



# Parish of Castle Heddingham

Mrs Claire Waters (Parish Clerk)  
25 Bayley Street, Castle Heddingham, Essex CO9 3DG  
07845 056597      castleheddinghamparishclerk@gmail.com

## MINUTES OF A MEETING OF CASTLE HEDDINGHAM PARISH COUNCIL, HELD ON MONDAY 24<sup>th</sup> APRIL 2017 AT CASTLE HEDDINGHAM CLUB AT 7.45PM

**Present:** Cllrs Higgins, Hood, Moffat, Pewter, Philp, Scrivens, Southgate, Toocaram, Worley  
**In the Chair:** Cllr Southgate  
**Clerk:** Claire Waters  
**Also Present:** Mr Jon Marsden representing the Old Vicarage

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from District Cllr Beavis due to conflicting meetings & District Cllr Johnson due to holiday.

### 2. MINUTES OF THE PREVIOUS MEETING

The minutes of 27th March 2017 attendees were corrected and approved as a correct record of events.

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

### 3. DECLARATIONS OF INTEREST

None

### 4. PUBLIC FORUM

Mr Jon Marsden attended on behalf of his son Mr Sam Marsden, who is tenant of the Old Vicarage with his family. He is letting the Old Vicarage for holiday accommodation but was away working and not able to attend the meeting himself. An apology had already been sent to the Parish Council by Mr Sam Marsden concerning complaints made about fireworks, with an explanation of a number of measures now put in place to prevent further disturbance to local residents when the property is let out. Regular visitors to the Old Vicarage will bring life to the property and income to the community. The family is keen to work with local residents to achieve a result which is acceptable and beneficial to all. Mr Chairman thanked Mr Jon Marsden for taking the time to attend the meeting. No further action will be taken at this time.

### 5. PROGRESS CHECK

- 5.1. The United Reformed Church is still on the market. Two initial enquiries have been referred to Historic England for further discussion but no further progress has been made so far.
- 5.2. The Rates Relief Bill (relating to rates on Public Toilets) due to be debated in Parliament has now been cancelled due to the coming 8<sup>th</sup> June election.
- 5.3. BDC Planning Public Access pages will be out of action on May 11<sup>th</sup> & 12<sup>th</sup> due to an upgrade to the service. This is to make improvements to the service, including making it easier to download and share planning documents online.
- 5.4. The Village Shop and the Post Office were discussed. The Parish Council will work within its power as far as possible to keep these services in the village. No firm arrangement has yet been concluded about the future of either business.

### 6. HIGHWAYS

- 6.1 All missing white and yellow lines in the village have been reported to Essex Highways, together with photographs and details of locations. These are scheduled for replacement but no firm date has been notified to the Parish Council.
- 6.2 A new Highway Rangers information booklet and reporting process has been put in place. The Highway Rangers can resolve Highways problems which are on public land, as long as they

can be done by a two-person team with no digging and no working at height. Examples include hedge clearance when road signs are obstructed, sign cleaning or repair, removal of weeds and graffiti. To report any issues please contact the Parish Clerk.

- 6.3** The closure of Nunnery St should be for 1 day, not 4 as originally reported by Essex Highways, and is for gas installation works to a private property.

## 7. REPORTS

**7.1 Police/Neighbourhood Watch:** A volunteer is still needed to act as NW Co-ordinator for the village.

**7.2 ECC Report:** None

**7.3 BDC Report:** None

## 8. PLANNING

*Applications received:*

**17/00571/FUL** Erection of two and single storey rear extensions and front door porch  
Rose & Maple Cottage Sudbury Road CO9 3AG *No objections*

*Applications determined:*

**16/02196/FUL** Erection of 2 storey rear extension with rear dormer, and installation of front porch with 3no dormers to front elevation.  
20 Crown Street CO9 3DB *Application Refused*

**16/02085/LBC** Proposed replacement of two side windows and garage door  
Rose Cottage 9 Pye Corner CO9 3DE *Application Permitted*

## 9. FINANCE

The monthly accounts were approved and payments agreed for authorisation.

**Proposed:** Cllr Hood

**Seconded:** Cllr Toocaram

Agreed unanimously

| Apr-17 | Payments in Month            | Details                  | Amount    |
|--------|------------------------------|--------------------------|-----------|
| DD     | Eon                          | Electricity New Park     | £20.35    |
| DD     | British Gas                  | Electricity Toilets      | £12.92    |
| B/P    | Staff                        | Salaries                 | £1,319.61 |
| B/P    | A&J Lighting                 | Monthly Charge           | £10.08    |
| B/P    | E C Waters                   | Expenses                 | £74.54    |
| B/P    | HMRC                         | Tax/NI                   | £58.50    |
| B/P    | C H Club                     | Meeting Room Hire        | £20.00    |
| B/P    | EALC                         | Affiliation Fee          | £335.54   |
| B/P    | Falcon Accountants           | Payroll and Year end     | £81.60    |
| B/P    | NBB Recycled Furniture       | Memorial Bench           | £532.20   |
| B/P    | NBB Recycled Furniture       | Memorial Plaque          | £84.00    |
| B/P    | Castle Heddingham Bowls Club | Grant for Toilet repairs | £402.04   |

**TOTAL in month** **£2,951.38**

| Apr-17 | Receipts in Month | Details                  | Amount     |
|--------|-------------------|--------------------------|------------|
| 20-Apr | Harvey Darke      | Interment Grave Plot 228 | £120.00    |
| 28-Apr | BDC               | Precept 1st instalment   | £12,262.00 |
| 28-Apr | BDC               | Localism Fund            | £2,792.00  |
| 28-Apr | BDC               | One-off payment          | £444.00    |

**TOTAL in month** **£15,618.00**

### Accounts balances at 24 April 2017

|                             |                    |
|-----------------------------|--------------------|
| Unity Trust Current account | £33,017.70         |
| Unity Trust Deposit account | £25,227.57         |
| Cambridge & Counties 95 day | £31,081.89         |
| Nationwide Treasurers Trust | £20,107.35         |
|                             | <b>£109,434.51</b> |

#### 9.1 Decision on movement of current account funds to deposit accounts

The clerk explained that a surplus of £9,406.95 is reported for the financial year 2016-2017. This is partly due to a recent VAT refund of £7,415.17 (which included VAT on War Memorial repairs), and an unusually high income for the Cemetery at £5,140.00, compared with only £1,220.00 the previous year. This will be explained in more detail in the Clerk's report at the Annual Parish meeting on 9th May. The clerk reported that despite the apparent surplus, the Parish Council operated within its budget for the year 2016 - 2017.

With a precept and Localism Fund payment of £15,498.00 due at the end of April, the movement of current account funds to deposit accounts was discussed.

**RESOLVED:** To transfer £25,000 to the higher interest 95 day account at Cambridge & Counties Bank.

**Proposed:** Cllr Southgate

**Seconded:** Cllr Scrivens

Agreed unanimously

#### 10. PAY REVIEW 2017-2018 *The clerk left the meeting*

The clerk is on SCP 29, paid 15 hours per week. The recommended 2017 rate for SCP 29 is £13.49/hr.

Paying the clerk for use of home as office was discussed, this is common practice for home-based clerks.

**RESOLVED:** To pay the clerk an additional £40 per month for use of home as office from 1<sup>st</sup> April 2017.

**Proposed:** Cllr Toocaram

**Seconded:** Cllr Southgate

Agreed unanimously

Following discussion, it was agreed that the Village Maintenance and Public Toilet roles should be remain on their existing pay rate for the time being.

**Action:** Cllr Southgate will speak to both staff.

#### 11. CASTLE HEDINGHAM RECREATION FIELD and OPEN SPACES ACTION PLAN

**11.1** A meeting has been organised on-site at the BDC land at New Park with the Leader of BDC, Cllr Graham Butland, for 5.30pm on Thursday 22<sup>nd</sup> June. Proposals for possible use of the space will be prepared to present to Cllr Butland.

**Action:** Cllr Hood will contact play equipment companies for proposals.

**Action:** Cllr Hood and Cllr Southgate will meet with Mr & Mrs Lindsay in April to keep them informed.

**11.2** The updates to the 2017 Open Spaces Action Plan agreed at the March meeting were rejected by BDC as they "are not deliverable". Following discussions between the clerk and BDC officers, a revised version has been agreed for submission and approval by Braintree District Council.

#### 12. CASTLE HEDINGHAM CEMETERY

Various issues are causing the Cemetery to be difficult to maintain in a good condition, including items damaging grass cutting equipment. It was agreed that the Village Maintenance Operative and the Grass Cutting contractor will be asked to work together to ensure that the cemetery remains tidy and easy to maintain. Families and friends visiting the Cemetery are asked to respect the Cemetery regulations, and to remember that the Cemetery is a lawn cemetery which means that plants, flower containers and other items are only permitted within the area of the gravestone or ashes memorial stone and not on the grassed areas.

#### 13. CORRESPONDENCE TO NOTE

**Parishioner:** Concerns raised regarding rental property being used as party venue. Matter dealt with at item 4.

**Parishioner:** Concerns continue regarding removal of white line at dropped kerb in St James St. Matter dealt with at item 6

**ECC:** Grass Cutting grant of £207.15 to be claimed

**BDC:** Street Cleansing grant of £5241.59 to be claimed (2% increase)

**14. REPRESENTATIVES AND WORKING GROUPS REPORTS**

**14.1 High Speed Broadband update** –Cllr Toocaram confirmed no progress to report on the County Broadband application.

**14.2 Memorial Bench at Churchfields** –The memorial bench in memory of past Chairmen Bram Buckley-Saxon and Alan Shaw is now installed, to be unveiled on May 6<sup>th</sup>.

**15. AGENDA ITEMS FOR NEXT MEETING**

- Election of Chairman
- Review of Committees and Representatives
- Review of eligibility for the General Power of Competence
- To agree Calendar of meetings for 2017-2018
- Telephone Box, St James Street

**DATE OF NEXT MEETINGS:**

**ANNUAL PARISH MEETING TUESDAY 9<sup>TH</sup> MAY 2017 8pm MEMORIAL HALL**  
**Annual Parish Council Monday 22<sup>nd</sup> May 2017 at 7.45pm Castle Hedingham Club**

**The meeting closed at 9.15 pm**

SIGNED (CHAIRMAN)

DATE