



# 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 27<sup>th</sup> JUNE AT THE MEMORIAL HALL AT 7.45PM

**Present:** Cllrs Higgins, Moffat, Pewter, Philp, Scrivens, Southgate, Toocaram, Worley  
**In the Chair:** Cllr Southgate  
**Clerk:** Claire Waters  
**Also Present:** None

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Hood, and for late arrival from Cllr Pewter due to train delay

### 2. MINUTES OF THE PREVIOUS MEETING

Following the correction of a typing error, the minutes of 23<sup>rd</sup> May 2016 were approved as a correct record of events.

**Proposed:** Cllr Scrivens

**Seconded:** Cllr Moffat

Signed by the Chairman

### 3. DECLARATIONS OF INTEREST

Cllr Moffat declared an interest in item 8, as a relative is employed by the surgery.

Cllr Pewter arrived.

### 4. PUBLIC FORUM

None

### 5. PROGRESS CHECK

**5.1** Autumn cutting of the protected verge at Edeys Lane.

**Action:** Clerk to confirm with Braintree District Council that this verge has been permanently removed from the BDC cutting schedules and follow up request for financial support.

**Action:** Clerk to contact details Essex Wildlife to ask if further information is needed for funding.

**5.2** The wet weather has created difficulties in keeping up with grass cutting and weed control around the village, including footpaths and the cemetery. Village maintenance and grass cutting operatives are taking all steps possible to keep up with the rapid growth. See also item 6.1

### 6. HIGHWAYS

**6.1** Footpath 15 at Station Road near the woodyard is difficult to keep clear due to the narrow path and metal causing damage to equipment.

**Action:** Clerk to ask Village Maintenance to allocate a full day to clearing this area of footpath 15. Footpaths 5, 7, 8, 19, 20, 26 and 38 have been reported as overgrown and difficult for walkers, these will be dealt with by Village Maintenance or by contacting landowners to request they are cleared. The footpath from Crouch Green to Hedingham School is the responsibility of Essex Highways and is inspected monthly, but there is no news yet about when it will be cut.

**6.2** A Local Highways Scheme request has been submitted to Highways for a 40mph vehicle activated Speed Indicator Sign at the start of the 40mph speed limit on the southbound A1017 Yeldham Road. It has been requested that the speed survey is sited at the 40mph sign.

**6.3** Traffic problems near De Vere Primary. This was discussed at item 9, pre-application for De Vere School expansion.

**6.4** Various other problems have been reported and are being chased up, including drainage in the village centre, Sudbury Hill and Pye Corner and potholes at Kirby Hall Road and the byway.

## 7. REPORTS

### 7.1 Police: None

**Action:** The new Castle Hedingham Neighbourhood Watch co-ordinator will be added to the agenda distribution list and invited to attend future meetings.

**7.2 BDC Report:** Apologies were received from District Cllrs Beavis and Johnson due to a full BDC council meeting.

**7.3 ECC Report:** Apologies were received from County Cllr Finch.

## 8. PLANNING

*Applications received:*

**16/01028/LBC** Proposed replacement of guttering  
The Castle Surgery 10 Falcon Square CO9 3BY

*No objections*

**CC/BTE/13/16/PRE** Pre-application, extensions to De Vere Primary School

De Vere Primary School, Kirby Hall Road CO9 3EA *No objections but request traffic management survey and scheme based on assessment on site*

**16/00915/FUL** Formation of new dormer to existing bathroom  
22 Queen Street CO9 3EZ

*No objections*

*Applications determined:*

**16/00254/ELD** Application for an Existing Lawful Development Certificate - Use of land for storage of timber, machinery and building materials, preparation of timber and timber products (windows, doors and sheds) and the base for sale of timber and other building materials (sand, crushed concrete).  
Land At Station Road Sible Hedingham

*Application REFUSED*

**16/00286/FUL** Erection of new cartlodge/garage  
Keepers Cottage Rushley Green CO9 3AH

*Application PERMITTED*

**16/00643/LBC** Formation of new dormer to existing bathroom  
22 Queen Street CO9 3EZ

*Application PERMITTED*

## 9. FINANCE

The monthly accounts were approved and cheques signed. A decision to conduct all payments electronically will be added to the agenda for the July meeting.

**Proposed:** Cllr Worley

**Seconded:** Cllr Toocaram

**9.1** The clerk ALTO expenses card will be topped up with £1500 for 2016 – 2017.

Jun-16	Payments in Month	Details	Amount
DD	BDC	Rates Toilets	£91.00
DD	Eon	Electricity New Park	£17.52
DD	British Gas	Electricity Toilets	£13.56
B/P	Staff	Salaries	£1,326.30
300328	Memorial Hall	Room Hire	£20.00
300329	A&J Lighting	Monthly Charge	£10.08
300330	M D Landscapes	Grass Cutting	£1,166.40
300331	HMRC	Tax/NI	£100.62
300332	Darkins Supply Stores	Monthly Account	£91.43
300333	Hedingham Castle	Recreation Field Lease	£37.50
300334	Playsafety Ltd	Annual Inspection	£79.80
<b>TOTAL in month</b>			<b>£2,954.21</b>

Jun-16	Receipts in Month	Details	Amount
<b>TOTAL in month</b>			<b>£0.00</b>

#### Accounts balances at 27 June 2016

Unity Trust Current account	£35,563.77
CHPC Magna Carta 2015	£556.41
Unity Trust Deposit account	£25,203.99
Cambridge & Counties 95 day	£30,560.93
Nationwide Treasurers Trust	£20,064.73
	<b>£111,949.83</b>

#### 10. HIGH SPEED BROADBAND

Consideration of wayleave request for installation of a fibre cabinet on Pye Corner village green. A member of the BT planning team was asked to attend the meeting, but no reply had been received.

**RESOLVED:** To support the installation of fibre as quickly as possible

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

**Action:** Rebecca Mason of Holmes & Hills solicitors has already been in contact with BT on behalf of the Parish Council. BT will pay reasonable legal fees up to £600 + VAT.

**Action:** In light of the legal responsibilities of the Parish Council concerning village greens and the conservation area, the clerk will contact the Open Spaces Society for advice and the BT planning team to arrange an on-site meeting to discuss the location of this fibre cabinet.

#### 11. VILLAGE DEFIBRILLATOR

Next steps in acquiring a defibrillator for the village centre. Following helpful information from Cllr Derek Stokes at Wickham St Paul and from the Community Heartbeat Trust, there are a number of questions about accessibility, training, security, electricity supply and funding still to be answered.

**Action:** Clerk to contact Castle Surgery for their views, and two other local parish councils for advice.

**Action:** Cllr Moffat to find out contact details for local Community First Responders

#### 12. NEIGHBOURHOOD PLAN

Consideration of costs and benefits of a Neighbourhood Plan, and decision on whether to proceed.

**RESOLVED:** After due consideration, not to proceed with a Neighbourhood Plan at this time.

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

#### 13. UNITED REFORM CHURCH

Consideration of the future of the Grade II\* listed building when it is closed for worship. Cllr Worley has been looking into the procedure for sale of the building and comparable case studies in other parishes.

Funding could be available from English Heritage and a pre-application request is easy to submit. It was agreed that potential uses for the building could be restricted due to the listing of the internal fixtures, and that any future use should not compete with the Memorial Hall.

**Action:** A working party consisting of Cllrs Worley, Scrivens, Toocaram and Pewter will look at possibilities and try to arrange a meeting at the Church. The clerk will also attend. An initial discussion meeting was arranged for 7pm on Wednesday 13<sup>th</sup> June at Cllr Toocaram's home.

#### 14. DOG FOULING

A variety of options were discussed to tackle the recent increase in dog fouling in the village. It was recognised that the majority of dog walkers take responsibility for picking up dog mess, but a few repeat offenders are walking their dogs after dark, or letting their dogs off the lead in fields particularly around Crouch Green and Rushley Green footpaths and at the old allotment field by the Memorial Hall.

**Action:** Responsible dog owners will be asked for their advice and assistance

**Action:** The BDC dog warden will be invited to attend the next Parish Council meeting.

## 15. TALKING BENCH PROJECT

St Nicholas Churchyard had been agreed as a suitable place for a “Talking Bench”, which will play a tape of local history when a button is pressed. The bench is almost ready and permission needs to be sought to install it in the churchyard

**Action:** Cllr Moffat to raise this request with the PCC and find out if a faculty is required.

## 16. CORRESPONDENCE TO NOTE

- **ECC Highways:** Salt Bag Partnership 2016/17 Season - now launched.
- **Action for Family Carers** - support available in our parish for unpaid family carers who are looking after a family member or friend. Details at <http://www.affc.org.uk/>
- **Historic England:** <https://historicengland.org.uk/news-and-features/angel-awards> Angel awards recognise people who champion their local heritage and share and practice forgotten craft skills. They also celebrate young people, acknowledging their efforts to learn about heritage.

## 17. REPRESENTATIVES AND WORKING GROUPS REPORTS

- Cllr Scrivens will act as Parish Council representative on the Memorial Hall Committee. Thanks were noted for the Memorial Hall booking being agreed at the same cost as the normal Club venue, making it possible for the Club to be available for an alternative event.

## 18. AGENDA ITEMS FOR NEXT MEETING

- **Electronic payments** – decision on making all monthly payments electronically
- **Public toilets** – arrangements necessary from September to open/close and maintain the toilets
- **Burial Board** – report following Burial Board meeting at the cemetery at **9am on Thursday 7<sup>th</sup> July**.
- **General Power of Competence** – resolution to confirm eligibility to use the General Power of Competence

## DATE OF NEXT MEETINGS

<b>Ordinary Parish Council</b>	Monday 25 <sup>th</sup> July at 7.45pm	Castle Hedingham Club
<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 9.50 pm**

SIGNED (CHAIRMAN)

DATE