



Parish of Castle Hedingham
Mrs Claire Waters (Parish Clerk)
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**MINUTES OF A MEETING OF CASTLE HEDINGHAM PARISH COUNCIL,
HELD ON MONDAY 17th APRIL 2023, 7.30PM AT CASTLE HEDINGHAM CLUB**

Present: Cllrs Doe, Dover, Jordan, Gransden, Smith, Toocaram, Westrop.
In the Chair: Cllr Toocaram
Clerk: Claire Waters
Also Present: Cllr Beavis BDC. Wendy Taylor, Independent candidate for BDC
2 parishioners

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Southgate and Cllr Veater.
Cllrs Johnson (BDC) and Schwier (ECC) also apologised for absence.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of Monday 13th March 2023 were approved as a correct record and signed by the Chairman

Proposed: Cllr Jordan

Seconded: Cllr Smith

Agreed unanimously

3. DECLARATIONS OF INTEREST

None

4. PUBLIC FORUM

None

5. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting

5.1. Footpath complaints: Two residents had been in contact to complain about weeds, overhanging shrubs and moss growing on footpaths in the village. The Parish Council cannot take responsibility for the frontage of privately owned properties but tries to assist if there is a danger to pedestrians.

5.2. Parish Council noticeboard: Possible relocation to St James Street village centre

Action: A site meeting is still to be arranged, Village Maintenance have found a board a similar size to the poster case to avoid having to move the noticeboard for viewing in the alternative location

5.3. Fallen tree: A fallen tree at Footpath 38 has been brought to the attention of the property owner

6. HIGHWAYS & PUBLIC RIGHTS OF WAY

Update on Highways & Footpath issues and any new problems to report.

6.1. Footpath 16 Maiden Ley: The re-routing of this footpath has been approved by Public Rights of Way. New footpath waymarker posts have been requested to guide walkers along the diverted route.

6.2. Nunnery Street to Pye Corner: Road closure 26th April 2023 for 3 days for fencing & ironworks replacement at Nunnery Street bridge. <https://one.network/?tm=133103987>

6.3. St James St: Road Closure 11.00am - 6.00pm, Sunday 7th May 2023 for Coronation Street Party

6.4. Hay/Straw blocking drains: Essex Highways had been asked for support in getting hauliers to sheet large loads of hay/straw when being transported through the village, to avoid drain blockage problems. No help was offered except suggesting to report blocked drains at <https://www.essexhighways.org/tell-us>

Action: Clerk to write to local farmers to ask if they can request contracted hauliers sheet large loads to prevent drain blockage and debris on roadside footpaths.

7. REPORTS

7.1. Police/PCSO/Neighbourhood Watch. A recent theft of plant machinery from Kirby Hall Road had been quickly recovered from Gosfield along with a number of other stolen items. Residents are reminded that security marking greatly assisted the police in the prompt return of stolen property

7.2. Essex CC report: Cllr Schwier apologised for absence and referred Councillors to his email reports

7.3. Braintree DC reports: Cllr Johnson apologised for absence.

Cllr Beavis made her report brief due to the pre-election period. She has been privileged to serve as Heddinghams District Councillor for 20 years, and as an independent candidate since 2019.

- Essex Police have offered to come and join a Community Speedwatch session.
- Wethersfield Airfield asylum centre challenge is being heard in the High Court this week

8. PLANNING

Applications received:

23/00682/TPO Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - Reference: 12/21 - T1 TG2 Pine (Scots) Remove the taller/ closer of the two trees close to ground level. 13 Bayley Street CO9 3DQ *If it is confirmed this contributes to subsidence, no objections*

23/00711/TPOCON Notice of intent to carry out works to trees in a Conservation Area: T1 - 8x Leylandii Trees - Reduce height from approximately 5m to 3m T2 - 2x Leylandii Trees - Fell to ground level Caxton Cottage Nunnery Street CO9 3DN *No objections*

23/00708/LBC Proposed installation of two low level windows to the north west elevation 9 St James Street CO9 3EN *No objections*

23/00779/FUL Demolition of existing conservatory to front of property Doulton Lodge Pottery Lane CO9 3EU *No objections*

23/00862/LBC Installation of 100mm diam. flue to new boiler through rear 1st floor airing cupboard wall. Heddingham House 1 King Street CO9 3ER *No objections*

Applications determined

22/03382/LBC & 22/03329/FUL Change of use from beautician room (Sui Generis) to 1No. 2-bedroom holiday let (Use Class C3) and the restoration of existing tearooms and Post Office Buckley's & Magnolia Tea Rooms 7A St James Street Essex CO9 3EJ *Application PERMITTED*

23/00132/LBC Conversion of a downstairs room (formerly a kitchen) into a bathroom. Building of a partition wall with doorway to enclose the room and installation of extractor fan 21 Queen Street CO9 3HA *Application PERMITTED*

23/00276/HH Erection of detached cartlodge Rosemary Barn Rushley Green CO9 3AJ *Application PERMITTED*

9. FINANCE

9.1. The monthly payments were approved for authorisation by two Councillors. The monthly bank reconciliations were checked and signed by Cllr Gransden.

Proposed: Cllr Jordan **Seconded:** Cllr Toocaram **Agreed unanimously**

9.2. Year-end accounting reports and Annual Governance and Accountability Review (AGAR) documents had been sent to Councillors. These are being submitted for internal audit and it is hoped approval and signing of the AGAR for external audit can be completed at the Annual Parish Council meeting in May

10. COMMUNITY ALLOTMENT

10.1. Receipt of a £5,000 UK Shared Prosperity Fund Community Garden grant through Braintree District Council was noted with thanks. This will fund sheds, rainwater harvesting, tools and seating etc. Cllr Jordan had met with groundworkers and is investigating suitable sheds.

10.2. A written report from the first informal Community Allotment group meeting on 11th April was noted. More members are now joining the group and the plan is to meet regularly at the allotment on Tuesdays at 11.30am. New members are welcome, just turn up. **Action:** Notices to be put in the Village Shop & the Bell

10.3. RESOLVED: Terms of Reference for the Community Allotment working group were approved. These include guidance on handling of any cash donations in line with Financial Regulations/best practice

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

11. REWILDING NEW PARK

A footpath has been mown and the response from local residents has been very good. Cllr Smith reported that De Vere pupils will soon visit the site, probably year 2 age group so they can follow the development of the rewilding project through their time at the school.

Action: Cllr Dover and other group members will design an information poster for printing and laminating, to be displayed on the Pump House shutters. This can be updated as the area develops

12. CASTLE HEDINGHAM VILLAGE HALL

The content of annual Health & Safety reports completed in March by Village Hall Committee members was noted. *Agenda item for future meeting*

13. CORONATION EVENTS MAY 2023

- **Sunday 7th May 2023:** “The Coronation Big Lunch” Street Party St James Street
- **Monday 8th May 2023:** St Nicholas Church Coffee Morning
- **Monday 8th May 2023:** “Coronation Trail” at Hedingham Castle, more information on their website

14. CORRESPONDENCE TO NOTE

Castle Hedingham uncontested election. Braintree District Council has confirmed that all Parish Councillors must complete an election expenses form, despite no election expenses being incurred. The clerk will send the link to the form

15. AGENDA ITEMS FOR NEXT MEETING (Annual Parish Council meeting)

- Election of Chairman
- Signing of Declarations of Acceptance of Office and Submission of Registers of Interests
- Adoption of Standing Orders, Financial Regulations and Code of Conduct
- Membership of groups, representatives & responsibilities.

16. NEXT MEETINGS:

Thursday 27 th April 2023	7.30pm	ANNUAL PARISH ASSEMBLY	VILLAGE HALL
Thursday 4 th May 2023	BRAINTREE DISTRICT COUNCIL ELECTION DAY		
Monday 15 th May 2023	7.30pm	Annual Parish Council	Castle Hedingham Club
Monday 12 th June 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 10 th July 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 14 th August 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 11 th September 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 9 th October 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 13 th November 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club

17. CLOSING REMARKS

All Councillors were thanked for their service during the last Parish Council 4-year term of office, and in particular thanks and good wishes were extended to those Councillors who are retiring at the election in May 2023. Cllr Phil Gransden, Cllr Charlie Jordan, Cllr Jill Toocaram and Cllr Mary Veater have been extremely valuable members of the Parish Council and will be greatly missed. Charlie and Jill will continue working alongside the Parish Council on the Community Allotment project at the Village Park.

The meeting closed at 8.30pm

SIGNED (CHAIRMAN)

DATE

Appendix 1: Financial Report

Payments and Receipts for authorisation 17th April 2023

Apr-23	Payments in Month	Details	Amount
DD	Npower	Electricity New Park	£33.21
DD	Bulb	Electricity Toilets	£15.35
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	Peoples Partnership	Peoples Pension	£77.81
B/P	BDC	Rent, Pump House & land	£30.00
B/P	BDC	Insurance Pump House 6 months	£8.10
B/P	BDC	Rates Pump House April	£7.44
B/P	M D Landscapes	Grass Cutting March	£601.20
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	E C Waters	Home as Office April	£75.00
B/P	E C Waters	Office Expenses Mar 13th-Apr 17th	£17.87
B/P	CH Club	April meeting	£20.00
B/P	Staff	Salaries	£1,805.61
B/P	HMRC	Tax/NI March month 12	£101.00
B/P	EALC	EALC/NALC Affiliation fee	£371.14
B/P	Alan Hunwick	Met Post for Village Park	£50.00
B/P	Viking Direct	Paper, Pens and staples	£78.56
B/P	P M Smith	Payroll Jan-Mar 2023	£57.60
B/P	P M Smith	Payroll Year End & P60s	£25.00
B/P	Riverside Plumbing	Community Garden/Cemetery plumbing	£331.20
B/P	Rentokil Initial	Sanitary disposal toilets	£15.04
TOTAL in month			£3,733.85

Apr-23	Receipts in Month	Details	Amount
03-Apr	East of England Co-op	Memorial Grave 292	£396.00
TOTAL in month			£396.00

Accounts balances at 17th April 2023

Unity Trust Current account	£10,486.28
Unity Trust Deposit account	£10,581.44
Cambridge & Counties 95 day	£35,264.78
TOTAL RESERVES	£56,332.50
Of which:	
Historic Village Centre infrastructure reserve	£20,130.00
Community Projects reserve	£8,500.00
Public Toilet reserve	£5,000
Community Allotment reserve	£5,000
GENERAL RESERVE (50% of precept is advised)	£22,702.50

Reconciled receipts and payments March 2023

Mar-23	Payments in Month	Details	Amount
DD	Npower	Electricity New Park	£30.14
DD	Bulb	Electricity Toilets	£17.22
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	B&CE now Peoples Partnership	Peoples Pension	£77.81
DD	Wave	Water Toilets	£84.82
DD	Wave	Water Cemetery	£10.98
DD	Information Commission	ICO Registration	£35.00
B/P	M D Landscapes	Cemetery clearance	£1,410.00
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	E C Waters	Home as Office March	£75.00
B/P	E C Waters	Office Expenses Feb 13th-Mar 13th	£16.06
B/P	CH Club	March meeting	£20.00
B/P	Staff	Salaries	£1,640.84
B/P	HMRC	Tax/NI February month 11	£115.80
B/P	Darkins	Village Maintenance supplies	£33.98
	Unity Trust	Service Charge	£18.00
TOTAL in month			£3,598.37

Mar-23	Receipts in Month	Details	Amount
03-Mar	CH Club	Fruit trees Community Allotment	£150.00
21-Mar	Bulmer PC	Mobile phone share 2022-23	£65.25
21-Mar	Harvey Darke	Interment Grave 241	£132.00
28-Mar	BDC	UKSPF grant Community Allotment	£5,000.00
TOTAL in month			£5,347.25