



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 12th OCTOBER 2020 BY ZOOM VIDEO CONFERENCE AT 7.30PM**

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

In the Chair: Cllr Southgate

Clerk: Claire Waters

Also Present: Cllr H Johnson, BDC from item 11

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Gransden.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 21st September 2020 were approved as a correct record of events and remote arrangements were made for them to be signed by the Chairman

Proposed: Cllr Toocaram

Seconded: Cllr Jordan

Agreed unanimously

3. DECLARATIONS OF INTEREST

Cllr Bayes declared an interest in item 8 as a friend of one of the tree planning applicants.

4. PUBLIC FORUM

None

5. PROGRESS CHECK

5.1 Village Grass Cutting The grass cutting contractor has been asked to spot weedkill some of the invasive horseradish and nettles as they are cutting at the Village Park. They will also weedkill a small area around the base of the wooden play equipment to avoid strimmer damage to the wooden poles

5.2 Castle Hedingham Cemetery. The grass cutting contractor will soon be levelling and turfing newer graves in the cemetery, work which was planned for the spring but was delayed due to supply problems during lockdown followed by unusually dry weather.

6. HIGHWAYS

Update on Highways issues and any new problems to report

6.1 Roadworks continue in the village due to installation of fibre broadband. All roadworks information is available on <https://one.network/>. Closure of King Street & Falcon Square on 15th to 24th October.

6.2 White line defects at Queen Street – at the traffic calming section. This has been reported to Essex Highways who have inspected and assessed it as not a priority for repair.

6.3 Damaged gully Luces Lane and blocked drain at Majendie Lane: Since Cllr Finch was unable to join the meeting a progress update was not available. Cllr Finch has been asked for a written update.

6.4 Damaged drain cover, Nunnery Street- See item 6.2

7. REPORTS

7.1 Police/PCSO/Neighbourhood Watch: A police report and Neighbourhood Watch report had been forwarded to Councillors by email.

7.2 Essex CC report: Cllr D Finch ECC gave apologies due to an urgent Covid-19 planning meeting

7.3 Braintree DC report: Cllr Beavis apologised for absence due to a conflicting meeting. Cllr Johnson apologised for late attendance due to a Sible Hedingham Parish Council meeting and gave his report after item 11:

- **Covid-19:** the rate in Braintree is still low, and he is pleased to see people following guidance including wearing masks and using hand sanitiser.
- **Village Park:** The new park is excellent, children are enjoying it and parents are very pleased.
- **Footpaths:** Some maintenance issues noticed, and the new Riverside walk is very wet in places.

8. PLANNING

Applications received:

20/00325/TPOCON Notice of intent to carry out works to tree in a Conservation Area - Oak (t1) crown clean, crown lift to 6 metres. Reduce 2 areas extending beyond the canopy (over the lawn) by to 2 metres. Goston Mount Pottery Lane CO9 3EU *No objections*

20/00326/TPOCON Notice of intent to carry out works to trees in a Conservation Area - Birch (t1) Reduce height by 4 metres and remainder of crown by 1 metre. Oak (t2) Reduce 2 limbs by 1.5 metres., Hazel (t3) Cut back the crown towards the neighbours garden by 2 metres. Kiln Lodge Pottery Lane CO9 3EU *No objections*

Applications determined:

20/01209/FUL Removal of metal gates and adjoining metal fence from the entrance to the driveway. Doulton Lodge Pottery Lane CO9 3EU *Application Permitted*

20/01482/VAR & 20/00517/VAR Variation of Condition 2 'Approved Plans' of permission 18/01957/LBC & 18/01956/FUL granted 08/01/2019 for the demolition of conservatory and construction of new single storey rear extension to existing outbuilding within the curtilage of a listed building. Amendment would allow alterations to the approved plans.

38 St James Street CO9 3EW *Application Permitted*

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

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 Bayes.

Proposed: Cllr Hood

Seconded: Cllr Veater

Agreed unanimously

Oct-20	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£30.22
DD	Bulb	Electricity Toilets	£11.17
DD	Wave	Wave Water toilets	£70.77
DD	Wave	Wave water cemetery	£14.76
B/P	HMRC	Tax/NI September	£61.11
B/P	E C Waters	Home as Office October	£75.00
B/P	E C Waters	Home as Office backdated to April	£90.00
B/P	E C Waters	Clerk Expenses Aug 10th - Sep 21st	£30.70
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	BDC	Rates, Pump House	£5.00
B/P	M D Landscapes	Grass Cutting September	£1,839.60
B/P	Darkins Supply Stores	Village Maintenance supplies	£37.13
B/P	Abacus Accountancy	Payroll July Aug Sept	£43.20
B/P	King & Co Ltd	Trees for Village Park	£1,282.92
B/P	The Bell Inn	CHPC Public Toilet, Bleach	£11.39
TOTAL in month			£3,614.37

Oct-20	Receipts in Month	Details	Amount
02-Oct	HMRC	VAT reclaim	£8,974.56
05-Oct	Mr & Mrs Welch	Resident Donation Village Park	£209.40
07-Oct	Mrs S Southgate	Resident Donation Village Park	£100.00
08-Oct	Mr & Mrs Jones	Resident Donation Village Park	£125.00

10. CASTLE HEDINGHAM VILLAGE PARK

10.1 Cllr Hood reported positive feedback from all the families using the park, with a good mix of younger and older children playing together. The result is beyond his expectations and the play value and value for money is just right.

10.1.1. The grass is coming through well and the wet weather has helped. The last piece of fence separating the Memorial Garden from the rest of the park has been removed by volunteers and Village Maintenance, this is something the groundworker was asked to do. Cllr Southgate has written to the contractor to ask them to adjust the invoice and to request they re-roll the path surface now that the wet weather has settled the material.

10.1.2. A resident of Queen Street had reported noisy gatherings of young people in the early evening at the location of the log seating. Cllr Southgate had been to the park at the end of last week and had noticed nothing, but it is accepted that the wetter and colder weather will discourage this. The resident will be asked to keep a diary of what is happening. The local police have been asked to keep an eye on the park in the early evenings, particularly in view of suspected drug taking at the Public Toilets. Councillors will continue to monitor the situation over the winter and into the spring when activity is likely to increase.

10.1.3. The gate lock at the Queen Street end is making it difficult to open the pedestrian gate. A new lock will be fitted and the chain lock used for the gate to the Church Lane field.

Action: The Village Park will be retained as an agenda item for every Parish Council meeting

10.2 Eight new trees were planted at the park by volunteers and Village Maintenance on 7th October. Six of the trees have already been sponsored by residents of the village. The Parish Council thanks all those who have donated the cost of a tree and is delighted with the result. Commemorative plaques are being sourced. Suitable benches and seating are being identified and some interest in sponsoring seating has already been expressed by residents.

Action: As suggested by Cllr Doe, the clerk will contact a local resident who may be able to engrave commemorative plaques

10.3 Consideration of further grant funding applications. Consideration of use of S106 funds: £1,847.47 currently available with a further £1,967.40 available by June 2021. The clerk explained that the S106 funding is money held by BDC from housing development in the parish, to be used for open spaces. It has not yet been confirmed by BDC that this can be used on the work already completed.

RESOLVED: To claim S106 funding for stage 2 of the Village Park development

Proposed: Cllr Southgate

Seconded: Cllr Toocaram

Agreed unanimously

Action: The clerk will also chase up the Essex Community Fund application for up to £10,000 of funding which has not yet been decided following delays due to Covid-19 response funding.

Cllr Jordan gave an update on further work planned for the Village Park. To enable the young boys to keep their cycling area, the Community garden/allotments will now be created in the area by Ruffles Yard and incorporate the Memorial Garden. Fencing, self-seeded trees, brambles and scrub will be removed and tree crowns raised to make the area light and bright. This will also leave an area of space for ball play and general running around. The additional section of path on the original scheme winding into the Memorial Garden will now be surplus to requirements, saving money which can be put to better use for the park.

Action: The clerk will obtain quotes for fitting an outside tap to the Public Toilets, and investigate increasing the water pressure.

Cllr Hood raised the question of dropping the kerb at the Memorial Hall car park end of the path. The clerk said this was considered before the path was completed and decided to be unnecessary due to the dropped kerb just next to the path. This will remain under consideration and residents are welcome to contact the clerk with their views.

Councillors were pleased to note a recent improvement in the quantity of litter being left at the park. This will be monitored daily by Village Maintenance and Councillors.

11. CASTLE HEDINGHAM CLUB AND VILLAGE HALL

11.1 Update on communication with Village Hall trustees and review of Parish Council payment of legal fees to assign lease to the new charitable incorporated organisation structure (CIO). Cllr Southgate had met with Mr Miles Scrivens, Chairman of the Village Hall trustees, to discuss questions raised by Councillors at the September Parish Council meeting. Copies of emails with clarifying information from the Village Hall chairman had been forwarded to all Councillors and the contents were discussed. It was

agreed that thanks were due to Mr Scrivens for the helpful information. It was made clear that the trustees wish the term Village Hall to be used in Parish Council minutes, rather than Memorial Hall, as the name has no legal identity and the charitable entity is Castle Hedingham Village Hall CIO. Councillors agreed that it was important for the Parish Council and the Village Hall trustees to work co-operatively for the benefit of the whole village community.

RESOLVED: The Parish Council will ask the solicitor to complete the re-assignment of the lease specifying the Castle Hedingham Village Hall CIO as soon as possible, paying fee in advance if necessary.

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

11.2 Update on role of nominated Parish Council trustee on Memorial Hall Management Committee, and decision on future Parish Council trustee. Cllr Hood is willing to continue to serve in this role. The Village Hall trustees insist upon a discussion with any prospective Parish Council representative to ensure they understand the role of trustees and the rules of procedure including conflicts of interest. The extent of the commitment was discussed and clarified, and Cllr Bayes volunteered to put himself forward as trustee.

RESOLVED: To put Cllr Bayes forward as Parish Council trustee to the Village Hall CIO

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

Action: Cllr Southgate will report back to the Chairman of the Village Hall CIO

Cllr Johnson arrived during item 11 and gave his BDC report before item 12. Please see item 7

12. CASTLE HEDINGHAM PARISH EMERGENCY PLAN 2020-2021

Updates to the annual review of the Parish Emergency Plan had been checked and were approved.

RESOLVED: To submit the updated plan to BDC

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

13. HEALTH & WELLBEING PLAN

To consider the development and future adoption of a Health & Wellbeing Plan for the parish and options for co-ordinating this alongside the Parish Emergency Plan and a Village Volunteer group. The clerk reported that she had contacted the “2020 Village Volunteers” who had been supporting isolated residents during lockdown to identify which of them wished to be involved with a continuing volunteer group. A range of possible volunteer support including footpaths and clearance at the Village Park was discussed. Risk assessments including Covid-19 risks will need to be carried out.

Action: Cllr Hood has agreed to oversee the Health & Wellbeing plan, and will identify a date for a volunteer working party at the Village Park.

14. CORRESPONDENCE TO NOTE

- **Colne Valley Railway:** press release announcing their receipt of £20,000 Culture Recovery Fund Grant.
- **Castle Hedingham Living Advent Calendar:** The Parish Council has been given the date of 6th December for lighting of the Village Christmas Tree. A resident of Nunnery Street has offered to donate a tree from their garden. Cllr Doe will contact the resident to discuss how this can be organised.

15. AGENDA ITEMS FOR NEXT MEETING

- Decision on spending the Love Essex fund of £500 for Village Park and maintenance storage.

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

Monday 9th November 2020	7.30pm	Ordinary Parish Council	Zoom Video Conferencing
NO PARISH COUNCIL MEETING IN DECEMBER			
Monday 11th January 2020	7.30pm	Ordinary Parish Council	Zoom Video Conferencing

The meeting closed at 8.40pm

SIGNED (CHAIRMAN)

DATE