



Parish of Castle Hedingham
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**MINUTES OF A MEETING OF CASTLE HEDINGHAM PARISH COUNCIL,
HELD ON MONDAY 24th JUNE 2019 AT CASTLE HEDINGHAM CLUB AT 7.30PM**

Present: Cllrs Bayes, Doe, Hood, Jordan, Southgate, Tassell, Toocaram, Veater, Westrop
In the Chair: Cllr Southgate
Clerk: Claire Waters
Also Present: Cllr H Johnson BDC from item 4.2

1. APOLOGIES FOR ABSENCE

None

2. MINUTES OF THE PREVIOUS MEETING

The minutes of 20th May 2019 were approved as a correct record of events and signed by the Chairman.

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

3. DECLARATIONS OF INTEREST

Cllr Toocaram declared an interest in a tree planning application for her own property, and item 11.1 footpath query from a close relative. Cllr Southgate declared an interest in a planning application due to a professional relationship with the builder.

4. ANNUAL REVIEW OF COMMITTEES, REPRESENTATIVES AND WORKING GROUPS

4.1 It was agreed that committees will now be referred to as groups, since they are not formally constituted committees with delegated powers. Membership of groups and representatives were agreed and a new Councillor list will be available on noticeboards and the website.

4.2 The draft Calendar of meetings for 2019-2020 was agreed

5. PUBLIC FORUM

None

6. PROGRESS CHECK

None

7. HIGHWAYS

7.1 In the absence of any feedback from Essex Highways on the implications of closing the layby by the Colne Valley Railway, this item is deferred to a future meeting

7.2 It was noted that applications for major highways work are considered and decided on by the Local Highways Panel.

8. REPORTS

8.1 Police/Neighbourhood Watch: Cllr Tassell reported that he had met with the District Neighbourhood Watch Co-ordinator and had set up a Castle Hedingham Neighbourhood Watch Facebook group, which has achieved 101 members since its launch on 20th June. New members from the Parish will be very welcome to join. Neighbourhood Watch materials have been made available, some of which can be collected free of charge from the Village Shop. Cllr Tassell is also in contact with other local Neighbourhood Watch groups and will post regular updates on the Facebook page. Some Neighbourhood Watch area signs have been provided which can be placed around the village. Evidence suggests that there is around 60% less crime in active Neighbourhood Watch areas.

Action: Cllr Tassell will survey village locations where the signs might be displayed

8.2 ECC Report: None. Apologies for absence were received from Cllr Finch

8.3 BDC Report: Apologies were received from Cllrs Beavis for absence and Cllr Johnson for late arrival due to a conflicting meeting at BDC. Cllr Johnson said he was pleased to have been elected for a third term as District Councillor for the Heddinghams.

- 40mph SID sign at Crouch Green. He is pleased this has now been installed and is now exploring the possibility of extending the 40mph speed limit from Castle Heddingham through to Great Yeldham.
- Footpaths: Cllr Johnson leads Health Walks from Castle and Sible Heddingham and people are welcome to join the group. He also has a footpath mower and can undertake strimming jobs on footpaths if required
- BDC Local Plan: This is ongoing.
- Joint Heddinghams Medical Centre, Bloor Estate: Planning permission will be submitted in August and it is hoped that building will commence in March 2020. The business hub Osier House is now fully let.
- Riverside Walk, Sible Heddingham. A fence blocking the walk is due to be removed, hopefully the walk should be fully open in early July
- Stanstead Airport Community Fund: Grants of up to £1500 are available for projects within 20miles of the airport (as the crow flies)

Cllr Johnson stressed that he will not make promises he can't keep but please just ask for help with issues or queries at any time.

9. PLANNING

Applications received:

19/00902/PLD Proposed Loft conversion, including a rear facing dormer and front / side facing roof lights | 79 Nunnery Street CO9 3DP *Comment not required*

19/00972/FUL Proposed 3-Bedroom Dwelling
3 Castle Close CO9 3DH *Objection: back fill development, poor access, parking, reduced garden size relative to the property, impact on listed buildings and on the context of the Castle Close development.*

19/00975/HH Two storey rear extension, addition of new flat roof element and raised patio area with steps. 3 Nunnery Street CO9 3DN *No objections*

19/00992/FUL Change of use of part existing shop to residential use
The Village Shop 3 - 5 St James Street CO9 3EJ *Application not yet formally notified to the Parish Council. Deferred for further consideration and investigation*

19/00126/TPOCON Notice of intent to carry out works to trees in a Conservation Area - Cut down 5 Lleylandi trees to ground level and Yew tree in no 34 reduce back to fence line as overhangs no 26
26 St James Street CO9 3EW *No objections*

19/00133/TPOCON Notice of intent to carry out works to trees in a Conservation Area - T1 - Carry out a 1.5 metre reduction off the crown and T2 - remove selected branches growing from Horse Chestnut into the property of Nestledown for the reduction of remaining crown by 1 metre
Nestledown Pottery Lane CO9 3EU *No objections*

Applications determined:

18/02129/FUL Single storey conservatory to the rear of the property
11 Castle Lane CO9 3DL *Application WITHDRAWN*

10. FINANCE

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

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

10.2 Cllrs Doe and Jordan agreed to become signatories to the bank account and will be registered to authorise online payments.

Jun-19	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£31.23
DD	British Gas	Electricity Toilets April-May	£11.13
DD	British Gas	Electricity Toilets May-June	£9.01
DD	B&CE Holdings	Peoples Pension	£65.98
DD	Wave Utilities	Water Cemetery	£3.69
B/P	Staff	Salaries	£1,450.62
B/P	CH Club	Meeting May	£20.00
B/P	E C Waters	Home as Office May	£60.00
B/P	E C Waters	Clerk Expenses	£18.37
B/P	A&J Lighting	Monthly Charge June	£11.40
B/P	HMRC	Tax/NI	£87.33
B/P	M D Landscapes	Grass Cutting May	£1,665.60
B/P	Cannon Hygeine	Sanitary Disposal	£11.38
B/P	Braintree District Council	Rates, Pump House June	£5.00
B/P	AGCA	All Terrain Mower repair	£438.28
B/P	F M Litho	Printing Footpath Maps	£780.00
B/P	Darkins Supply Stores	Village Maintenance Supplies	£53.73
B/P	EALC	Councillor Training 1 10 June JW	£108.00
B/P	EALC	Councillor Training 1 10 June PD	£108.00
B/P	EALC	Councillor Training 1 10 June TT	£108.00
B/P	EALC	Code of Conduct Training JW	£78.00
B/P	EALC	Code of Conduct Training TT	£78.00
B/P	EALC	Code of Conduct Training CJ	£78.00
B/P	EALC	Standing Orders Training JW	£78.00
B/P	EALC	Standing Orders Training TT	£78.00
B/P	EALC	Councillor Training 2 18 June CJ	£108.00
B/P	EALC	Councillor Training 2 18 June PD	£108.00
B/P	EALC	Councillor Training 2 18 June TT	£108.00
B/P	EALC	Councillor Training 1 9 July PB	£108.00
B/P	EALC	Councillor Training 2 15 July PB	£108.00
B/P	EALC	Councillor Training 2 15 July JW	£108.00
B/P	ActFast Locksmith	Lock replacement Public Toilets	£140.94
TOTAL in month			£6,225.69

Jun-19	Receipts in Month	Details	Amount
04-Jun	BDC	Street Cleaning Grant	£5,442.33
06-Jun	Harvey Darke	Interment Grave 626	£120.00
10-Jun	East of England Co-op	Payment made in error	£200.00
21-Jun	HMRC	VAT Refund	£2,730.12

Accounts balances at 24 June 2019

Unity Trust Current account	£24,788.55
Unity Trust Deposit account	£25,339.61
Cambridge & Counties 95 day	£57,486.05
Nationwide Treasurers Trust	£20,147.59
	£127,761.80

11. FOOTPATH ISSUES AND PARISH PATHS PARTNERSHIP

Footpath problems have been noted around Parkgate Farm with blocked access and track repairs being carried out with building waste which contains a lot of rubbish.

11.1A resident of Rushley Green had asked for Parish Council support installing a gate at Footpath 25 as they wish to fence part of the field for sheep. It was agreed that while the Parish Council cannot offer financial support to private landowners, other support in accessing the materials will be offered. The Parish Paths Partnership have not responded to requests for support following a full footpaths audit 18 months ago. Cllr Johnson agreed to look into the situation and chase it up.

12. ENVIRONMENTAL POLICY

RESOLVED: To adopt the Environmental Policy together with the Action Plan. It was agreed that this is a work in progress and will be subject to ongoing review and annual update.

Proposed: Cllr Doe

Seconded: Cllr Tassell

Agreed unanimously

13. CASTLE HEDINGHAM VILLAGE PARK

Cllr Hood: report on the Village Park Group's work on the proposed park on site of the old allotments.

Type of Park

Apart from the replacement of village play facilities for younger children, the park offers an opportunity to provide a first class public open space for the whole village to enjoy. Although limited on space, good design and planning would provide something for all ages and abilities, acting as a focal point for the community. It is important that, given the location in the conservation area in particular, the park should be sympathetic to both the natural and historic environment.

Lease

Following clearance of the old playing field earlier this year, we received draft Heads of Lease last month. These have been passed to our solicitors, but we considered it appropriate to seek approval from the new Parish Council prior to giving consent to proceed.

The main terms are as follows;

- 25 year Term
- £250 per annum rent
- Parish Council to make a contribution of fencing on the Western boundary
- Castle to pay for fencing on the Eastern boundary
- Area marked as 'A' on the attached map to be included
- Further discussion required regarding area 'E'
- Parish Council to pay legal costs of lease estimated to be in the region of £1,200 plus VAT

Tender Process

It was previously agreed to recruit local resident Tim Dixon, a retired expert in the commissioning and development of parks for Essex County Council, to assist in the whole process, acting as an advisor to the Council. Extremely comprehensive draft invitations to tender will soon be going out to a number of potential suppliers, requiring not only fully costed detailed quotations, but also extensive explanations of how the proposals will satisfy high quality standards of play value, environmental impact and sustainability amongst other criteria. At least one of the possible suppliers will be Essex based.

Planning Requirements

BDC have confirmed that some level of planning approval is required, whether this is limited to change of use remains to be determined.

Public Consultation

A survey has already been undertaken with the local school, and this will be extended to the nursery and toddler groups in the very near future. These surveys will provide valuable information with regard to the kind of play that children enjoy.

Further public consultation will be undertaken once a preferred supplier has been identified. This will still provide for an extensive range of options regarding the type of equipment to be installed, without the likely problems caused by a confusing long list of potential suppliers. This will probably include, but not limited to, an open day at the Memorial Hall with the supplier providing information material, and being in attendance to answer questions raised by members of the public.

Funding

The Park Sub-Committee is currently exploring various opportunities with regard to potential funding. The target would be to gain at least like for like funding, with the existing allocated funds of £50,000 matched to provide a whole project budget of £100,000.

We have already received confirmation that we would qualify for Community Initiatives Funding (CIF) from Essex County Council, there is up to £10,000 available through this source. Apart from other local authority and Government money, it is highly likely that we will apply for National Lottery funding. We may consider approaching local businesses to sponsor some of the facilities

The initial play equipment itself is likely to cost around £50,000 with landscaping, furniture, paths, fencing, car parking and other community facilities on site making up the balance.

Time Scale

The priority is the installation of play equipment to replace those lost by the closing of the old site, it is likely that this will be located in the centre of the park. We expect to have chosen the supplier and completed the public consultation by the end of November with work starting in April next year and completed by May. A formal opening, with an appropriate community event, is envisaged for June 2020. This may seem to be a long period, but this is a wonderful opportunity to provide first class recreational facilities for the village and become a real community hub. It is vital that we get this project right and that we have fully engaged with the residents to ensure what is proposed is what they want. It is also important that we provide best value for public money by exploring all potential funding sources.

Other facilities, such as a possible community garden or allotment, play facilities for older children and an extension to the car park, will form part of our plan but are likely to follow the installation of the playground.

RESOLVED: To proceed with the lease agreement on the terms of the Heads of Lease communication, on the basis that certain details are still to be discussed and agreed with the landlords.

Proposed: Cllr Southgate

Seconded: Cllr Toocaram

Agreed unanimously

14. CORRESPONDENCE TO NOTE

Open Spaces Society: Annual report and accounts circulated by email to Councillors

EALC: Health & Wellbeing agenda. Free Mental Health training which is certificated, and open to parish councillors, officers, any other interested residents and in particular those who run volunteer groups or who volunteer in your parishes/towns.

Action: Cllr Doe offered use of the Disraeli Room at the Bell for a training course. The clerk will assist in organising this for the village

RCCE: Latest issue of "Essex Warbler"

15. REPRESENTATIVES AND WORKING GROUPS REPORTS: None

16. AGENDA ITEMS FOR NEXT MEETING

- Consideration of jointly funding a PCSO with Sible Hedingham Parish Council

DATE OF NEXT MEETING:

Ordinary Parish Council meeting

Monday, 22 July, 7.30pm

Castle Hedingham Club

The meeting closed at 9.30pm

SIGNED (CHAIRMAN)

DATE