



Parish of Castle Heddingham

Mrs Claire Waters (Parish Clerk)
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MINUTES OF A MEETING OF CASTLE HEDDINGHAM PARISH COUNCIL, HELD ON MONDAY 25th APRIL 2016 AT CASTLE HEDDINGHAM CLUB AT 7.45PM

Present: Cllrs Higgins, Hood, Moffat, Pewter, Philp, Southgate, Worley
In the Chair: Cllr Southgate
Clerk: Claire Waters
Also Present: None

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Scrivens and Cllr Toocaram.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of 21st March 2016 were approved as a correct record of events.

Proposed: Cllr Hood Seconded: Cllr Worley Signed by the Chairman

The minutes of the extraordinary meeting of 2nd March were approved as a correct record of events.

Proposed: Cllr Hood Seconded: Cllr Higgins Signed by the Chairman

3. DECLARATIONS OF INTEREST

None

4. PUBLIC FORUM

None

5. PROGRESS CHECK

5.1. Cllr Higgins congratulated the clerk on her achievement of the Level 3 Certificate in Local Council Administration (CiLCA) qualification. This means the council is now able to adopt the General Power of Competence should it wish to do so.

5.2. An email sent in error to the clerk by Superfast Essex suggests that funding for superfast fibre could be withdrawn should the County Broadband wireless high speed broadband application be successful. The clerk will review the legal position and contact James Cleverly MP for support.

5.3. The special verge at Edeys Lane is being discussed by the Special Verges Committee at ECC.

Action: Clerk to liaise with Braintree District Council to ensure it is not cut this spring.

6. HIGHWAYS

6.1. Consideration of 40mph Speed Indicator Device sign at Yeldham Road, approaching the village from the 60mph speed limit. The clerk has obtained an outline brief of the sign requirements, this could cost up to £4,000.

Action: Clerk to research signs and obtain advice from other parishes to find most cost effective options.

6.2. Consideration of actions to be taken regarding Keep Clear sign at Ruffles Yard/Church Lane.

Action: The Parish Council will undertake the re-painting of the signs and lining opposite, and a letter will be sent to residents. The Hall and Club will also be reminded of the parking issues and the need to enable easy access for emergency vehicles. Cutting back the verge at the base of the churchyard steps will be considered if it does not damage the churchyard wall.

6.3. Dynes Hall Road diversions were misleading for motorists during its closure last week.

Highways have been contacted to ask them to divert motorists via the main roads in future.

6.4. Potholes will be reported both sides of Nunnery Street Bridge, Queen St/Sheepcot Rd, Bowmans Park junction with Nunnery Street, and the full length of Kirby Hall Road. A loose drain cover at Queen Street will also be reported.

7. REPORTS

Police: A new format police report has been received by the clerk but is lacking useful information about recent Castle Hedingham events. A village Neighbourhood Watch volunteer has been liaising with the Braintree District Neighbourhood Watch, and plans to hold a village Neighbourhood Watch meeting in May – time and venue to be confirmed.

BDC Report: Apologies were received from District Cllrs Beavis and Johnson.

ECC Report: Apologies were received from County Cllr Finch.

8. PLANNING

Applications received:

15/01331/FUL Change of use of land for the provision of car, coach, motorcycle and cycle parking and creation of new entrance following the loss of existing entrance (in association with the existing Colne Valley Railway) and erection of new reception building

Colne Valley Railways Yeldham Road CO9 3DZ

Decision from February meeting ratified

16/00286/FUL Erection of new cartlodge/garage

Keepers Cottage Rushley Green CO9 3AH

No objections

16/00643/LBC Formation of new dormer to existing bathroom

22 Queen Street CO9 3EZ

No objections

16/00489/HHPA | Erection of single storey rear extension. Extension will extend beyond rear wall of the original house by 6.0m, with a maximum height of 3.6m and 2.3m to the eaves of the extension. | 3 New Park CO9 3HH

Comment not required, information only

Applications determined:

None

9. FINANCE

Accounts balances at 25 April 2016

Unity Trust Current account	£22,439.46
CHPC Magna Carta 2015	£556.28
Unity Trust Deposit account	£25,203.99
Cambridge & Counties 95 day	£30,560.93
Nationwide Treasurers Trust	£20,064.73
	£98,825.39

The monthly accounts were approved and cheques signed.

Proposed: Cllr Worley Seconded: Cllr Hood

Apr-16	Payments in Month	Details	Amount
300304	CH Club	Room Hire	£20.00
300305	MD Landscapes	Grass Cutting	£1,166.40
300306	A&J Lighting	Monthly Charge	£10.08
300307	Bakers of Danbury	Final Certificate payment	£336.24
300308	BDC	Rent, Pump House	£30.00
300309	Falcon Accountants	Payroll Feb/Mar/Apr	£60.00
300310	EALC/NALC	Affiliation Fee	£323.39
300311	EALC	2x Health & Safety Level 2 training	£160.00
300312	HMRC	Tax/NI	£85.67
300313	Hedingham School	Print Annual Report	£159.60

300314	Majendie-Steeple ESU	Deliver Annual Report	£120.00
300315	Darkins Supply Stores	April Account	£253.60
300316	EALC	Playground Insp. Training	£65.00
300317	Sharon Shears	Retainer Public Toilets	£80.00
B/P	Staff	Salaries	£1,222.39
DD	British Gas	Electricity Toilets	£14.36
DD	Eon	Electricity New Park	£17.52
TOTAL in month			£4,124.25

Apr-16	Receipts in Month	Details	Amount
	06-Apr	Purchase Grave plot 284	£440.00
	25-Apr	Purchase/Interment Ashes 53	£320.00
	25-Apr	Purchase/Interment Ashes 52	£320.00
	25-Apr	Interment Ashes 15	£300.00
	25-Apr	Memorial Ashes 44	£360.00
TOTAL in month			£1,740.00

9.1. Receipt of the Magna Carta accounts was noted. A small surplus remains which could be paid back to the Parish Council for their funding of the exhibition electricity and table hire. Agenda item for next meeting.

9.2. Receipt of the Memorial Hall annual accounts for 2015 was noted. The 2015 annual accounts for Castle Hedingham Club will be forwarded to the clerk

9.3. It was noted with disappointment that Unity Trust Bank from June 4th 2016 will no longer pay interest on current account balances, and is introducing a £6 per month charge.

Resolved: To remain with Unity Trust bank since a comparable service is not available at other banks.

Proposed: Cllr Pewter

Seconded: Cllr Moffat

Agreed unanimously

10. CASTLE HEDINGHAM PUBLIC TOILETS

Consideration of installing pay locks to the toilet doors. Various options were discussed in light of the need to recruit someone from October to open and lock the toilets on a daily basis and carry out cleaning and maintenance jobs. It was agreed to consider other options before a decision is made.

11. PARISH MAGAZINE

Consideration of improvements required to make the Parish Magazine more user-friendly. A village Google calendar has been created which could be shared with groups and organisations to enable better co-ordination of events

Action: Clerk to forward the Google calendar to Cllr Hood for testing

12. VILLAGE DEFIBRILLATOR

Consideration of next steps in acquiring defibrillator for the village centre. Advice will be sought from Wickham St Paul about the process involved.

13. CORRESPONDENCE TO NOTE

BDC: The Braintree District Council's People's Panel has been running since 2009 and has provided the council with invaluable insight. There are currently 500 people on the panel but the council wants to increase that to at least 1000 people. All residents have to do is fill in a short online application form to join at www.braintree.gov.uk/peoplespanelform

EALC: Information on candidates for Police and Crime Commissioner Elections on 5th May.

EALC: Legal update has been circulated to Councillors by email, containing important information about electronic communications and other matters.

14. REPRESENTATIVES AND WORKING GROUPS REPORTS

None

17. AGENDA ITEMS FOR NEXT MEETING

- **Neighbourhood Plan** – an introductory meeting to the Neighbourhood Planning process will be arranged for 8.00pm on Monday 16th March at Castle Hedingham Club. Councillors were advised to look into the situation in East Bergholt which has been in the news recently. The clerk will send a link to the news article.
- **CILCA award** - consideration of increase in clerk salary scale in light of the qualification.
- **High speed broadband** – consideration of further action required to ensure adequate broadband provision for the village
- **Magna Carta surplus** - decision on use for Magna Carta surplus funds, including costs of permanent installation of the artefacts which are to remain on display in the village. Decision on closure of Magna Carta 2015 bank account, with remaining funds to be ring-fenced for future Magna Carta expenses.

DATE OF NEXT MEETINGS

Annual Parish Meeting

29 April 2016 at the Memorial Hall – all welcome

Annual Parish Council

23 May 2016 – election of chair and representatives

Ordinary Parish Council

27 June 2016 at Castle Hedingham Club

The meeting closed at 9.10 pm

SIGNED (CHAIRMAN)

DATE