



# 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 22<sup>nd</sup> AUGUST AT CASTLE HEDINGHAM CLUB AT 7.45PM

**Present:** Cllrs Higgins, Moffat, Pewter, Philp, Southgate, Toocaram, Worley  
**In the Chair:** Cllr Southgate  
**Clerk:** Claire Waters  
**Also Present:** Cllr Jo Beavis BDC.

### 1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Pewter for late arrival, and from Cllrs Hood and Scrivens for absence.

### 2. MINUTES OF THE PREVIOUS MEETING

The minutes of 25th July 2016 were approved as a correct record of events.

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

### 3. DECLARATIONS OF INTEREST

Cllr Southgate declared an interest in two planning applications as he knows the applicants personally.

### 4. PUBLIC FORUM

None

### 5. PROGRESS CHECK

**5.1.** The Community Emergency Plan is due for its annual update by 16<sup>th</sup> September. Councillors were reminded to inform the clerk of any changes that need to be made.

**5.2.** A local First Responder and the Doctors surgery agree that a defibrillator at the St James St phone box will be useful. Agenda item for September meeting.

**5.3.** Three quotes had been obtained for tree and hedge work at the Cemetery but were not easy to compare like for like

**Action:** Clerk to contact contractors for more detail and ask MD Landscapes to cut the interior hedge as per their annual contract.

### 6. HIGHWAYS

**6.1** A speed survey at Crouch Green recorded 7 day average speeds of more than 5mph over the 40mph speed limit. The LHP Scheme request for a 40mph flashing speed indicator device will now be referred to the Local Highways Panel for a decision.

**6.2** Cllr Southgate met with Cllr Finch and a Customer Services representative from Essex Highways in the village centre to resolve drain problems. Work has now been logged for jetting of drains in Falcon Square and Lucas Lane, and drainage improvements planned for St James Street.

**6.3** A resident has reported persistent speeding traffic near the junction of St James Street, Sudbury Hill and Bayley Street. A speed survey by Essex Highways will be requested at this location.

**6.4** Dead trees opposite the Bowls Club at Sheepcot Road are potentially dangerous and have been reported to Highways for urgent removal.

**6.5** The byway at Rushley Green between Hewsons and Lippingwells is increasingly dangerous.

**Action:** The clerk will contact Essex Highways again to request planings for repair. Cllr Philp is happy to lay them free of charge.

## 7. REPORTS

**7.1 Police:** None

**7.2 ECC Report:** None

**7.3 BDC Report:** Apologies for absence were received from Cllr Johnson.

Cllr Beavis reminded Councillors of the launch of the BDC Councillors' Small Grants Scheme, which makes £1500 per year of funding available to each of them for the Heddinghams for the next two years. She will be attending the exhibition of expansion plans at De Vere Primary later this week, and was keen to hear what progress had been made in registering the United Reform Church as an asset of Community Value with BDC.

## 8. PLANNING

*Applications received:*

**16/01161/FUL** Retention of engineering works to level back garden, construction of a retaining wall and a smaller wall along the length of the garden

8 Castle Close CO9 3DH

*No objections but drainage and archaeology should be taken into account*

**16/01315/FUL** Proposed conversion of garage to annexe

5 Priory Wood CO9 3DU

*Concern over parking but no objections provided the conversion remains as an annexe to the house*

**16/01332/FUL** Demolition and rebuild of single storey rear link extension

18 Crouch Green CO9 3DY

*No objections*

**16/01381/ELD** Application for an Existing Lawful Development Certificate - Use of land for storage of timber, machinery and building materials, preparation of timber and timber products (windows, doors and sheds) and the base for sale of timber and other building materials (sand, crushed concrete).

Land At Station Road Sible Heddingham Essex

*Objection – change of use, flood plain, environment and highway safety reasons.*

**16/01285/DAC** Application for approval of details reserved by condition nos. 3, 4, 5, 6, 7, 8 and 11 of approved application 13/00687/FUL

Land Rear Of 1 And 3 Castle Essex

*Comment not required*

*Applications determined:*

**16/00915/FUL** Formation of new dormer to existing bathroom

22 Queen Street CO9 3EZ

*Application Permitted*

## 9. FINANCE

The monthly accounts were approved and payments agreed for authorisation.

**Proposed:** Cllr Worley

**Seconded:** Cllr Southgate

**9.1** Cllr Worley presented estimated future Magna Carta expenses, including Magna Carta footpath materials (shared cost with Clare Town Council), and expenses related to the movement of the exhibition and permanent display of the artefacts including the facsimile Magna Carta and the embroidery. The estimate is just under £500, with £556.41 remaining in ring-fenced Magna Carta funds

**RESOLVED:** To agree the items of Magna Carta expenditure and monitor as it reaches the limit of the ringfenced funds

**Proposed:** Cllr Southgate

**Seconded:** Cllr Toocaram

Agreed unanimously

Aug-16	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£17.52
DD	British Gas	Electricity Toilets	£13.07
B/P	Staff	Salaries	£1,215.10
B/P	OCS Group UK Ltd	Sanitary Disposal Toilets	£10.15
B/P	M D Landscapes	Grass Cutting	£1,226.40
B/P	CH Club	Room Hire	£20.00
B/P	A&J Lighting	Monthly Charge	£10.08
B/P	BDC	Insurance Pump House	£19.48
B/P	HMRC	Tax/NI	£100.62
300342	Cllr R Worley	Magna Carta travel exps	£10.00
		<b>TOTAL in month</b>	<b>£2,642.42</b>

Aug-16	Receipts in Month	Details	Amount
		<b>TOTAL in month</b>	<b>£0.00</b>

#### Accounts balances at 22 August 2016

Unity Trust Current account	£30,111.32
CHPC Magna Carta 2015	£0.00
Unity Trust Deposit account	£25,214.99
Cambridge & Counties 95 day	£30,560.93
Nationwide Treasurers Trust	£20,064.73
	<b>£105,951.97</b>

#### 10. BDC LAND AT NEW PARK

This item is postponed until the October meeting.

#### 11. FOOTPATH MAINTENANCE

Councillors reviewed the footpath map and it was agreed that our parish footpaths are generally in a good state, thanks to the attention of landowners and volunteers. The Village Maintenance Operative has taken responsibility for the brushcutter and has cleared some overgrown areas.

##### Actions:

- Footpath 15 at Station Road. Clerk to contact Highways again to request repair
- Footpath 25 at Pye Corner. Clerk to contact Hedingham Castle
- Footpath 7 north of the Cricket Pitch. Clerk to contact Hedingham Castle
- All footpaths: Clerk to contact Essex Highways to request replacement posts and waymarkers
- All footpaths: Cllr Southgate to contact the walking group to request volunteer help and reporting of problem areas.

#### 12. HIGH SPEED BROADBAND

BT Openreach reports that the repeat survey for a High Speed Fibre Broadband Cabinet at Pye Corner will not be completed until 12th September, however line marking has been done at Pye Corner and other locations in the village.

**Action:** Clerk to contact BT Openreach to clarify the situation

**13. UNITED REFORMED CHURCH**

An application form for registering the church as an Asset of Community Value has almost been completed. A specialist from Historic England and the ECC/BDC Historic Buildings adviser will meet with representatives of the working party at the United Reform Church on Wednesday 24<sup>th</sup> August. This will be an agenda item for the September meeting.

**14. PUBLIC TOILETS**

An updated Job Description has been approved. A kind offer has been made for a team of volunteers to help with opening and closing the toilets, but due to Health & Safety responsibilities to the public it was felt that this should be a paid role.

**Action:** Cllr Southgate will confirm arrangements with the person who has agreed to take over the role.

**15. TALKING BENCH PROJECT**

It was noted that the bench has been used at Forge Green, although traffic noise makes the commentary difficult to hear. A faculty for its removal to a permanent location in the Churchyard is in progress.

**16. CORRESPONDENCE TO NOTE**

- **BDC:** Notification of changes to fundamentally improve and reform the recycling centre service for Essex residents. Further information about the changes is available at <http://recycleforessex.com/>
- **ECC:** A new campaign is being launched to encourage recycling, repairing and reusing of small electrical and electronic equipment at local libraries. Posters will be on noticeboards and the website.

**17. REPRESENTATIVES AND WORKING GROUPS REPORTS**

None

**18. AGENDA ITEMS FOR NEXT MEETING**

- **Village Defibrillator** – Decision on next stage in acquiring a defibrillator for St James St.
- **United Reformed Church** – Consideration of report from meeting on Wednesday 24<sup>th</sup> August

**DATE OF NEXT MEETINGS**

<b>Ordinary Parish Council</b>	Monday 26 <sup>th</sup> September at 7.45pm	Castle Hedingham Club
<b>Ordinary Parish Council</b>	Monday 24 <sup>th</sup> October at 7.45pm	Castle Hedingham Club
<b>Ordinary Parish Council</b>	Monday 28 <sup>th</sup> November at 7.45pm	Castle Hedingham Club

**ANNUAL PARISH MEETING TUESDAY 9<sup>TH</sup> MAY 2017 MEMORIAL HALL**

**The meeting closed at 9.30 pm**

SIGNED (CHAIRMAN)

DATE