



# 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 25<sup>TH</sup> JANUARY 2016 AT CASTLE HEDINGHAM CLUB AT 7.45PM

**Present:** Cllrs Higgins, Hood, Moffat, Pewter, Philp, Scrivens, Southgate, Worley  
**In the Chair:** Cllr Southgate  
**Clerk:** Claire Waters  
**Also Present:** 5 parishioners

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Toocaram, and also from District Cllrs Beavis and Johnson.

### 2. MINUTES OF THE PREVIOUS MEETING

The minutes of 14<sup>th</sup> December 2015 were approved as a correct record of events.

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

### 3. DECLARATIONS OF INTEREST

None

### 4. PUBLIC FORUM

**4.1.** A parishioner reported worsening problems with the verge outside Greenfields properties at Crouch Green. Greenfields say they are not responsible for the verge, and that Highways and Essex County Council own the land. Vehicles, including supermarket deliveries and water tankers, have destroyed the grass leaving a hazardous and slippery muddy area.

**Action:** Clerk to contact Essex County Council and Greenfields to request a repair.

**4.2.** Two residents attended to express their concerns about the possible relocation of the playing field to the old allotment field next to the Memorial Hall. Their concerns included child safety due to the fact that the area is not overlooked, is bounded by woods with old drains and ditches, the proximity of the public toilets and a drinking establishment, and access for emergency vehicles in the event of an accident. The potential for bullying and vandalism was raised, and the need for children to access the field via Church Lane past parked vehicles with no footpath. Councillors were asked how far the issue had progressed and why there had been no consultation with residents. The Chairman stated that the Parish Council is fully aware of the concerns raised, and there will be a public consultation at the appropriate time, but the situation is currently in the research stage. Advice has been sought from the Essex Playing Fields Association and play equipment suppliers have visited the site to assist the Parish Council in assessing the feasibility of the location. No decision will be made without a full consultation with all residents.

**4.3.** A resident who has recently moved to Castle Hedingham attended to inform the Parish Council that he has volunteered for the new scheme being established by Essex County Fire and Rescue Service in partnership with Essex Police. He also has experience of co-ordinating a Neighbourhood Watch Scheme and would be happy to take part in a similar scheme in the village.

### 5. PROGRESS CHECK

**5.1.** The village sign at Forge Green has been removed for renovation by a local contractor.

**5.2.** Debris and weeds narrowing the pavement at Station Road have been cleared by the grass cutting contractor and the hedges cut by the landowner. This should increase safety for pedestrians and the village maintenance operative will monitor the pavement to ensure it remains clear.

## 6. HIGHWAYS

**6.1.** Problems with drains continue to be reported. Advance notice of drain clearance in the village centre has been requested so that drain covers can be kept clear of parked cars.

**6.2.** De Vere Primary School has contacted the clerk about possible extension of the yellow lines near the school entrance. A Local Highways Panel scheme request form has been forwarded to the school for them to complete and return to the Parish Council.

**6.3.** Cllr Scrivens reported deterioration of the recent pothole repair at Nunnery Street Bridge, potholes at Bayley Street junction with St James Street and up the hill at Sudbury Road. These have been reported to Essex Highways.

## 7. REPORTS

None

## 8. PLANNING

*Applications received:*

**15/01521/FUL** Proposed change of use from holiday let to dwelling  
Oast Cottage 37 St James Street CO9 3EN  
No objections providing the property remains part of 37 St James Street and does not become a separate dwelling

**15/01386/LBC** Minor alteration to interior of modern extension to Grade II Listed cottage  
1 Falcon Square CO9 3BS  
No objections

**16/00008/TPOCON** Reduce and shape 2 Silver Birch trees back to previous pruning points and cut back overhanging branches over Lakeview next door  
The Silvers Pottery Lane CO9 3EU  
No objections

**16/00007/TPOCON** Reduce 1 Silver Birch to a 4ft stump/pollard  
Lakeview Pottery Lane CO9 3EU  
No objections

**16/00002/TPOCON** Crown lift 1 Oak to 5 metres and 3 metres above the greenhouse and crown thin by 20%, Fell and grind stump of 1 Birch, Fell and cut to stump 1 Field Maple and Reduce co-dominant lead from Horse Chestnut by 2 metres  
Kiln Lodge Pottery Lane CO9 3EU  
No objections although one tree warden would prefer a crown reduction to the maple rather than cutting to stump.

*Applications determined:*

**15/01337/FUL** Erection of detached single storey double width garage  
Newholme Sudbury Road CO9 3AG  
Application permitted

**15/01324/LBC** Replace like for like, two first floor windows  
1 Crown Street CO9 3DB  
Application permitted

**15/01317/FUL** Demolition of existing single storey extension and erection of two storey side extension.  
Goston Mount Pottery Lane CO9 3EU  
Application permitted

## 9. FINANCE

### Accounts balances at 25 January 2016

Unity Trust Current account	£28,863.11
CHPC Magna Carta 2015	£1,575.89
Unity Trust Deposit account	£25,193.00
Cambridge & Counties 95 day	£30,050.08
Nationwide Treasurers Trust	£20,024.66
	<b>£105,706.74</b>

The monthly accounts were approved and cheques signed.  
Proposed: Cllr Higgins                      Seconded: Cllr Worley

<b>Dec-15</b>	<b>Payments in Month</b>	<b>Details</b>	<b>Amount</b>
300268	Castle Hedingham Club	Room Hire	£20.00
300269	A&J Lighting	Monthly Charge	£10.08
300270	Mortimers	Village Maintenance	£282.00
300271	Mrs C Applebee	13 Magna Carta Medals	£108.50
300272	Hedingham School	Leaflet Printing	£11.75
300273	D Rulten	Leaflet Delivery	£50.00
300274	E C Waters	December expenses	£56.19
B/P	Staff	Salaries	£847.08
DD	Eon	Electricity	£16.96
DD	Braintree District Council	Rates, Toilets	£90.00
		<b>TOTAL in month</b>	<b>£1,492.56</b>

<b>Dec-15</b>	<b>Receipts in Month</b>	<b>Details</b>	<b>Amount</b>
14-Dec	Historic England	War Memorial Grant	£12,855.00
21-Dec	J Toocaram	3 Magna Carta Medals	£25.50
21-Dec	G Pewter	3 Magna Carta Medals	£25.50
21-Dec	I Higgins	1 Magna Carta Medal	£8.50
31-Dec	Unity Trust Bank	Interest	£12.59
		<b>TOTAL in month</b>	<b>£12,927.09</b>

<b>Jan-16</b>	<b>Payments in Month</b>	<b>Details</b>	<b>Amount</b>
300275	CH Club	Room Hire	£20.00
300276	Adam Redgewell	Work Wear	£40.97
300277	Garry Southgate	Village Maintenance Supplies	£24.94
300278	PFK Littlejohn	Annual Return	£360.00
300279	PJH Designs	Village Sign renovation	£595.00
300280	A&J Lighting	Monthly Maintenance	£10.08
300281	EALC	Transparency Code	£15.00
300282	E C Waters	Travel & Parking	£16.00
B/P	Staff	Salaries	£793.44
DD	British Gas	Electricity Toilets	£17.22
DD	British Gas	Electricity Toilets	£138.66
DD	Anglian Water	Water Cemetery	38.77
DD	Anglian Water	Water Toilets	£71.35
DD	Eon	Electricity	£17.52
DD	Braintree District Council	Rates, Toilets	£90.00
		<b>TOTAL in month</b>	<b>£2,248.95</b>

<b>Jan-16</b>	<b>Receipts in Month</b>	<b>Details</b>	<b>Amount</b>
06-Jan	T Hood	1 Magna Carta Medal	£8.50
		<b>TOTAL in month</b>	<b>£8.50</b>

### 9.1 Update on renovation of Village Sign at Forge Green – see item 5.1

**9.2 Consideration and approval of budget for 2016 – 2017**

The clerk presented a net revenue budget to Councillors. The Localism Fund payment from BDC has been decreasing year on year since 2014, with a further reduction of 16.2% for 2016 – 2017. This fund is predicted to reduce to zero by 2019-2020. Projections supplied by BDC show that an increase in the parish precept of 22.34% would be required to make up the shortfall if the Localism Fund disappears completely.

**RESOLVED:** To approve the budget proposals for 2016 – 2017

Proposed: Cllr Scrivens                      Seconded: Cllr Worley                      Agreed unanimously

**9.3 Consideration and approval of precept claim for 2016 – 2017**

In light of the reduced income and predicted phasing out of the Localism Fund, Councillors considered the impact of a 0%, 1%, 2% and 3% increase in the parish rate of council tax.

**RESOLVED:** To approve an increase of 2% in the precept claim for 2016 – 2017. This represents an increase on the parish rate for a Band D property of 96p per year.

Proposed: Cllr Southgate                      Seconded: Cllr Higgins                      Agreed unanimously

**9.4 Transparency Code briefing and approval of funding claim**

The clerk reported from a training briefing on the new Transparency Code which applies to Parish Councils from July 2015, but which has only recently been finalised. All parishes must comply with the Transparency Code which means external audits by the Audit Commission will be replaced with “armchair auditing” by parishioners. Monthly and annual information must be made available on the parish website for parishioners to access. In the event of a complaint, the Sector Led Body Audit arrangements will supply an independent auditor at a cost of £100 for 2016 - 2017. If not opted into the Sector Led Body Audit arrangements, a parish council will have to source its own audit panel to appoint an external auditor, which would be much more time-consuming and expensive. Funding is available for small councils to become compliant, however it has been confirmed that Castle Hedingham is too large to qualify for funding.

**9.5 Decision on option to join the Sector Led Body Audit arrangements from 2016**

**RESOLVED:** To remain opted in to the Sector Led Body Audit arrangements from 2016

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

**9.6 Decision on Health & Safety Level 2 training for Clerk and Village Maintenance Operative**

**RESOLVED:** To finance a Health & Safety Level 2 qualification for the Clerk and Village Maintenance Operative on March 8<sup>th</sup> 2016, at an approximate total cost of £310.00

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

**10. MEMORIAL AVENUE OF TREES, SHEEPCOT ROAD**

A Memorial Avenue is planned to commemorate the men of the village who fell in the Great War.

Decision on a) Agreement with terms of consent from Essex Highways and b) Purchase of trees

**Action:** Cllr Philp will speak to the landowner to obtain his consent to the tree planting before further action is taken. The following resolutions were made subject to landowner consent being obtained.

**RESOLVED:** To agree with terms of consent from Essex Highways

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

**RESOLVED:** To proceed with purchase of trees at an approximate cost of -£350 for 20 trees (6 - 10ft), with posts, ties and deer guards extra

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

**11. LOCATION OF MAGNA CARTA 2015 DISPLAY BOARD**

Decision on location of display board. The green by St James Street tennis court was discussed, but a previous noticeboard and a dog waste bin have been destroyed by parked cars there. The most accessible location for visitors and parishioners on Parish Council owned land was felt to be Forge Green

**Action:** The clerk will inform the residents of Forge Green of the proposed location of the noticeboard.

**12. 90<sup>th</sup> BIRTHDAY OF QUEEN ELIZABETH II**

Consideration of options for village celebrations of the Queen’s 90th birthday in April 2016.

Cllr Philp is storing a beacon previously obtained for the Queen’s Jubilee.

**Action:** The clerk will place a notice in the Parish Magazine to publicise the date of the Queen’s birthday.

### 13. CORRESPONDENCE TO NOTE

**ECC:** Notification of dates for Transport meetings – February 2016

**ECC:** Second newsletter update on plans for greater devolution for Essex County

**ECDP:** Essex organisation offering support for disabled people to enhance wellbeing, call 01245 392300 or email wellbeingofficer@ecdp.co.uk

**EALC:** December Legal update from New Parish Support Officer, Amanda Brown.

**BDC:** Latest update on the BDC Local Plan for development over the next 15 years.

**Essex County Fire and Rescue Service:** publicity for the Parish Safety Volunteer scheme, aiming to recruit 2 volunteers per parish to support the police and fire service.

**Arqiva:** Update on Mobile Infrastructure Project due to end March 2016. They are unable to progress any MIP mast sites for 4G in Braintree district within the project timeframe.

### REPRESENTATIVES AND WORKING GROUPS REPORTS

**Magna Carta 2015:** Cllr Worley reported that the Magna Carta exhibition in Braintree Museum ends in January, and has been requested for loan to Saffron Walden Museum from July 2016 until sometime in 2017. A permanent storage place for the exhibition needs to be found, as well as temporary storage between January and July.

### AGENDA ITEMS FOR NEXT MEETING

- **Castle Hedingham Playing Field**

**RESOLVED:** Since legal matters are still in the early stages of discussion, an extraordinary meeting will be held “in camera”, that is without the presence of the public. The date will be confirmed when advisers from the Essex Playing Fields Association have been contacted for their availability.

Proposed: Cllr Worley

Seconded: Cllr Hood

Agreed unanimously

- **Temporary and long-term storage for Magna Carta 2015 exhibits**
- **Additional litter bin by Memorial Hall**
- **Removal of Castle Hedingham Club shed and erection of new shed**
- **Open Gardens 2016, and possible Castle Hedingham in Bloom event.**

### DATE OF NEXT MEETINGS

Ordinary Parish Council

22 February 2016

Ordinary Parish Council

21 March 2016

Ordinary Parish Council

25 April 2016

Annual Parish Meeting

May 2016 at the Memorial Hall, date to be confirmed

Ordinary Parish Council

23 May 2016

The meeting closed at 9.45pm

SIGNED (CHAIRMAN)

DATE