



# Parish of Castle Hedingham

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## MINUTES OF A MEETING OF CASTLE HEDINGHAM PARISH COUNCIL, HELD ON MONDAY 22<sup>nd</sup> JANUARY 2018 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:** District Cllr H Johnson  
4 members of the public

### 1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Toocaram for absence, and from Cllr Pewter for late arrival due to train delay. County Cllr Finch and District Cllr Beavis also sent apologies for absence.

### 2. MINUTES OF THE PREVIOUS MEETING

The minutes of 27<sup>th</sup> November 2017 were approved as a correct record of events and signed by the Vice-Chairman.

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

### 3. DECLARATIONS OF INTEREST

None

### 4. PUBLIC FORUM

Four parishioners attended to express their concerns about the increase in inconsiderate parking at Bowmans Park during school pick up and drop off times. It is understood that parents have been offered Memories car park as an alternative which is about 7 minutes walk from De Vere Primary. However the school website is still advising parents to park in Nunnery Street or Bowmans Park, not Kirby Hall Road. Concerns about parking were raised by the Parish Council in response to the school development plans but they were approved by ECC with an alternative entrance to the school grounds via Bowmans Park. The proposed "walking bus" from Memories is not happening, and Cllr Worley as a new governor at De Vere noted that while this has been promoted it relies on parents following the advice from the school. The Chairman suggested a petition from residents sent to the school and to Essex County Council, and the Parish Council will endorse it with a letter to ECC.

**Action:** Clerk to contact the North Essex Parking Partnership and ask them to visit the school to observe the problems between 8.30 and 9.30am, and from 2.30 to 3.30pm

### 5. PROGRESS CHECK

**5.1. ECC Local Services Fund.** An application for 10 additional handyman hours per week has been approved and a grant of £5,152 awarded for the coming year. This includes the cost of line marker equipment and an additional 5 hours per week for both Village Maintenance and relief Village Maintenance operatives. The funding will only be for one year and a repeat application to the fund next year is not permitted, so the Parish Council will have to stop the additional service in 2019 or fund it from reserves or other grant funding.

**5.2. Village Defibrillators.** Defibrillators and cabinets have arrived and are due to be installed during January in three village locations.

**Action:** Clerk to contact the electrician to ask when this will be completed, and also chase the Bell committee about renovation of the telephone kiosk in St James Street.

### 6. HIGHWAYS

**6.1** A 40mph SID sign on the A1017 at Crouch Green has been approved by the Local Highways Panel but funding is an issue. The clerk has contacted Cllr Jo Beavis who now chairs the Local Highways Panel to stress that this is still a current issue for the Parish and speed calming here is badly needed.

**6.2 Parish Paths Partnership (P3).** The footbridge at Footpath 16 was scheduled to be replaced by PROW officers in November. This has not been done, so repairs will be completed by P3 volunteers.  
**Action:** Clerk to liaise with Cllr Toocaram, P3 co-ordinator, to arrange this.

## 7. REPORTS

**7.1 Police/Neighbourhood Watch:** Police believe a recent increase in the theft of doorbells may be linked to car thieves using wireless doorbells to jam remote locking systems on vehicles. Police are reminding people to stay vigilant and report any suspicious behaviour or any information on the thefts by dialling 101.

Cllr Southgate reported that a juvenile has been charged with a number of burglaries in the area, including Castle Hedingham.

**7.2 ECC Report:** None

**7.3 BDC Report:** None. Cllr Johnson supported the Parish Council at items 10 and 11.

Cllr Pewter arrived.

## 8. PLANNING

*Applications received:*

**17/01733/FUL** Erection of single storey front extension, enclosure of existing balcony with windows and relocation of a doorway  
 Arden Rushley Green CO9 3AJ *Decision ratified. No objections*

**17/02282/FUL** Proposed new machinery storage barn  
 Barrells Meadow Kirby Hall Road CO9 3EA *Objection: caravan site was not approved so a machinery storage barn serving the caravan site should not be approved.*

**17/02231/FUL** Erection of poultry building  
 Little Lodge Farm Sudbury Road CO9 3AG *No objection but register comments of concern*

**18/00106/FUL** Demolition of existing rear single storey extension and erection of two storey rear extension and provision of new vehicular access  
 Little Lodge Cottage, Sudbury Road CO9 3AG *Action: circulate Braintree Planning refusal decision notice for previous application to Councillors for information. Comment due 19<sup>th</sup> February*

*Applications determined:*

**17/01868/FUL** Demolition of existing rear single storey extension and erection of new two storey extension. Provision of new vehicular access and garage.  
 Little Lodge Cottage Sudbury Road CO9 3AG *Application REFUSED*

**17/00382/TPOCON** Notice of intent to carry out works to tree in a Conservation Area - Repollard 1 Robinia tree to previous cuts approx 1.5-2 metres  
 Greenwich House 8 Queen Street CO9 3EX *Application GRANTED*

**17/00383/TPOCON** Notice of intent to carry out works to tree in a Conservation Area - Reduce height by 4 metres and remainder of crown by 1-2 metres to balance shape  
 Walton Elm Pottery Lane CO9 3EU *Application GRANTED*

## 9. FINANCE

**9.1 RESOLVED:** The budget for 2018-2019 was approved. It was noted that the Localism Fund payment from BDC which has been decreasing year on year from just under £6000 in 2014 to £1,396 in 2018 will be zero from 2019. The Parish Council is due a VAT refund for the year to date of £3,623.72

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

**9.2 RESOLVED:** To request an increase in the precept of 2% to take into account inflation and the reduction in the Localism Fund. This will represent a precept of £51.95 per year for a band D property, an increase of £1.02 per year.

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

**9.3** A letter of thanks from Castle Hedingham Cricket Club for their grant to renew the cricket square was noted. They are grateful for the Parish Council's support in improving the facilities.

**9.4 RESOLVED:** To ratify the majority decision at the November meeting to seek legal advice from Birkett Long regarding the recreation field

**Proposed:** Cllr Southgate

**Seconded:** Cllr Hood

Agreed unanimously

The monthly accounts were approved and payments agreed for authorisation.

**Proposed:** Cllr Hood

**Seconded:** Cllr Worley

Agreed unanimously

<b>Dec-17</b>	<b>Payments in Month</b>	<b>Details</b>	<b>Amount</b>
	DD Eon	Electricity New Park	£21.54
	DD British Gas	Electricity Toilets	£9.99
	DD BCE Holdings Ltd	Peoples Pension	£15.78
	B/P Staff	Salaries	£1,427.92
	B/P HMRC	Tax/NI	£69.97
	B/P M D Landscapes	Hedge Cutting Cemetery	£180.00
	B/P Neighbourhood Watch	No Cold Caller Stickers	£84.00
	B/P Graeme Martin	Verge Cutting Parkgate	£60.00
	B/P Smith of Derby	Church Clock	£237.60
	B/P OCS Group UK Ltd	Sanitary Disposal	£10.76
	Unity Trust Bank	Service Charge	£18.00
		<b>TOTAL in month</b>	<b>£2,135.56</b>
<b>Jan-18</b>	<b>Payments in Month</b>	<b>Details</b>	<b>Amount</b>
	DD Eon	Electricity New Park	£22.26
	DD British Gas	Electricity Toilets	£14.22
	DD BCE Holdings Ltd	Peoples Pension	£15.78
	B/P Staff	Salaries	£1,247.32
	B/P The Old Moot House	Parish Meal	£432.65
	B/P E C Waters	Home as Office Dec/Jan	£80.00
	B/P E C Waters	Clerk Expenses	£140.34
	B/P A&J Lighting	Monthly Charge Dec	£10.08
	B/P A&J Lighting	Monthly Charge Jan	£10.08
	B/P Darkins Supply Stores	Maintenance supplies	£29.84
	B/P Start Traffic Ltd	Linemarkers equipment	£294.18
	B/P HMRC	Tax/NI	£58.77
	B/P EALC	Training JT 17th Feb	£90.00
	B/P CH Club	Meeting Room Hire	£20.00
	B/P Birkett Long PLC	Legal advice	£600.00
	B/P D Rulten	Leaflet delivery	£60.00
		<b>TOTAL in month</b>	<b>£3,125.52</b>
<b>Dec-17</b>	<b>Receipts in Month</b>	<b>Details</b>	<b>Amount</b>
05-Dec	TECHPROTECT	HP toner cashback	£50.00
08-Dec	Harvey Darke	Memorial Grave 280	£120.00
19-Dec	East of Eng Co-op	Purchase & Interment Grave 287	£660.00
		<b>TOTAL in month</b>	<b>£830.00</b>
<b>Jan-17</b>	<b>Receipts in Month</b>	<b>Details</b>	<b>Amount</b>
15-Jan	UK Power Networks	Wayleave	£9.91
15-Jan	Councillors	Parish Meal	£200.00
		<b>TOTAL in month</b>	<b>£209.91</b>

### Accounts balances at 22 January 2018

Unity Trust Current account	£14,816.67
Unity Trust Deposit account	£25,243.19
Cambridge & Counties 95 day	£56,081.89
Nationwide Treasurers Trust	£20,107.35
	<b>£116,249.10</b>

### 10. CASTLE HEDINGHAM RECREATION FIELD

The Chairman stressed that the purpose of the meeting is to inform residents of the current situation, and enable them to express their views and ask questions. Cllr Hood will read out a statement on behalf of the Parish Council at the meeting. It has been confirmed that Mr & Mrs Lindsay of Hedingham Castle, and Cllr John McKee, Cabinet Member for Assets at Braintree District Council, are able to attend.

### 11. OPEN SPACES ACTION PLAN

Following the refusal of Braintree District Council to accept many of the 2017 suggested updates to the Open Spaces Action Plan as “not deliverable”, the clerk had sent an email to the District Architect, the S106 officer and the Landscape Projects Apprentice responsible for OSAP annual updates which summarised the current situation and asked for their help in achieving the Parish Council’s objectives. A reply was received stating that “in letters from our senior councillors, New Park is being brought forward for housing and the same area can’t be made available as a play area. You also confirm that Mr. Lindsay has offered an area of open space to the Parish Council on a 20 years lease. It is not the position of the Open Spaces Action Plan to contradict this. We have removed all references to New Park, as it does not seem practical to include this”.

**RESOLVED:** To object in the strongest terms to the removal of New Park from the Open Spaces Action Plan

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

**Action:** Cllr Johnson will find out what are the obligations of Braintree District Council to support the provision of formal and informal recreation for communities in the district.

### 12. “GROWING A RURAL COMMUNITY” SURVEY

Councillors contributed to the response to a short survey from the Rural Services Network which aims to achieve a network of 250,000 rural residents so that a clear consensus rural response system can be established to matters of government policy. Cllr Pewter volunteered to contribute to the Rural Parish Sounding Board, and Cllr Philp volunteered to contribute to the Rural Small Business Sounding Board, both of which will involve completing a short online questionnaire every 4 months. News from the Rural Services Network will be made accessible to residents on the Parish Council website

[www.castlehedingham.org](http://www.castlehedingham.org).

### 13. CORRESPONDENCE TO NOTE

**Colne Valley Railway:** Information forwarded on a new special constable scheme between Essex Police and local councils and expressing an interest if the Parish Council wishes to take part. Councils are being asked to cover the cost of expenses of the volunteer officer – which is approximately £1,000 a year – which will secure them a Special committed to policing their area.

<https://www.essex.police.uk/news/news-and-features/2017/11nov/community-specials-coming-to-a-town-near-you/>. The CVR have suggested they will contribute to the cost if Great Yeldham and Castle Hedingham Parish Councils wish to take part.

**Action:** Possible agenda item for February meeting. Clerk to find out more about the views of CVR and Great Yeldham Parish Council beforehand, and more details of the scheme including the hours available and what powers a special constable would have.

**Resident of Castle Hedingham:** Apologies for being unable to attend the Public Meeting on 24<sup>th</sup> January, and suggesting a play area within the Castle grounds, for example at the old bowling green alongside Bayley Street, might enhance the Castle as a visitor attraction and provide residents with the play facilities they need.

**14. REPRESENTATIVES AND WORKING GROUPS REPORTS**

**14.1 Burial Board:** A quote for a memorial to the fallen of the village in the World Wars is being prepared, The memorial will be sited near the cemetery at Sheepcot Road and the newly planted Memorial Avenue of trees.

**Action:** Clerk to organise a meeting of the Burial Board to discuss the memorial and to consider work to be carried out at the cemetery during the spring and summer.

**15. AGENDA ITEMS FOR NEXT MEETING**

- **Memorial at Sheepcot Road**
- **Special Constable scheme**
- **Repairs to swings and repainting of play equipment**
- **Parish Paths Partnership (P3) work to be carried out**

**DATE OF NEXT MEETINGS:**

**Ordinary Parish Council** Monday 26<sup>th</sup> February 2018 at 7.45pm      The Vicarage, Queen Street

**PLEASE NOTE CHANGE OF VENUE FOR FEBRUARY MEETING ONLY**

**The meeting closed at 9.35 pm**

SIGNED (CHAIRMAN)

DATE