



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 28th JANUARY 2019 AT CASTLE HEDINGHAM CLUB AT 7.45PM**

Present: Cllrs Hood, Philp, Scrivens, Southgate, Toocaram, Worley, Veater

In the Chair: Cllr Southgate

Clerk: Claire Waters

Also Present: Cllr David Finch (ECC) to item 7

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Moffat for absence.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of 26th November 2018 were approved as a correct record of events and signed by the Chairman.

Proposed: Cllr Scrivens

Seconded: Cllr Veater

Agreed unanimously

3. DECLARATIONS OF INTEREST

Cllr Toocaram declared a potential interest in item 5.3 as a neighbouring landowner

4. PUBLIC FORUM

4 residents of Ruffles Yard attended to ask if any plans were confirmed for the use of the old allotment field as they are interested in accessing the area closest to Ruffles Yard to improve parking space. The Chairman confirmed that this was the subject of item 10 and had not yet been discussed with full Council. Nothing has yet been decided but discussions continue with the landowner about use of the majority of the allotment field as a community open space. A public meeting is planned for February to inform residents of progress and invite their views.

5. PROGRESS CHECK

5.1 Litter in the area of De Vere Primary School.

Action: Cllr Worley as school governor will speak to the headteacher Ms Jones in the first instance.

5.2 BDC policy on bonfires. The policy was reviewed in the light of a recent nuisance bonfire in Nunnery Street. Consideration for neighbours and passers-by is encouraged and problems can be reported to BDC Environmental Health who will take action

5.3 To consider ownership of land at Pye Corner following query from resident about tractor access to Hoe Lane and Churchfields Grove

Action: To confirm to the resident that in the view of the Parish Council, landowners have access from Nunnery Street to maintain their land.

5.4 Cigarette litter in the areas around the Wheatsheaf, the Moot House and King Street

Action: Clerk to obtain litter information leaflets from BDC, and to speak to the Wheatsheaf and Moot House managers as establishments can be fined for litter associated with their premises. Village Maintenance will also be asked to keep an eye on the area.

5.5 Dog fouling in many areas of the village.

Action: Clerk to look into actions taken in Yeldham with yellow stencils, also “poo maps” used by other parishes

5.6 Overhanging shrub at Pye Corner causing obstruction to pedestrians

Action: Cllr Southgate will speak to the property owners and offer help with cutting back if needed

6. HIGHWAYS

6.1 The proposed 40mph SID sign on the A1017 at Crouch Green has been approved for installation in March 2019. The next Local Highways Panel meeting is on Monday 4th February. Details have been forwarded to Councillors if they wish to attend.

6.2 ECC's pothole fixing initiative. Cllr Toocaram has sent information to Cllr Finch regarding pothole repairs needed at Rushley Green and Kirby Hall. These have been noted and will be reviewed.

7. REPORTS

7.1 Police/Neighbourhood Watch:

Hare coursing has been reported again in the Hedingham area.

Action: Clerk to write to the Police and Crime Commissioner stating the extent of the problem. Residents are advised it is safer to report hare coursers to the police rather than trying to tackle them directly.

Action: A letter written by the Chairman to Braintree Police reporting criminal activity related to drugs and drink driving in the parish was approved and will be sent by the clerk.

7.2 ECC Report: Cllr David Finch. The organisational strategy for ECC to 2021 is available here: https://www.essex.gov.uk/Documents/Organisation_Strategy.pdf

- Although still committed to keeping costs down, ECC has voted to increase the County Council share of the Council Tax by 2.99% or 94p a week from April 2019
- In an independent survey, Essex County Council was named one of the 10 most efficient in the country. No other Councils in the top 10 list were comparable in terms of scale and population.
- A RAC study shows a decrease of 45% in potholes in 2016-17. Investment means that this reduction in potholes is likely to be even better in 2017-18
- ECC has won an award for Best Social Worker Employer of the Year – this is based on commitment to training and career progression, as well as valuing and supporting employees.
- Devolving tasks including small and minor works to Parish Councils is underway. 15 Parish Councils have signed up
- Essex Youth Offending team were rated outstanding
- 94% of schools were rated outstanding.
- There has been a 40% drop in the number of illegal encampments
- The Children's Service was rated outstanding and is the lowest cost Children's Service in the country

7.3 BDC Report: None. Apologies for absence were received from Cllrs Beavis and Johnson

8. PLANNING

Applications received:

18/02129/FUL Single storey conservatory to the rear of the property

11 Castle Lane CO9 3DL

Decision ratified. *No objections*

Applications determined:

18/01680/FUL Agricultural storage building

Land South Of Rosemary Farm Rosemary Lane

Application GRANTED

18/01525/FUL Change of use of the land from Agricultural to Glamping. Three mobile self-contained Shepherd Huts

Lawrences Farm Rushley Green CO9 3AJ

Application GRANTED

18/01957/LBC & 18/01956/FUL Extension to an outbuilding within the curtilage of a listed building

38 St James Street CO9 3EW

Application GRANTED

18/01504/LBC & 18/01503/FUL Redesign of existing garage to form cart lodge

Birdbrook House Luces Lane CO9 3BX

Application GRANTED

9. FINANCE

9.1 The monthly accounts were approved and payments agreed for authorisation.

Proposed: Cllr Hood

Seconded: Cllr Toocaram

Agreed unanimously

9.2 RESOLVED: The budget for 2019-2020 was approved. The Localism Fund income from BDC has been decreasing year on year from just under £6000 in 2014 and will be zero from 2019.

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

9.3 RESOLVED: To request an increase in the precept of 5% which will mean the Parish Council precept will be £54.55 per year for a band D property. This equals an increase of £2.60 per year, or 5p per week for each Band D household.

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

9.4 RESOLVED: To borrow a transit van for 1 month and monitor extent of usage. Decision on purchase of village maintenance vehicle to be agenda item for February meeting

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

9.5 RESOLVED: In light of the decision made in response to the notice to quit New Park, to cease quarterly lease payments to Hedingham Castle for the Recreation Field

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

Dec-18	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£24.48
DD	British Gas	Electricity Toilets	£11.71
B/P	Staff	Salaries	£1,129.90
B/P	A&J Lighting	Monthly Charge November	£11.40
B/P	HMRC	Tax/NI	£75.33
B/P	M D Landscapes	Hedge Cutting November	£30.00
	Unity Trust Bank	Service Charge	£18.00
TOTAL in month			£1,300.82

Jan-19	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£25.29
DD	British Gas	Electricity Toilets	£12.66
DD	Anglian Water	Water Cemetery	£24.15
DD	Anglian Water	Water Toilets	£67.78
DD	B&CE Holdings	Peoples Pension	£40.67
B/P	Staff	Salaries	£1,233.00
B/P	Alan Henry	Village Maintenance expenses	£15.20
B/P	E C Waters	Home as Office December	£40.00
B/P	E C Waters	Home as Office January	£40.00
B/P	E C Waters	Clerk Expenses	£154.37
B/P	A&J Lighting	Monthly Charge November	£11.40
B/P	HMRC	Tax/NI	£109.93
B/P	M D Landscapes	Hedge Cutting November	£150.00
B/P	Falcon Accountants	Payroll Oct, Nov, Dec	£43.20
TOTAL in month			£1,967.65

Dec-18	Receipts in Month	Details	Amount
18-Dec	Harvey Darke	Memorial Grave 200	£120.00
TOTAL in month			£120.00

Jan-19	Receipts in Month	Details	Amount
14-Jan	UK Power Networks	Wayleave	£9.91
15-Jan	Harvey Darke	Memorial Grave 626	£120.00
TOTAL in month			£129.91

Accounts balances at 28 January 2019

Unity Trust Current account	£14,462.33
Unity Trust Deposit account	£25,314.64
Cambridge & Counties 95 day	£56,585.93
Nationwide Treasurers Trust	£20,127.46
	£116,490.36

10. CASTLE HEDINGHAM RECREATION FIELD

ACTION: To hold a public meeting at the Memorial Hall at 7.30pm on Monday 25th February, with a short Ordinary Parish Council meeting beforehand starting at 6.30pm

ACTION: To circulate a letter to residents on Wednesday 6th and Thursday 7th February informing them of the current situation the Public Meeting

ACTION: To put notices at the New Park site, in noticeboards and on website to inform residents

ACTION: Play equipment and concrete surface removal has been arranged for 13th February. It was confirmed that the contractors would dispose of items safely

11. OPEN SPACES ACTION PLAN 2019

The annual update of the BDC Open Spaces Action plan is due by the end of January 2019. This is a key document used by the Local Planning Authority to justify seeking S.106 monetary contributions for Public Open Space improvements across the district. Last year's update was heavily edited by BDC with the removal of the informal recreation designation of their land at New Park.

RESOLVED: Clerk's draft update requesting play equipment on publicly owned BDC land was approved to be submitted.

Proposed: Cllr Worley

Seconded: Cllr Scrivens

Agreed unanimously

12. 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:

1. Constitution completed will be put to Trustees in coming weeks and voted on at Hall AGM in April. CIO structure to be operative as from 1 Jan 2020.

2. The Trustees of the CIO will be Scrivens, Jones, Polley, Matthews.

- In addition we would want to elect a PC member as a 5th Trustee to maintain a regular link with the Parish Council.

- The affiliated users groups of the Hall have the right to appoint a trustee. We doubt this will happen as being a Trustee of the CIO means regular, possibly, monthly meetings, and involvement in all aspects e.g, finance, Health and Safety, premises, pricing, marketing etc.

- We propose offering the groups an alternative - positions on a User Group which will meet say quarterly, during which they can express views, ideas, complaints etc.

3. Timeline - after AGM in April we will need to complete the following by August/September

A Assignment of lease by PC to CIO effective 1 Jan 2020.

(i) This assignment to be registered with Land Registry.

(ii) The CIO will need to review text of lease prior to signing.

B CIO registration with Charity Commission - around September 2019

C Open New Bank a/c for CIO during next few months,

Action: The Chairman and clerk will meet with the 4 trustees to discuss this further to understand the implications. Agenda item for February meeting.

13. PARISH COUNCIL ENVIRONMENTAL POLICY

The clerk had looked at some example policies from other parishes and felt they were too vague and complex, suggesting that a simple list of targets in key areas to be monitored and reviewed annually would be more effective. Cllr Worley had found an example policy which he had annotated with suggested adaptations.

Action: Agenda item for March meeting.

14. CORRESPONDENCE TO NOTE

EALC: Mental Health First Aid training is available, funded by Essex County Council, from March 2019 onwards. This can be delivered locally as a 4.5 hour session if a venue and facilities are made available.

Action: Agenda item for March meeting

ECC: Chelmsford Park & Ride Consultation. Essex County Council is reviewing the ticketing options and fares offered and days of opening for the Chelmsford Park and Ride Services. The consultation commences from 21 January and will run until March 22nd 2019, it is available online at:

www.essex.gov.uk/Chelmsford-Park-and-Ride. Paper copies of the questionnaire will be available from the Sandon and Chelmer Valley Park and Ride sites, or by emailing: passenger.transport@essex.gov.uk

15. REPRESENTATIVES AND WORKING GROUPS REPORTS

None

16. AGENDA ITEMS FOR NEXT MEETING

- Memorial Hall Management Committee
- Decision on purchase of village maintenance vehicle

DATE OF NEXT MEETINGS:

Ordinary Parish Council	6.30pm, 25 February 2019	Castle Hedingham Club
PUBLIC MEETING	7.30PM 25 FEBRUARY 2019	MEMORIAL HALL
Ordinary Parish Council	7.45pm, 25 March 2019	Castle Hedingham Club
Ordinary Parish Council	7.45pm, 15 April 2019	Castle Hedingham Club
Annual Parish Council	7.45pm, 20 May 2019	Castle Hedingham Club

The meeting closed at 9.45 pm

SIGNED (CHAIRMAN)

DATE