



**Parish of Castle Heddingham**  
**Mrs Claire Waters (Parish Clerk)**  
**25 Bayley Street, Castle Heddingham, Essex CO9 3DG**  
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## **MINUTES OF A MEETING OF CASTLE HEDDINGHAM PARISH COUNCIL, HELD ON MONDAY 13<sup>TH</sup> JULY 2020 BY ZOOM VIDEO CONFERENCE AT 7.30PM**

**Present:** Cllrs Bayes, Doe, Gransden, Hood, Jordan, Southgate, Toocaram, Veater, Westrop.

**In the Chair:** Cllr Southgate

**Clerk:** Claire Waters

**Also Present:** None

### **1. APOLOGIES FOR ABSENCE**

None

### **2. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of 8th June 2020 were approved as a correct record of events and remote arrangements were made for them to be signed by the Chairman

**Proposed:** Cllr Gransden

**Seconded:** Cllr Jordan

Agreed unanimously

### **3. DECLARATIONS OF INTEREST**

None

### **4. PUBLIC FORUM**

None

### **5. PROGRESS CHECK**

The clerk had submitted a written report on actions taken in May and June with delegated powers:

**5.1 Public Toilets** Opened 15th June. Risk assessment updated with additional COVID-19 measures needed for when the Village Park opens and public toilet usage increases. Two wall mounted hand sanitisers are now fixed in each cubicle. Further safety measures are in progress, and monitored daily.

**5.2 Clear recycling sacks:** Castle Heddingham Village Shop has been added to the regular distribution list for BDC recycling sacks.

**5.3 Litter picking volunteers:** Hi-vis vests, litter pickers, gloves and purple sacks are available from the clerk. Some Councillors are volunteering but a few supplies are available for other volunteers, contact the clerk on 07845 056597 or [castleheddinghamparishclerk@gmail.com](mailto:castleheddinghamparishclerk@gmail.com) to arrange to collect.

**5.4 Social distancing breaches:** A resident had reported concerns about breaches of social distancing regulations in the village. Serious concerns should be reported by residents directly to BDC Environmental Health or Essex Police on 101 as the Parish Council does not have the authority to act on this matter.

### **6. HIGHWAYS**

Update on Highways issues and any new problems to report

**6.1 Road closures** during July/August include Falcon Square, Church Lane, Church Ponds, Crown St, Sheepcot Road due to installation of fibre broadband. All roadworks information on <https://one.network/>

**6.2 Blocked drains:** Drain jetting at central village locations requires movement of parked cars and a smaller jetting vehicle. Cllr Southgate reported that with the support of Cllr David Finch, Crown Street and hopefully Castle Lane drains should be cleared week beginning 27<sup>th</sup> July.

### **7. REPORTS**

**7.1 Police/PCSO/Neighbourhood Watch:** A police report was circulated to Councillors by email. Cllr Beavis reported by email that following a meeting with Essex Police in the village, officers confirmed that over the coming weeks more speed testing will be carried out in the Heddinghams.

**7.2 Essex CC report:** None. Cllr Finch sent apologies for absence due to a conflicting meeting

**7.3 Braintree DC report:** Cllr Johnson & Cllr Beavis gave apologies due to Sible Heddingham meeting.

Cllr Beavis reported by email that the next meeting of BDC will be July 27th. At that meeting there will hopefully be an update on the all-important housing numbers going forward. The process for how to take forward Part 1 Local Plan (without the Braintree Garden Communities) and then Part 2 Local Plan (the district's Local Plan until 2033) is yet to be agreed and Cllr Beavis will forward an update when possible.

## 8. PLANNING

*Applications received:*

**20/00514/LBC** Proposed removal of an internal pier and high-level section of wall  
38 St James Street CO9 3EW

*No objections*

*Applications determined:*

**None**

## 9. FINANCE

**9.1** The monthly accounts were approved and payments agreed for authorisation. The bank reconciliation had been checked and signed via email by Cllr Gransden.

**Proposed:** Cllr Hood

**Seconded:** Cllr Veater

Agreed unanimously

Jul-20	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£30.22
DD	Bulb	Electricity Toilets	£8.81
B/P	Staff	Salaries	£1,216.16
B/P	BDC	Rent Pump House	£30.00
B/P	EALC	Playground Guidance Seminar	£48.00
B/P	Garry Southgate	Residents Only sign	£16.97
B/P	HMRC	Tax/NI	£4.91
B/P	E C Waters	Home as Office July	£60.00
B/P	E C Waters	Clerk Expenses June 8 <sup>th</sup> – July 13th	£192.02
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	BDC	Rates, Pump House	£5.00
B/P	M D Landscapes	Grass Cutting June	£973.20
B/P	Abacus Accountancy	Payroll April May June	£43.20
B/P	Maureen Lofting	Plants Crouch Green	£51.50
B/P	Garry Southgate	No Entry Signs Village Park	£15.99
<b>TOTAL in month</b>			<b>£2,707.38</b>

Jul-20	Receipts in Month	Details	Amount
<b>TOTAL in month</b>			<b>£0.00</b>

Jun-20	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£31.23
DD	British Gas	Electricity Toilets	£12.34
DD	British Gas	Electricity Toilets	£12.61
DD	Wave (Anglian Water)	Water Toilets	£51.21
DD	Wave (Anglian Water)	Water Cemetery	£1.54
DD	B&CE Holdings	Peoples Pension	£65.98
B/P	Initial Hygiene	Sanitary Disposal	£12.17
B/P	Staff	Salaries	£1,148.18

B/P	E C Waters	Home as Office June	£60.00
B/P	E C Waters	Clerk Expenses May 11th - June 8th	£241.02
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	BDC	Rates, Pump House	£5.00
B/P	M D Landscapes	Grass Cutting May	£1,172.40
B/P	Hedingham School	Printing BDC Help booklet	£144.00
B/P	Earth Wrights Ltd	1st instalment Village Park	£29,566.20
	Unity Trust Bank	Service Charge	£18.00
<b>TOTAL in month</b>			<b>£32,553.28</b>

Jun-20	Receipts in Month	Details	Amount
02-Jun	BDC	Street Cleaning Grant	£5,521.77
08-Jun	Village Shop	Loan repayment	£100.00
12-Jun	HMRC	VAT Reclaim 2019-2020	£2,302.64
29-Jun	Harvey Darke	Interment Grave 254	£396.00
<b>TOTAL in month</b>			<b>£8,320.41</b>

### Accounts balances at 13 July 2020

Unity Trust Current account	£42,959.73
Unity Trust Deposit account	£25,466.77
Cambridge & Counties 95 day	£33,552.30
	<b>£101,978.80</b>

**9.2 RESOLVED:** To contract Mr Clive Clark on a self-employed basis to remunerate him for his work in assisting with Village Maintenance, and use of his vehicle. This will be at the same rate of pay as the Village Maintenance Operative.

**Proposed:** Cllr Grandsen

**Seconded:** Cllr Jordan

Agreed unanimously

**9.3** Consideration of renewal of clerk's car insurance for use of vehicle by Village Maintenance. RAC quote received: £346.58 without and £353.07 with the additional named driver. Renewal due 22<sup>nd</sup> July Cllr Southgate suggested possible use of a tow bar and trailer for clearance of rubbish and transporting large equipment. It is likely that the clerk's car will not be needed for Village Maintenance

**Action:** Clerk to renew personal car insurance without additional driver for Village Maintenance use.

### 10. ELECTRIC CAR CHARGING POINT

Consideration of submitting an expression of interest for installing one or more electric car charging points in the village. Please see details here: <https://www.gov.uk/government/publications/grants-for-local-authorities-to-provide-residential-on-street-chargepoints/grants-to-provide-residential-on-street-chargepoints-for-plug-in-electric-vehicles-guidance-for-local-authorities>

**RESOLVED:** To go ahead with enquiries into installation of at least two charging points in the village

**Proposed:** Cllr Doe

**Seconded:** Cllr Toocaram

Agreed unanimously

### 11. CASTLE HEDINGHAM VILLAGE PARK

**11.1** Minutes of the Village Park group meeting of 1st June 2020 had been forwarded to Councillors. Cllr Hood also reported on an on-site meeting with Stewart Landscapes on 7th July. The recommendation of the Village Park group to specify that dogs are welcome at the Village Park but should be kept on a lead was supported by all Councillors

**Action:** The clerk is sourcing noticeboards for both entrances to the Village Park

**Action:** A meeting will be arranged on site with Mr Richard Bass of BDC Waste Management for advice on where to site general and dog waste bins

**Action:** Following Cllr Hood’s attendance of an EALC Playground Opening Guidance webinar, risk assessments will be completed and public notices issued before the park is able to open to the public. It is recommended not to publicise the opening as this will encourage larger gatherings of people

**11.2 Decision on use of £10,000 Community Projects Reserve as contingency funding for Village Park**

**RESOLVED:** To use the Community Projects Reserve to fund the Village Park if necessary

**Proposed:** Cllr Southgate                      **Seconded:** Cllr Hood                      Agreed unanimously

**11.3 Decision on additional work quoted for clearance of area by Memorial Garden**

**RESOLVED:** A quote had not been received prior to the meeting, this was subsequently approved via email by majority vote. Reduced cost of the path by using timber edging will enable savings to be used for scrub clearance behind the public toilets to increase visibility and public safety.

**Proposed:** Cllr Southgate                      **Seconded:** Cllr Hood                      Agreed by majority vote

**11.4 Decision on exterior lighting improvements for Public Toilets.**

**RESOLVED:** To accept the quote of £485.00 plus VAT from D R Greenway to fit an additional external light to the public toilets, reinstate photocell control and replace interior lamps with new LED fittings.

**Proposed:** Cllr Doe                              **Seconded:** Cllr Tocaram                      Agreed unanimously

## **12. CASTLE HEDINGHAM CLUB AND MEMORIAL HALL**

Consideration of current government grant funding situation for Memorial Hall and Castle Hedingham Club. As the named rate payer for the whole building, the Memorial Hall received the Small Business Grant of £10,000 in May. The Club was not eligible for the Small Business Grant as it is not named on the rates bill, so applied for the Local Authority Discretionary grant but their application was refused on 6th July. The clerk reported that the Club had been advised by BDC to apply again in the current round of discretionary grants, and had submitted a second application today. Cllr Hood expressed his disappointment that he had been asked by the Memorial Committee to step down as the Parish Council representative on the committee due to a perceived conflict of interest. Cllr Southgate and the clerk had both spoken to the chairman of the Memorial Hall Committee to better understand their point of view. The matter remains unresolved.

## **13. HEALTH & WELLBEING PLAN**

Cllr Hood, Cllr Doe and the clerk, together with Cllr Jo Beavis, had attended a webinar from EALC on the creation of Health & Wellbeing plans for communities. It was agreed this is an excellent tool to assess what the Parish Council is currently doing, plan for future actions to support all members of the community, communicate with residents and co-ordinate “added value” with village organisations.

**Action:** The clerk will chase up the EALC Health & Wellbeing Officer to obtain the template plan, and start to populate with information which is already accessible

**Action:** Cllr Hood has volunteered to co-ordinate the creation of the plan for Castle Hedingham

## **14. CORRESPONDENCE TO NOTE**

**Community 360: CHAPS** the Men’s Health Charity returns to Prostate Cancer Screening post lockdown. All information available on their website: <https://chaps.uk.com/>

## **15. AGENDA ITEMS FOR NEXT MEETING**

In answer to a question from Cllr Jordan, the clerk confirmed that all Council meetings must continue via Zoom rather than meetings in person. This is due to the restrictions which would need to be imposed on access for members of the public due to social distancing measures, as instructed by the National Association of Local Councils. **Members of the public can join a Zoom meeting by requesting a link.**

**DATE OF NEXT MEETINGS: All meetings to be held via Video Conferencing until further notice**

<b>Monday 10th August 2020</b>	7.30pm	Ordinary Parish Council	Zoom Video Conferencing
<b>Monday 14th September 2020</b>	7.30pm	Ordinary Parish Council	Venue to be confirmed

**The meeting closed at 8.58pm**

SIGNED (CHAIRMAN)

DATE