



**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 13<sup>th</sup> JANUARY 2020 AT CASTLE HEDINGHAM CLUB AT 7.30PM**

**Present:** Cllrs Bayes, Doe, Hood, Jordan, Southgate, Westrop,

**In the Chair:** Cllr Southgate

**Clerk:** Claire Waters

**Also Present:** Cllr H Johnson, Braintree District Council.

### 1. APOLOGIES FOR ABSENCE

Cllrs Toocaram & Veater apologised for absence. It was noted with regret that Cllr Tassell resigned from the Parish Council on 10<sup>th</sup> January due to a move away from the parish. He will continue to carry out his Neighbourhood Watch co-ordinator role until a successor is identified.

### 2. MINUTES OF THE PREVIOUS MEETING

The minutes the extraordinary meeting of 9th December 2019 were approved as a correct record of events and signed by the Chairman.

**Proposed:** Cllr Jordan

**Seconded:** Cllr Bayes

Agreed unanimously

### 3. DECLARATIONS OF INTEREST

Cllr Westrop declared an interest in a planning application at item 8 as a near neighbour of the property

### 4. PUBLIC FORUM

None

### 5. PROGRESS CHECK

**5.1** Cllr Southgate reported that the repair of the wall between the Memorial Hall and Ruffles Yard had been delayed due to injury of the contractor. It will hopefully be started next week.

**5.2** Village Maintenance reported another incident of drug taking and mess left in the Public Toilets during the Christmas holiday. The use of CCTV was discussed. *Agenda item for February meeting.*

**5.3** A meeting of the Burial Board was arranged for 3pm on Monday 20<sup>th</sup> January at the cemetery. This is to assess cemetery condition and maintenance issues and to precede an annual review of cemetery fees.

### 6. HIGHWAYS

**6.1** Footpath along Queen Street/Station Road. Cllr Southgate has reported to Cllr David Finch the collapse of concrete supports to the bank alongside the footpath. Cllr Finch has referred this matter to the Highways Dept Director for action.

**6.2** Grass bank at Church Lane. Following work by Anglian Water, the bank has been severely damaged and a signpost knocked down. **Action:** Clerk to report to Anglian Water to ask for damage to be repaired.

**6.3** Footpath 16. A resident had reported obstruction including a fallen tree at Footpath 16 near Maiden Ley. This has now been removed by a qualified volunteer. The chairman authorised purchase of a new chainsaw blade and fuel as a thank you gift to the volunteer.

### 7. REPORTS

**7.1 Police/PCSO/Neighbourhood Watch:** None

**7.2 Essex CC report:** None. Cllr Finch sent his apologies due to a conflicting meeting

**7.3 Braintree DC report:** Apologies were received from Cllr Beavis.

Cllr Johnson raised the following issues:

- Caravans at Four Winds, what number of caravans and length of occupation is permitted? This was inspected by Planning Enforcement last year. **Action:** Clerk to check planning restrictions in force.
- Vehicles damaging grass verge at Crouch Green and restricting view from Nunnery St junction
- Replace glass in telephone kiosk at St James Street: **Action:** Cllr Doe will complete this in spring.

## 8. PLANNING

*Applications received:*

**19/02290/HH** Two-storey (rear) extension, alterations and single storey out-building (ancillary to dwelling) Rosemary Farm Cottage Rushley Green CO9 3AJ *No objections*

**20/00013/HH** Removal of existing UPVC framed conservatory and erection of a single storey timber framed side extension.

Newholme Sudbury Road CO9 3AG

*No objections*

*Applications determined:*

**None**

## 9. FINANCE

**9.1** The monthly accounts were approved and payments agreed for authorisation. The December bank reconciliation was checked and signed by Cllr Westrop

**Proposed:** Cllr Hood

**Seconded:** Cllr Doe

Agreed unanimously

Dec-19	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£30.22
DD	British Gas	Electricity Toilets	£12.09
DD	B&CE Holdings	Peoples Pension	£65.98
B/P	Staff	Salaries	£1,341.82
B/P	Alan Henry	Village Maintenance Expenses	£7.70
B/P	A&J Lighting	Monthly Charge November	£11.40
B/P	Community Heartbeat Trust	Defibrillator Pads x 5	£255.60
B/P	Initial Washroom Hygiene	Sanitary Services, Toilets	£12.17
	Unity Trust Bank	Service Charge	£18.00
<b>TOTAL in month</b>			<b>£1,754.98</b>

Dec-19	Receipts in Month	Details	Amount
23-Dec	ECC	Love Essex Fund grant	£500.00
23-Dec	Harvey Darke	Memorial Grave 592	£360.00
23-Dec	Harvey Darke	Memorial Ashes 58	£120.00
<b>TOTAL in month</b>			<b>£980.00</b>

Jan-20	Payments in Month	Details	Amount
DD	Wave (Anglian Water)	Water Toilets	£74.15
DD	Wave (Anglian Water)	Water Cemetery	£17.60
DD	Eon	Electricity New Park	£31.23
DD	British Gas	Electricity Toilets	£15.97
B/P	CH Club	Meetings Dec/Jan	£40.00
B/P	E C Waters	Home as Office Dec/Jan	£120.00
B/P	E C Waters	Clerk Expenses Nov 25th to Jan 13th	£122.46
B/P	A&J Lighting	Monthly Charge December	£11.40
B/P	HMRC	Tax/NI	£96.13
B/P	PKF Littlejohn	External Audit	£240.00
B/P	Abacus Accountancy	Payroll Oct, Nov, Dec	£43.20
B/P	Hedingham School	Printing Village Park Open Day	£23.20
B/P	Mr D Rulten	Leaflet delivery Village Park	£60.00
<b>TOTAL in month</b>			<b>£895.34</b>

<b>Jan-20</b>	<b>Receipts in Month</b>	<b>Details</b>	<b>Amount</b>
13-Jan	UK Power Networks	Wayleave, Nunnery Street	£10.25
<b>TOTAL in month</b>			<b>£10.25</b>

**Accounts balances at 13 January 2020**

Unity Trust Current account	£14,730.88
Unity Trust Deposit account	£25,416.05
Cambridge & Counties 95 day	£57,486.05
Nationwide Treasurers Trust	£20,147.59
	<b>£117,780.57</b>

**9.2** The Parish Council budget for financial year 2020 – 2021 was approved.

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

**9.3** A precept claim of £29,130 was approved for the financial year 2020-2021. This represents an annual payment of £59.46 for a Band D property, an increase of £4.91 a year or 9p per week. It is an increase of 9% over the previous year and takes into account the need to maintain Parish Council services including the new Village Park with reduced grant funding. Although high reserves are held, the lack of major grant funding for the Village Park means that reserves will be much lower by the end of the year.

**Proposed:** Cllr Bayes   **Seconded:** Cllr Doe   Agreed unanimously

**10. CASTLE HEDINGHAM COMMUNITY SHOP AND POST OFFICE**

The clerk reported that the Buckleys building has been added to the BDC Community Asset Register, and the owner’s intention to sell the building was notified on 30<sup>th</sup> December. Any community interest group has until 9<sup>th</sup> February 2020 to register interest in purchasing the Buckleys building as a community asset, in which case the owner will not be able to sell the Property until 29 June 2020 unless they sell to a community interest group. Full notices are displayed on the parish noticeboards.

The Community Shop has in the meantime been approached by the new owners of the old Village Shop premises on St James Street and given first refusal of a lease on the whole shop. The landlords at Buckleys were informed of this at the earliest opportunity and discussions are underway regarding the possibility of renting all or part of the old Village Shop as well as moving the Post Office at a future date.

**11. CASTLE HEDINGHAM VILLAGE PARK**

**11.1**ECC officers are still investigating the rejected grant funding application for the Village Park by Essex County Council CIF fund following a misdirection from Cllr Finch, and it has not yet been clarified whether a re-application is possible in the current funding round or whether we have to wait until next year. Although our Village Park project scored highly and impressed the panel, National Lottery Community funding was rejected due to a large number of projects currently being funded in Essex.

**11.2** Councillors and the clerk together with the contractor, Earth Wrights, will be available between 10am and 3pm at the Village Park Open Day at the Memorial Hall on Saturday 18<sup>th</sup> January. A meeting of the Village Park group with the contractor is scheduled for the afternoon of Friday 17<sup>th</sup> January

**12. BDC OPEN SPACES ACTION PLAN UPDATE, 2020 EDITION**

The Open Spaces Action plan is a key document used by the Local Planning Authority to justify seeking S.106 monetary contributions from developers of 10 properties or more towards open space improvements, including allotments. In recent years BDC has edited or removed the Castle Heddingham entries to the Open Spaces Action Plan on the grounds that they are “not deliverable”.

**Action:** The clerk will submit updates listing facilities needed at the new Village Park, as well as further children’s play facilities if there is future housing development at New Park.

**13. CORRESPONDENCE TO NOTE**

**BDC Partnership Development Group: Review into Leisure Provision (Scrutiny Enquiry)** The clerk has been asked to provide comment on the level of leisure provision in the parish, including informal open spaces and any partnerships involved.

**Action:** The clerk will respond and also refer the group to the leader of BDC and Asset Management team, as they are well aware of the leisure situation in the parish.

**Essex Highways:** Stebbing High Street will be closed from 6th January 2020 to buses for approx. 6 months due to the restructure of the culvert or until works are completed. Alternative arrangements are in place whilst the bridge at Stebbing is closed to ensure that passengers are still able to access services. Passengers travelling via Stebbing who wish to use the service 16 will need to make use of the shuttle services that will be active from Monday 6<sup>th</sup> January. Further details regarding the times of the shuttle can be found on Stephenson's website - <https://stephensonsofsex.com/>

**14. AGENDA ITEMS FOR NEXT MEETING**

- CCTV at the Public Toilets
- Cemetery Fees review
- Speed watch

**DATE OF NEXT MEETINGS:**

<b>Monday 10<sup>th</sup> February 2020</b>	7.30pm	Ordinary Parish Council	Castle Hedingham Club
<b>Monday 9<sup>th</sup> March 2020</b>	7.30pm	Ordinary Parish Council	Castle Hedingham Club
<b>Monday 20<sup>th</sup> April 2020</b>	7.30pm	Ordinary Parish Council	Castle Hedingham Club

**The meeting closed at 9.00pm**

SIGNED (CHAIRMAN)

DATE