



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 FEBRUARY 2019 AT CASTLE HEDDINGHAM CLUB AT 6.30PM**

Present: Cllrs Hood, Moffat, Philp, Scrivens, Southgate, Toocaram, Worley, Veater
In the Chair: Cllr Southgate
Clerk: Claire Waters
Also Present: Cllr David Finch from item 7
2 parishioners

1. APOLOGIES FOR ABSENCE

Apologies were received from District Cllr H Johnson for absence due to a full council meeting at BDC.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of 28th January 2019 were approved as a correct record of events and signed by the Chairman.

Proposed: Cllr Worley

Seconded: Cllr Toocaram

Agreed unanimously

3. DECLARATIONS OF INTEREST

Cllr Scrivens declared an interest in item 11 as Chairman of the Village Hall Committee. Cllr Toocaram declared an interest in her own planning application at item 8.

4. PUBLIC FORUM

A resident of Church Lane raised concerns about pedestrian safety at the sharp bend leading from Queen Street to the Memorial Hall. On a number of occasions pedestrians have been forced into the bank by speeding vehicles. Cllr Southgate said that the Parish Council had approached Councillor David Finch for help and he has referred this to the Local Highways Panel for a Highways assessment which will hopefully be on the agenda for their March meeting. In the meantime the Parish Council has ordered two temporary "Caution Pedestrians" signs which will be put up to warn drivers.

5. PROGRESS CHECK

Due to the shorter meeting there was no progress check

6. HIGHWAYS

6.1 The dangerous bend at Church Lane should be on the agenda for the next Local Highways Panel meeting on March 28th.

6.2 Colne Valley Railway has asked the Parish Council to request the layby is shut on the Yeldham Road as they feel it is increasing the vulnerability of CVR to theft.

Action: Clerk to contact CVR to obtain more details of the problem. Agenda item for March meeting

7. REPORTS

7.1 Police/Neighbourhood Watch:

Councillors were reminded that "Coffee with Cops" is taking place on Wednesday 27th February from 10.30 to 11.30am at Buckley's Tea Rooms

7.2 ECC Report: Cllr David Finch presented a brief verbal report.

Cllr Worley asked about the closure of Sible Heddingham Library. Cllr Finch stated that nothing is yet decided, this is a consultation on all the possible options. Library closure is not the first objective, but bringing about change is. The aim and ambition of ECC is to find different ways of running the facilities. The duty and need to provide books is limited and most libraries now have multiple uses. Cllr Finch sited a number of examples of how libraries have adapted

Action: Clerk to write letter from Parish Council supporting actions to keep the library open

7.3 BDC Report: None.

8. PLANNING*Applications received:***None***Applications determined:***18/02254/PLD** Application for a proposed lawful development certificate -Two storey rear extension

Green Crofts Sheepcot Road CO9 3AA

*Application GRANTED***18/02210/COUPA** Notification for prior approval for a proposed change of use of an agricultural barn into 2 no. 3 bed dwellings.

Rushley Green Farm Rushley Green CO9 3AH

*Prior Approval Required and Given***9. FINANCE****9.1** The monthly accounts were approved and payments agreed for authorisation.

Proposed: Cllr Veater

Seconded: Cllr Toocaram

Agreed unanimously

Feb-19	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£27.41
DD	British Gas	Electricity Toilets	£15.17
DD	B&CE Holdings	Peoples Pension	£40.67
B/P	Staff	Salaries	£1,338.22
B/P	E C Waters	Home as Office February	£40.00
B/P	E C Waters	Clerk Expenses	£105.69
B/P	D Rulten	Leaflet Delivery	£60.00
B/P	A&J Lighting	Monthly Charge November	£11.40
B/P	HMRC	Tax/NI	£90.93
B/P	The Old Moot House	Parish Meal	£588.75
B/P	G Southgate	Training Expenses	£18.00
B/P	Cannon Hygeine	Sanitary Disposal	£11.38
TOTAL in month			£2,347.62

Feb-19	Receipts in Month	Details	Amount
04-Feb	Harvey Darke	Interment Grave 133	£120.00
04-Feb	L Moffat	Donation Parish Meal	£24.95
04-Feb	G Southgate	Donation Parish Meal	£50.00
04-Feb	J Philp	Donation Parish Meal	£50.00
04-Feb	J Toocaram	Donation Parish Meal	£49.90
04-Feb	I Higgins	Donation Parish Meal	£50.00
05-Feb	J Ruffle	Transfer EROB Grave 133	£90.00
22-Feb	P & C Gransden	Purchase Grave plot 293	£440.00
22-Feb	S Hedges	Transfer EROB Grave 612	£90.00
25-Feb	Harvey Darke	Purchase & Interment Grave 292	£1,020.00
TOTAL in month			£1,984.85

Accounts balances at 25 February 2019

Unity Trust Current account	£12,239.70
Unity Trust Deposit account	£25,314.64
Cambridge & Counties 95 day	£56,585.93
Nationwide Treasurers Trust	£20,127.46
	£114,267.73

9.2 Update on arrangements for Village Maintenance vehicle.

Due to costs involved it has been decided not to pursue purchase of a vehicle for village maintenance. The Chairman thanked Cllr Toocaram for her offer of the loan of a vehicle for larger jobs.

10. PUBLIC TOILETS SERVICE LEVEL AGREEMENT

Cllr Southgate and the clerk had met with BDC Operations staff and our parish Public Toilets Operative at the site and discussed the content of the new Service Level Agreement which runs until March 2024. The feedback from BDC Operations was positive and the SLA is almost identical to the original signed 5 years ago, except no more money is available from BDC to support the toilets. It was requested by the clerk that BDC assist with Health & Safety, COSHH and Risk Assessments and this is underway.

RESOLVED: To sign the new Service Level Agreement

Proposed: Cllr Worley

Seconded: Cllr Scrivens

Agreed unanimously

11. MEMORIAL HALL MANAGEMENT COMMITTEE

Cllr Scrivens gave an update on the progress of changing the structure of the Memorial Hall Committee to a Charitable Incorporated Organisation (CIO) structure:

RESOLVED: Cllr Veater volunteered to represent the Parish Council on the new Management Committee

Proposed: Cllr Southgate

Seconded: Cllr Scrivens

Agreed unanimously

Action: The clerk will investigate the legal costs required to re-assign the lease to incorporate the new CIO structure

12. CORRESPONDENCE TO NOTE

BDC Public Consultation: Braintree District Council is publishing its revised Statement of Community Involvement (SCI) for public consultation. The document explains how we will involve local people in planning - setting out who and how we will engage residents and stakeholders. This includes public consultation of the Local Plan, Neighbourhood Plan and Supplementary Planning Documents, making comments on planning applications and how BDC will assist Neighbourhood Planning areas or forums. The document can be found on the Council's website at www.braintree.gov.uk/ConsultLP and is also available to view at the Council's offices at Causeway House in Braintree. A pdf response form is available to download from the Braintree Council website at www.braintree.gov.uk/PlanningPolicyNews.

The consultation period runs until Monday 11th March at 5pm.

13. REPRESENTATIVES AND WORKING GROUPS REPORTS

None

14. AGENDA ITEMS FOR NEXT MEETING

- Footpath Maps
- Environmental Policy
- Request from CVR to close the layby on Yeldham Road

DATE OF NEXT MEETINGS:

Ordinary Parish Council	Monday 25 March 2019, 7.30pm	Castle Hedingham Club
Ordinary Parish Council	Monday 15 April 2019, 7.30pm	Castle Hedingham Club
ELECTION DAY	Thursday 2nd May 2019	
Annual Parish Council	Monday, 20 May 2019, 7.30pm	Castle Hedingham Club
Annual Parish Assembly	Wednesday 22nd May 2019	Memorial Hall

The meeting closed at 7.20pm

SIGNED (CHAIRMAN)

DATE