



**Parish of Castle Hedingham**

**Mrs Claire Waters (Parish Clerk)**  
**25 Bayley Street, Castle Hedingham, Essex CO9 3DG**  
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**NOTICE OF MEETING**

**Dear Councillor:** You are summoned to attend a meeting of Castle Hedingham Parish Council on **Monday 11<sup>th</sup> May 2020 at 7.30pm via Zoom Video Conferencing** for the purpose of transacting the business set out on the attached agenda.

Signed: *Claire Waters*

*Clerk to the Council*

Date: 5<sup>th</sup> May 2020

*THE PUBLIC AND THE PRESS ARE CORDIALLY INVITED TO ATTEND*  
*Please email the clerk to request a link to join the meeting via Zoom Video Conferencing*

**AGENDA**

**1. APOLOGIES FOR ABSENCE**

**2. MINUTES OF THE PREVIOUS MEETING**

To approve as a correct record the minutes of 20th April 2020

**3. DECLARATIONS OF INTEREST**

Councillors to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests relating to items on the agenda

**4. ANNUAL REVIEW OF PROCEDURES (Chairman, Working Groups and Representatives remain unchanged due to postponement of Annual Meeting in accordance with new Regulations)**

As permitted in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

**4.1** To approve the amended Standing Orders (Coronavirus 2020) to reflect holding meetings via video conferencing which is now permitted under the new regulations, namely:

- Voting to be carried out by show of hands. Names to be used if video link is lost.
- Agenda and supporting documents to be published on the website [www.castlehedingham.org](http://www.castlehedingham.org) only
- Remote access for public and press to be enabled via link requested from the clerk by email.

**4.2** Approval of risk assessment arrangements and business continuity plans for member and staff illness

**4.3** Confirmation of eligibility for the General Power of Competence in 2020-2021

**4.4** To agree Calendar of meetings for 2020-2021, adapted for Coronavirus Regulations 2020

**5. PUBLIC FORUM**

15 minutes of public participation. 3 minutes for each contribution.

**6. PROGRESS CHECK**

Clerk's report, village maintenance issues and update on actions from last meeting

**7. HIGHWAYS**

Update on Highways issues and any new problems to report

**7.1** Lucas Lane drain collapse: Highways plan to take action but the exact work and timing is not known.

**8. REPORTS**

**8.1** Police/PCSO/Neighbourhood Watch.

**8.2** Essex CC report

**8.3** Braintree DC reports (Braintree District Council Stakeholder Report forwarded by email)

## 9. PLANNING

*Applications received:*

**20/00693/AGR** Application for prior notification of agricultural or forestry development - Extension on the side of an existing grain store to act as a cover to the concrete wash down area of an already installed bio-bed.

Lawrences Farm Rushley Green CO9 3AJ

*Information only, no comment required*

*Applications determined:*

**20/00433/COUPA** Prior approval for the change of use of agricultural building to a dwellinghouse (Class C3), and for associated operational development - Conversion of existing agricultural buildings to create 3 No. dwellings with integral garages

Herongate Maiden Ley Sheepcot Road CO9 3AA

*Prior Approval required, Not Given*

## 10. FINANCE

**10.1** The monthly payments to be approved for authorisation by two Councillors

**10.2** Approval of Annual Governance Statement (p4 of Annual Governance & Accountability Return)

**10.3** Approval of Annual Accounts and Accounting Statements (p 5 of Annual Governance and Accountability Return, together with Annual Statement of Accounts)

**10.4** Signing of Annual Return to Audit Commission: Remote arrangements to be agreed.

**10.5** Decision on Parish Council insurance renewal for 2020– 2021

## 11. CASTLE HEDINGHAM VILLAGE PARK

**11.1** Update on current situation with the Village Park project, and decision on next actions to be taken

**11.2** To receive financial report on Village Park project up to May 2020

## 12. CORRESPONDENCE TO NOTE

**EALC: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings:** updated guidance supplied by AJS First Aid Training Services

<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

**EALC: Health and Wellbeing Plans - Online Forum**

Thursday 21st May 2020 On Microsoft Teams, start at 10am (log on from 9:50am) till 11am. Learning Outcomes: To have a full understanding of what a Health and Wellbeing Plan is and to have a template plan with ideas to be completed outside the forum. For Clerks and Councillors, booking required.

## 13. AGENDA ITEMS FOR NEXT MEETING

## 14. MEETING DATES 2020

<b>MAY 2020: CANCELLED</b>	<b>ANNUAL PARISH ASSEMBLY</b>		<b>CANCELLED</b>
<b>Monday 9<sup>th</sup> June 2020</b>	7.30pm	Ordinary Parish Council	Zoom Video Conferencing
<b>Monday 13<sup>th</sup> July 2020</b>	7.30pm	Ordinary Parish Council	To be confirmed

**Councillors:** Cllr Peter Bayes  
Cllr Phil Gransden  
Cllr Jill Toocaram

Cllr Penny Doe  
Cllr Charlie Jordan  
Cllr Jessica Westrop

Cllr Trevor Hood  
Cllr Garry Southgate  
Cllr Mary Veater

Copy to: **County Councillor:**  
**District Councillors:**  
**Essex Police**

Cllr David Finch  
Cllr J Beavis  
PCSO D Endersby

Cllr H Johnson