



# Parish of Castle Hedingham

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## MINUTES OF A MEETING OF CASTLE HEDINGHAM PARISH COUNCIL, HELD ON MONDAY 25<sup>th</sup> JULY AT CASTLE HEDINGHAM CLUB AT 7.45PM

**Present:** Cllrs Higgins, Hood, Moffat, Pewter, Scrivens, Southgate, Toocaram, Worley  
**In the Chair:** Cllr Worley  
**Clerk:** Claire Waters  
**Also Present:** Cllr David Finch, ECC. Cllr Jo Beavis & Cllr Hylton Johnson, BDC.

### 1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Southgate and Cllr Pewter for late arrival, and from Cllr Philp for absence.

### 2. MINUTES OF THE PREVIOUS MEETING

Following the correction of a typing error, the minutes of 27th June 2016 were approved as a correct record of events.

### 3. DECLARATIONS OF INTEREST

None

**3.1 RESOLVED** to confirm eligibility to use the General Power of Competence. This power is available to Parish Councils with a CiLCA qualified clerk and at least two-thirds elected Councillors. It enables a local council to do anything an individual can do, as long as it operates within the law.

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

### 4. PUBLIC FORUM

None

### 5. PROGRESS CHECK

None – all matters were dealt with under other items.

### 6. HIGHWAYS

**6.1** Cllr Finch had been chasing up a number of issues on behalf of the Parish Council. A meeting with an engineer had been requested regarding drains in the village centre, this has not been agreed but a Customer Services officer will meet Councillors on site and Cllr Finch will attend.

**6.2** Cllr Finch had also chased up broken drain covers, and the replacement of the village sign at Sheepcot Road. These works are now scheduled for repair

**6.3** Cllr Finch was reminded of the poor state of Kirby Hall Road and planings needed for the byway between Hewsons Farm and Rosemary Lane. He drove the length of Kirby Hall Road after leaving the meeting, and will find out what can be done about both of these issues.

**6.4** Various footpath problems were discussed. Some of the problems are on private land and so are the responsibility of the landowner, although in the past quicker results have been achieved by volunteers and/or the Parish Council undertaking the work.

**Action:** Agenda item for August meeting, to decide which work the Parish Council or volunteers could undertake on a regular basis, and which work needs to be left as the responsibility of landowners.

### 7. REPORTS

**7.1 Police:** None

**7.2 Neighbourhood Watch:** 16 residents attended the second meeting of the parish Neighbourhood Watch on Monday 11<sup>th</sup> July, with the Chairman of Essex County Neighbourhood Watch attending as guest speaker. The next meeting will be held in September, date to be confirmed.

**7.3 ECC Report:** Cllr Finch gave his report before item 6.

Essex County Council has written to the new Prime Minister and Cabinet welcoming a meeting with relevant cabinet members to focus on further economic growth for Essex. Budget restrictions are still challenging, a further £20 million savings need to be found which the County Council is trying to achieve by reducing costs and generating income, while still maintaining services. The Government has also been asked to review the terms and implications of plans for devolution for Essex, enabling authorities to work together and streamline services without a directly elected mayor.

**7.4 BDC Report:** Cllr Beavis commented further on devolution and budget cuts, which are also issues where BDC are trying to achieve the best results for residents. The Local Plan for housing development is in the public consultation stage, and it is hoped that it will be finalised by 2017. Cllrs Johnson and Beavis described the new BDC Councillors' Small Grants Scheme, which makes £1500 per year of funding available to each of them for the Heddinghams for the next two years. They will send information on the scheme to the clerk. Cllr Johnson noted that the requested speed survey had been carried out at Crouch Green, and is keen to hear the results. He expressed concerns about the approval of the Colne Valley Railway application which will bring the car park and queuing traffic on the A1017 closer to Crouch Green, and also commented on the overgrown state of roadside verges around the district.

Cllr Johnson expressed his disappointment that Bloor Homes won their appeal over the number of new starter homes on the Premdor site at Sible Heddingham. Out of 54 planned and agreed with Sible Heddingham Parish Council in the original feasibility study, only 9 have been built. Cllr Beavis also expressed her frustration at this apparent loophole in Government policy.

## 8. PLANNING

### *Applications received:*

**16/01161/FUL** Retention of engineering works to level back garden, construction of a retaining wall and a smaller wall along the length of the garden

8 Castle Close Castle Heddingham Essex CO9 3DH

*This planning application arrived too late for inclusion on the agenda, so will be circulated among Councillors and an extension requested to the August 18th deadline for comments*

### *Applications determined:*

**15/01331/FUL** Change of use of land for the provision of car, coach, motorcycle and cycle parking and creation of new entrance following the loss of existing entrance (in association with the existing Colne Valley Railway) and erection of new reception building

Colne Valley Railways Yeldham Road CO9 3DZ

*Application Permitted*

**16/00207/FUL** Construction of a new steel framed building for use as a railway vehicle restoration centre

Colne Valley Railways Yeldham Road CO9 3DZ

*Application Permitted*

**16/00105/FUL** Application for approval of details reserved by condition nos. 3 and 5 of approved application

Clare Cottage Bayley Street CO9 3HG

*Application Permitted*

**16/00141/TPOCON** Notice of intent to carry out works to tree in a Conservation Area - Crown lift 1 Lime to 6 metres and crown thin by 20%

5 Castle Lane CO9 3DL

*Application Permitted*

## 9. FINANCE

The monthly accounts were approved and cheques signed.

**Proposed:** Cllr Southgate

**Seconded:** Cllr Hood

**9.1** The clerk ALTO expenses card was not topped up with £1500 for 2016 – 2017 as agreed at the June meeting, as the bank is discontinuing this card from September 2016. An alternative card is available but charges of £3 per month and a £50 set up fee are unacceptable. The clerk will present future expenses to be paid at monthly meetings, and all possible Parish Council transactions will be carried out by electronic bank payment authorised by two Councillors.

**9.2 RESOLVED:** To make all Parish Council payments electronically rather than writing cheques. Two Councillors are required to authorise all electronic payments, which meets financial regulations.

**Proposed:** Cllr Southgate

**Seconded:** Cllr Hood

Agreed unanimously

**Action:** All Councillors who are registered to authorise electronic payments will log in to the Unity Trust Bank account and confirm with the clerk that they are able to do so, or report any problems.

**Action:** The clerk will prepare the monthly payment and receipts report as now, and provide paper copies for review at Parish Council meetings with a signature line for the proposer and the seconder, who will authorise the payments electronically.

Jul-16	Payments in Month	Details	Amount
DD	BDC	Rates Toilets	£91.00
DD	Eon	Electricity New Park	£16.96
DD	British Gas	Electricity Toilets	£13.25
DD	Anglian Water	Water Toilets	£60.32
DD	Anglian Water	Water Cemetery	£30.56
B/P	Staff	Salaries	£1,318.45
300335	Hedingham British Legion	Donation	£100.00
300336	M D Landscapes	Grass Cutting	£1,845.60
300337	CH Club	Room Hire	£20.00
300338	A&J Lighting	Monthly Charge	£10.08
300339	Falcon Accountants	Payroll April - June	£36.00
300340	HMRC	Tax/NI	£100.62
300341	Neighbourhood Watch	Printing costs	£13.50
<b>TOTAL in month</b>			<b>£3,656.34</b>

Jul-16	Receipts in Month	Details	Amount
04-Jul	Harvey Darke	Memorial Ashes Plot 15	£180.00
11-Jul	Harvey Darke	Ashes Interment Grave 108	£100.00
<b>TOTAL in month</b>			<b>£280.00</b>

### Accounts balances at 25 July 2016

Unity Trust Current account	£33,363.81
CHPC Magna Carta 2015	£0.00
Unity Trust Deposit account	£25,214.99
Cambridge & Counties 95 day	£30,560.93
Nationwide Treasurers Trust	£20,064.73
	<b>£109,204.46</b>

## CASTLE HEDINGHAM CEMETERY

**10.1** Various maintenance works were reviewed by the Burial Board during a meeting at the Cemetery. The Village Maintenance operative will undertake path clearance, edging, nettle and bramble clearance and some hedge trimming. Quotes for other hedge and tree work will be obtained from Eric Mayes and MD Landscapes.

**10.2** Decision to increase Cemetery fees or maintain at current level.

**RESOLVED:** To maintain the prices at the same level for purchase of plots and installation of memorials, but apply an increase to interment fees and second inscriptions on memorials to bring them in line with comparable cemeteries, and to reflect the additional work in the Cemetery resulting from grave digging. The interment fee will increase from £100 to £120, and additional inscriptions will increase from £60 to £70.

**Proposed:** Cllr Southgate

**Seconded:** Cllr Pewter

Agreed unanimously

**Action:** The clerk will identify preferred grave diggers, who all funeral directors will be required to use. This should mean grave digging work will be consistently carried out to a higher standard and left tidier.

## 10. HIGH SPEED BROADBAND

Following Parish Council concerns about the siting of a fibre cabinet on the green at Pye Corner, BT have confirmed that an inexperienced and unsupervised surveyor drew up the initial plan. A location next to the existing telephone cabinet at Pye Corner has been suggested and agreed by local residents, and a new BT survey is due to be carried out. As yet no response has been received from the planning team at BT, despite frequent requests for information from the Chairman and clerk.

**Action:** The Chairman and clerk will continue to push BT for a decision on the site for the fibre cabinet.

## 11. UNITED REFORMED CHURCH

Cllrs Scrivens, Toocaram and Worley viewed the building and reported back to the Parish Council on its potential for community use. Grant funding would need to be obtained, and the Grade II\* listing may restrict the uses of the interior church section, although other parts of the building could have more flexible uses. Parking would also be restricted.

**Action:** District Cllr Beavis advised prompt action in registering the building with BDC as a Community Asset. This will give additional time for the Parish Council to formulate plans. Cllr Beavis will contact the Community Asset Register officer on behalf of the Parish Council.

**Action:** Following contact with the ECC/BDC Historic Buildings adviser, the clerk will organise a preliminary meeting at the church with him and a specialist from Historic England as soon as possible.

## 12. PUBLIC TOILETS

Consideration of arrangements from September on the retirement of the current Public Toilet cleaner. The toilets need to be opened and closed every day of the year, and appreciation was expressed for the current holder of the post who has carried this out reliably for many years.

**RESOLVED:** To contact the candidate who was a close second in interviews for the Village Maintenance position, and ask if he would be prepared to take on the role and deputise for Village Maintenance.

**Proposed:** Cllr Southgate

**Seconded:** Cllr Hood

Agreed unanimously

**Action:** The clerk will write an updated Job Description for the role.

## 13. TALKING BENCH PROJECT

A faculty is required to site the bench in St Nicholas' Churchyard. This will not be granted until the end of August at the earliest and the bench will be delivered in early August.

**Action:** To site the bench at Forge Green if possible on a temporary basis, or store it in the Pump House.

## 14. CORRESPONDENCE TO NOTE

- **ECC Highways:** go to [www.gov.uk/government/organisations/highways-england](http://www.gov.uk/government/organisations/highways-england) for more information about the coming roadworks on the A12 at Witham from 29<sup>th</sup> July until completion in November. Contraflows will be in place and some overnight closures of the A12 in both directions while safety improvements are made at Oliver's Bridge where the A12 crosses the B1018 Maldon Road.

- **BDC** Annual updates are required for the Parish Council Community Emergency Plan by September 16<sup>th</sup> 2016. Information has been received from the Environment Agency who are encouraging Parishes at risk of river flooding to get involved in being prepared.

**Action:** All Councillors will review their copy of the Community Emergency Plan and forward updates or amendments to the clerk

**Action:** The clerk will review the flooding information from the Environment Agency and make the necessary updates.

- **BALC:** The minutes of the AGM 2016 of Braintree Association of Local Councils have been circulated to Councillors
- **EALC:** Legal briefings have been circulated to Councillors

## 15. REPRESENTATIVES AND WORKING GROUPS REPORTS

Cllr Worley reported that the Magna Carta walk maps are almost used up, so a reprint is required. Clare Town Council has offered to pay half the cost.

**Action:** Cllr Worley will prepare a list of outstanding Magna Carta expenses for the next meeting.

## 16. AGENDA ITEMS FOR NEXT MEETING

- **Footpath maintenance** – Review of regular footpath maintenance work to be carried out by the Parish Council or volunteers.
- **BDC land at New Park** – Consideration of options in approaching BDC for use of the land.
- **Magna Carta payments** – Consideration of and decision on further Magna Carta expenses

## DATE OF NEXT MEETINGS

<b>Ordinary Parish Council</b>	Monday 22 <sup>nd</sup> August at 7.45pm	Castle Hedingham Club
<b>Ordinary Parish Council</b>	Monday 26 <sup>th</sup> September at 7.45pm	Castle Hedingham Club
<b>Ordinary Parish Council</b>	Monday 24 <sup>th</sup> October at 7.45pm	Castle Hedingham Club

**ANNUAL PARISH MEETING TUESDAY 9<sup>TH</sup> MAY 2017 MEMORIAL HALL**

**The meeting closed at 10.08 pm**

SIGNED (CHAIRMAN)

DATE