of the countryside and local environment, particularly around the car park and surrounding areas during the spring and summer months.

26/132

To agree terms of reference for playground working party and agree Councillor membership

These had been circulated and the councillor membership was agreed as Chair Cllr Sneddon with Cllr Harrison and Cllr Haines from infrastructure group which would provide coordination of the group. There have been other comments noted back from other councillors. Other residents will also be on the group.

Proposed Cllr McLaughlin and Cllr Andrews. All agreed.

The Tender and budget documents will be on the next agenda
Residents

26/133

**To discuss and review terms of reference for Personnel/Staffing Committee and agree councillor membership. To agree the progress for the job description and recruitment process of admin assistant
There were discussions on the personnel and staffing which need to be agreed further by the**

Concerns were raised regarding the need to follow a clear and transparent process.

The revised Terms of Reference were proposed by Cllr Beeton and seconded by Cllr Main. The proposed members of the Personnel Committee are Cllrs Halsall, Main, Beeton, Harrison and Haines.

Regarding the appointment of a new Administrative Assistant, as Cllr Harrison was not present, the matter was deferred to the next meeting.

26/134 To agree Service Level Agreement of Youth Club
Still ongoing. This has been deferred to the next meeting
Meeting being held with youth services before going ahead with the agreement.

26/135 To agree membership of Padel Group as:
Chairman: Cllr Andrews
Members: Cllrs Haines and Harrison and members of residents
Proposed Cllr Sneddon seconded Cllr Halsall All agreed.
Terms of reference have already been agreed.

26/136 Finance, standards and Procedures report	
136.1 To approve payments in accordance with the 26/27 Budget	
Warden invoices and receipts for Sept 26	794.50
Clerks Salary – Sept 26	764.55
C. Harbach – mileage	41.60
HMRC Tax/NI	191.00
Dedham Works social media works	150.00
Sage Ground Maintenance Services Sept 26	626.04
Moser Groundcare – grass cutting on fields	704.21
M. Rich Playground inspections Sept 26	200.00
Dedham Fun Run refund of deposit for run	250.00
DPCC Barn hire inv. 65 and 72	80.00
Fisher Jones and Greenwood Solicitor	729.60
Envirosigns Ltd River signage	321.60
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Total	£4,973.09
Income: £ 97,762.06	Balance in account: £312,989.47
Expenditure: £ 50,624.49	£1,050.00
	=====
Total	£313,989.47

A copy of the documentation for the contract for Dedham Works will be given to Cllr Harrison to forward.

Cllr Main did not agree with the invoice for Dedham Works but the rest of the Cllrs agreed this and also the rest of the payments.

136.2 Grant applications Christmas Market, Dedham Fun Run
Application for Costs to be covered for The Dedham Christmas Market, and
The Dedham Run so that all the Funds raised at these 2 events can go directly
to Dedham Primary School.

The application form had only come in this morning and the councillors had
not had the time to look at this properly.

As the accounts for both income and expenditure accounts had not been with
the report this was deferred to the next meeting when all the information
would be available to discuss this in more detail. Clerk to send the latest grant
form to the PTA for future reference. **Action Clerk**

A representative of the PTA gave an account of the Income for the run in the
region of £19k to £20k for the run and preliminary discussions with Cllrs
Harrison and Haines had taken place. This was deferred to the next meeting
so more information is available.

Clerk will send an updated version of grant and policy so the information can
be returned and circulated before the next meeting.

Finance group are to look at reviewing the grant policy.

This item to be added to next agenda.

26/137

Planning report recommendations on planning applications listed below:

26/137.1 Update from Planning meeting 5th October 2026

Some issues already raised.

26/137.2 Planning applications

261579 - Brannam Court, High Street, Dedham Colchester CO7 6DE

T1 - Walnut – Re pollard and aerially inspect growth points

DPC Comment: No Comment

261657 - 3 Brook Cottages, Brook Street, Dedham Colchester CO7 6AD

T1 - Fig - Fell due to it being unable to support its weight anymore

No Comment

261669 - Brook House, High Street, Dedham Colchester CO7 6AB

T1 - Oak - crown lift by approx. 0.5m and removal of small drooping limb T2 -

Macrocarpa - deadwood clean

No Comment

261700 - Monks Farm, Coles Oak Lane, Dedham Colchester CO7 6DR

Application to discharge conditions 6 (Door and Window Details), 9 (Facing
and Roofing Materials) and 10 (Roof Tile Details) to application 241466.

No Comment

261545 -Oakview, Cooper's Lane, Dedham Colchester CO7 6AX

Increase in ridge / eaves height to form new first floor habitable space. New single storey rear extension and front gable entrance. Internal replan to suit changes, and conversion of existing cartlodge to an annex.

Residents spoke about concerns regarding the planning application 261545 Coopers Lane. Cllrs added their comments regarding this and an objection comment will be sent to the council regarding this application.

Various comments from residents and the Council agreed to send a notice of objection to the planned development.

26/137.3 Planning Applications – Decisions received since last meeting
None at time of posting of agenda

26/137.4 To agree proposed revised terms of reference of Planning Group
Deferred to the next meeting

26/137.5 To propose and agree DPCs response to the consultation on the Local Plan
Deferred to next meeting

26/137

Infrastructure

137.1 Tree Donation

A tree has been donated to the council from Bartrum trees to celebrate the royal visit. The council already have 2 celebration trees at moment and we think 1 of these has died and this tree could replace the dead tree. This is on-going and will be followed up with the infrastructure group

137.2 Village Sign

Dedham Arts club are happy to complete the works needed but it has to be taken down first. Cllr Andrews will get quotes to remove this the group will complete the works in the Duchy Barn. The cost of paint and a donation will be given to the Art Club.

137.3 Trading Bay update and Permit applications

NEPP have reversed their previous decision on the bay on Royal Square. NEPP are currently revamping the permits etc and not happy with fish and chip van at the moment using the bay and have had bad experiences in other places in the county and suggested that we use the “cook facility” bay they are putting forward for a facility to park on one of their car parks. They also put an application for the council at the same time. This has now been approved to relocate a bay in a car park as a “cook facility” there is another option to park in the High Street in the bus bay. NEPP have raised this and further conversations of this will be needed before action is taken.

Communication have been requested to be seen from NEPP and then discussed further. The post office van will be asked to turn the van round when he is there so people do not stand in the road.

Action: Chair and Chair of Infrastructure to have a meeting with relevant officers from NEPP

137.4 Grass Matting path replacement from DPC Car park to Tennis Club. To agree submitted estimate of options and costs.
These had been circulated and the 2 quotes were received. It was proposed to go with the Moser Groundcare quote. Proposed Cllr Main and second Cllr Beeton All Agreed.

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137.5 To receive estimates (2) for cutting hedge from Frog Meadow to Manningtree Road (to follow)
2 quotes had been received and circulated to the council. These were discussed and proposed to go with Moser Groundcare.
Proposed Cllr Bourn Seconded Cllr Beeton. All agreed.

26/138 Church planned pruning of Horse Chestnut tree

The plan to trim the tree outside the Church was discussed in terms of procedures. It was approved but not through the normal planning process. Chair has contacted Planning Department for further information.

26/139 Communications

To report on progress of website development
Website reorganisation is currently being undertaken on this and should be completed soon.

26/140 Training Day – to identify and agree areas which the council needs to progress as a result of the training day

A summary of the points raised after the training day have been circulated and these need to be moved forward and worked on by the council.

26/141 Clerk's Report

The clerk had a report of the fast-moving tractors and trailers going through the village this was passed on to Cllr Andrews who followed this up.

26/142 Next meeting

Next council meeting Monday 2nd November 2026

26/143 Closure of meeting

Meeting closed at 8:21pm

Confidential item

26.144 Council procedures

Strategy meeting date to be confirmed for strategy meeting on line before
draft budget set next month
EOM 26th October 2026 6:30pm

Meeting closed 8:30pm

Signed
Cllr Bourn

Dated