



Parish of Castle Hedingham

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

MINUTES OF A MEETING OF CASTLE HEDINGHAM PARISH COUNCIL, HELD ON MONDAY 27th FEBRUARY 2017 AT CASTLE HEDINGHAM CLUB AT 7.45PM

Present: Cllrs Moffat, Higgins, Hood, Pewter, Philp, Southgate, Toocaram, Worley
In the Chair: Cllr Southgate
Clerk: Claire Waters
Also Present: Cllr H Johnson BDC
One parishioner to item 6

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Scrivens.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of 23rd January 2017 were approved as a correct record of events.

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

3. DECLARATIONS OF INTEREST

The Chairman declared an interest in a planning application at item 8 as a near neighbour of the property, and in item 9.1 as Chairman of the Bowls Club.

4. PUBLIC FORUM

Damage and large potholes on verges at Crouch Green continues to be a problem, caused by vehicles driving across the land. Mr Pettit, the co-ordinator for Greenfields properties, has visited the site. Cllr Southgate has been liaising with Essex Highways who own the verge to determine what measures can be put in place to resolve the problem. The verge is owned by Highways and their permission would be needed to install driveways or planters to prevent traffic damage.

5. PROGRESS CHECK

5.1. Talking Bench Project: A faculty has now been approved for installation of the talking bench in St Nicholas Churchyard. It is planned to move the talking bench from its temporary location on Forge Green on March 13th and replace the original memorial bench at Forge Green.

Action: An official launch date for the Talking Bench to be planned for a date in April.

5.2. Wireless Broadband: The faculty application for installation of the wireless transmitter on St Nicholas Church tower was submitted in February. This will take some time to be approved but will be able to supply high speed broadband to outlying areas of the village which are not supplied by Superfast Fibre broadband.

5.3. Fallen Trees: Cllr Worley reported a number of trees fallen in the river between Nunnery Street bridge and Station Road bridge. He has reported these to the Environment Agency.

Action: Clerk to write to a number of landowners to ask them to check for tree and fence damage which could cause a danger to the public near roads and footpaths.

6. HIGHWAYS

6.1 A speed survey has just been completed at Nunnery Street near the Rising Sun, the results will be requested for the March meeting.

6.2 Cllr Southgate met a Customer Services officer from Highways in the village to review various lining issues, including reinstatement of white lines and road markings in Church Lane and St James Street, and repainting of yellow lines at Kirby Hall Road/Nunnery Street, Luces Lane/Majendie Lane. North Essex Parking Partnership (NEPP) are responsible for yellow lines and these have been added to their schedule of works, although this does not begin until April.

6.3 Planter troughs to prevent traffic damage at Crouch Green were discussed during the public forum. Planter troughs to prevent traffic damage on the green area by the tennis court at St James Street have been approved by Highways, but restrictions on where they are placed mean they will not offer a solution to parking problems. The village grass cutting contractor, M D Landscapes, has been asked to provide a quote for installing mesh matting to cover and reinforce the grass.

Action: Clerk to obtain two more quotes for grass matting for consideration at March meeting.

7. REPORTS

7.1 Police: None.

Neighbourhood Watch: Neighbourhood Watch signs have now been installed at the 4 main roads entering the village. A volunteer is still needed to act as Neighbourhood Watch Co-ordinator, in the meantime Neighbourhood Watch volunteers have been asked to provide their e-mail contact details to the clerk to keep the lines of communication open.

7.2 ECC Report: Apologies were received from Cllr David Finch due to a conflicting meeting.

7.3 BDC Report: Apologies were received from Cllr Beavis due to a conflicting meeting.

Cllr Hylton Johnson encouraged local groups and the Parish Council to apply for the Councillors Community Grant, which offers £3,000 to Sible Hedingham and Castle Hedingham each year for 2016-2017 and 2017-2018. An application form needs to be completed and signed by both District Councillors. Forms are available from the BDC website.

8. PLANNING

Applications received:

17/00027/TPOCON Notice of intent to carry out works to trees in a Conservation Area
2 St James Street CO9 3EJ *No objections*

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 *Objection – Over-development not in keeping with the Village Design Statement and original planning restrictions*

Applications determined:

16/02079/FUL & 16/02080/LBC Sub-division of existing dwelling into 1 no. one bed dwelling and 1 no. two bed dwelling
1 Queen Street CO9 3EX *Application PERMITTED*

16/01543/FUL & 16/01544/LBC Replacement of existing out building storage and garaging with room to upper floor
67 Nunnery Street CO9 3DP *Application PERMITTED*

16/01931/FUL Refurbishment of the existing barns and continued use as a joinery workshop within barn No. 2
Pannells Ash Farm Sudbury Road CO9 3AD *Application PERMITTED*

9. FINANCE

The monthly accounts were approved and payments agreed for authorisation.

Thanks were noted to Cllr Pewter for pursuing the issue of Small Business Rates Relief, which has been successfully applied for and a rebate of £2574.40 received this month for rates paid on the Public Toilets since 2014. A VAT reclaim of £7415.17 was also received in February which includes VAT paid on the War Memorial renovation.

Proposed: Cllr Hood

Seconded: Cllr Toocaram

Agreed unanimously

January payments and receipts which were not included in the January minutes are also shown.

Jan-17	Payments in Month	Details	Amount
300347	The Old Moot House	Parish Meal	£931.95
CASH	The Old Moot House	Service Charge	£90.00
TOTAL			£1,021.95

Feb-17	Payments in Month	Details	Amount
DD	BDC	Rates Toilets	£0.00
DD	Eon	Electricity New Park	£20.35
DD	British Gas	Electricity Toilets	£17.17
DD	BCE Holdings Ltd	Peoples Pension	£15.62
B/P	Staff	Salaries	£1,416.55
B/P	A&J Lighting	Monthly Charge	£10.08
B/P	E C Waters	Expenses	£17.00
B/P	HMRC	Tax/NI	£100.62
B/P	C H Club	Meeting Room Hire	£20.00
TOTAL in month			£1,617.39

Jan-17	Receipts in Month	Details	Amount
24-Jan	Staff & Councillors	Parish Meal	£325.00
TOTAL			£325.00

Feb-17	Receipts in Month	Details	Amount
10-Feb	Staff & Councillors	Parish Meal	£160.00
08-Feb	BDC	Small Business Rates Relief	£2,574.40
10-Feb	HMRC	VAT reclaim	£7,415.17
15-Feb	Harvey Darke	Purchase/Interment Grave 285	£340.00
16-Feb	Stonewriters	Memorial Ashes 54	£100.00
TOTAL in month			£10,589.57

Cllr Southgate left the meeting due to a declared interest in item 9.1 as Chairman of the Bowls Club

9.1 Castle Hedingham Bowls Club grant application for renovation of the ladies and gents toilets

RESOLVED: To make a grant of £400 towards the project.

Proposed: Cllr Pewter

Seconded: Cllr Hood

Agreed unanimously

Cllr Southgate rejoined the meeting

10. COUNCILLORS COMMUNITY GRANT

A Parish Council application will be submitted for the Memorial Bench in memory of past chairmen Bram Buckley-Saxon and Alan Shaw. Application forms will also be submitted by other local groups.

11. MEMORIAL BENCH AND PLAQUES

11.1. Cllr Worley presented options for the Memorial Bench, which needs to be installed before the end of March in time for Alan Shaw's family visiting the village for his memorial celebration.

RESOLVED: To proceed with the purchase of a zero-maintenance brown inscribed recycled plastic bench

Proposed: Cllr Worley

Seconded: Cllr Philp

Agreed unanimously

11.2. Plaque for Memorial Avenue of Trees. A slate plaque is to be considered with the names of the fallen.

Action: Clerk to obtain quotes in time for the March meeting.

12. CASTLE HEDINGHAM RECREATION FIELD

12.1 Cllr Southgate sent a follow up letter on February 17th asking for more detail in response to the original Freedom of Information Request sent in December 2016. This letter has been acknowledged but a response has not yet been received.

12.2 Decision on necessary updates for 2017 to the Open Spaces Action Plan

The current entry was reviewed and discussed. This document establishes the parish need for open space in the event of any future housing development, so it is important that it represents the facts accurately.

Action: To finalise amendments after the Local Plan Sub-Committee meeting on March 9th.

12.3 Decision on representation at the Local Plan Sub-Committee meeting on 9th March. This is when the removal of the “informal recreation” designation on the BDC land at New Park is to be decided.

Action: Cllrs Southgate, Hood, Higgins and Worley together with District Councillors Beavis and Johnson will meet on March 6th or 7th to plan each person’s 3 minute contribution to the meeting.

Action: A document “Braintree Open Spaces Survey Draft 2016 – 2033” had been downloaded from the BDC website by the clerk. Cllr Hood was given a printed copy to circulate and the clerk will forward a PDF copy to all Councillors

13. CORRESPONDENCE TO NOTE

- **Citizens Advice Bureau:** Notice of changes to Halstead and Braintree Citizens Advice Bureau.
 - **Police and Crime Commissioner:** Public consultation launched on potential change in the way Essex Police and Essex County Fire & Rescue Service is governed, through a 12 week consultation that starts Thursday 16th February and ends on Wednesday 10th May. To give your views, please visit www.essex.pcc.police.uk/LocalCaseForChange or contact the Office of Police Crime Commissioner by emailing consultation@essex.pnn.police.uk.
 - **Braintree CID:** TDI Mark Cadd is using Essex Community Messaging for CID news
 - **Neighbourhood Watch:** All interested members have been asked to provide contact details to the Parish Clerk. A new volunteer co-ordinator for the village NW group is urgently needed.
- Cllr Frank Ricci BDC:** A free event hosted by the Chairman of Braintree District Council will be held at the Fennes in Bocking on Friday 17th March, from 3pm-5pm to address the challenges and opportunities facing rural businesses. To register for the Chairman’s Rural Business Reception, rural businesses can email rachel.rawlings@braintree.gov.uk or call the Civic Office on 01376 552525.

14. REPRESENTATIVES AND WORKING GROUPS REPORTS

14.1 High Speed Broadband update – covered in item 5. Nothing else to report.

15. AGENDA ITEMS FOR NEXT MEETING

- **Castle Hedingham Playing Field** – update on progress with Braintree District Council
- **Memorial Avenue of Trees** – consideration of plaque for Sheepcot Rd near Cemetery.
- **Castle Hedingham Post Office** – consideration of post office future
- **Village Litter Pick** – consideration of running a second annual village litter pick.

DATE OF NEXT MEETINGS

Ordinary Parish Council	Monday 27 March 2017 at 7.45pm	Castle Hedingham Club
Ordinary Parish Council	Monday 24 April 2017 at 7.45pm	Castle Hedingham Club
ANNUAL PARISH MEETING	TUESDAY 9TH MAY 2017	MEMORIAL HALL
Annual Parish Council	Monday 22 nd May 2017 at 7.45pm	Castle Hedingham Club

The meeting closed at 9.30 pm

SIGNED (CHAIRMAN)

DATE