



Parish of Castle Hedingham

Mrs Claire Waters (Parish Clerk)
25 Bayley Street, Castle Hedingham, Essex CO9 3DG
07845 056597 castlehedinghamparishclerk@gmail.com

MINUTES OF A MEETING OF CASTLE HEDINGHAM PARISH COUNCIL, HELD ON MONDAY 21st MARCH 2016 AT CASTLE HEDINGHAM CLUB AT 7.45PM

Present: Cllrs Higgins, Hood, Moffat, Pewter, Philp, Scrivens, Southgate, Worley
In the Chair: Cllr Southgate
Clerk: Claire Waters
Also Present: District Cllr H Johnson
5 parishioners

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Toocaram.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of 22nd February 2016 were approved as a correct record of events.

Proposed: Cllr Hood Seconded: Cllr Higgins Signed by the Chairman

3. DECLARATIONS OF INTEREST

Cllr Philp declared a Disclosable Pecuniary Interest in item 13 as a landowner. All Councillors declared a Non-Pecuniary Interest in item 13 as friends and Council colleagues of Cllr Philp.

4. PUBLIC FORUM

A parishioner attended to express his concerns about planning applications submitted by Colne Valley Railway on several grounds including change of use of agricultural land, effect on wildlife, creation of a car park on the floodplain and potential problems with queuing traffic at the proposed new entrance. He provided the Chairman and Clerk with copies of objection comments already made to Braintree Planning and the Heritage Lottery Fund. The Parish Council has already responded to BDC expressing support for the Colne Valley Railway plans but also concern regarding highway safety, the impact of building on the flood plain and industrialisation of the area. The Parish Council has also specified that support for the Colne Valley Railway survival by no means pre-supposes that the Parish Council also supports the inclusion of site CASH 505 in the Local Plan.

5. PROGRESS CHECK

5.1. BDC sent details of litter bins available to install near the Public Toilets.

Action: The clerk to check what payment would be expected for a new bin, if any

5.2. The Magna Carta noticeboard has now been installed at Forge Green.

5.3. Cllr Moffat reported increasing damage to the repairs carried out last year to Castle Hedingham Tennis Club wall. This has been raised with the Tennis Club committee who will investigate.

6. HIGHWAYS

6.1. A leaking drain at the green at Sheepcot Road will be reported to Anglian Water.

7. REPORTS

Police: Cllr Southgate reported that an empty house at Sudbury Road had been broken into again, this has happened several times.

BDC Report: Apologies were received from District Cllrs J Beavis

Cllr Johnson praised the success of the police in apprehending suspects following the aggravated burglary in Sible Hedingham. He warned that with the warmer weather approaching residents should continue to be careful keeping their house secure, and make sure car keys are not easily accessible in case of a break in. He also raised the following concerns:

- Lack of a SID (speed indicator device) at the 40mph limit on Yeldham Road approaching Castle Hedingham. A request from the Parish Council to Essex Highways has been previously refused so this would need to be purchased from Parish Council funds.

Action: Agenda item for a future meeting.

- Damage to a footbridge at Footpath 34 leading to Colne Valley Railway.

Action: The clerk will try to arrange a repair.

ECC Report: Apologies were received from County Cllr David Finch. An Essex County Council Devolution update has been received which will be forwarded to all Councillors.

8. PLANNING

Applications received:

16/00358/FUL Extension to existing museum, including disabled access and WC's
Colne Valley Railway Yeldham Road CO9 3DZ Deadline 8th April

16/00058/TPOCON Notice of intent to carry out works to trees in a Conservation Area - Carry out works to various trees as detailed in the application form

The Vicarage Queen Street CO9 3EZ No objections

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 Essex Objection – change of use, flood plain, environment and highway safety reasons.

Applications determined:

16/00064/FUL & 16/00065/LBC Demolition of existing garage/store extension and erection of two storey and single storey extensions and internal alterations

Yeomans Rushley Green CO9 3AH Application permitted

9. FINANCE

Accounts balances at 21 March 2016

Unity Trust Current account	£23,923.54
CHPC Magna Carta 2015	£1,575.89
Unity Trust Deposit account	£25,193.00
Cambridge & Counties 95 day	£30,560.93
Nationwide Treasurers Trust	£20,024.66
	£101,278.02

The monthly accounts were approved and cheques signed.

Proposed: Cllr Worley Seconded: Cllr Hood

Mar-16	Payments in Month	Details	Amount
300294	Castle Hedingham Club	Room Hire	£20.00
300295	Hedingham School	Survey printing	£70.80
300296	Mr D Rulten	Survey delivery	£50.00
300297	Eastern Counties Pest Control	Moles Cemetery	£150.00
300298	A&J Lighting	Monthly Charge	£10.08
300299	HMRC	Tax/NI	£63.69
300300	Hedingham Castle	Recreation Field Lease	£37.50
300301	N/A	SPOILED	£0.00
300302	E C Waters	Expenses	£41.92
300303	E F Mayes	Tree Work	£84.00
B/P	Staff	Salaries	£1,330.32
D/D	British Gas	Electricity Toilets	£17.66
D/D	Eon	Electricity New Park	£16.39
TOTAL in month			£1,892.36

Mar-16	Receipts in Month	Details	Amount
TOTAL in month			£0.00

9.1. Decision in principle on purchase of stone troughs for flower planters. Cllr Pewter expressed concerns that if permission was not gained from the landowner ECC Highways for their installation at St James Street grass verge, the Parish Council may be liable for any damage.

Action: Clerk to contact Essex Highways for permission.

10. PAY REVIEW 2016-2017

Due to the confidential nature of the subject, this was moved to item 16 so it could be discussed in the absence of the clerk and the public.

11. NEIGHBOURHOOD WATCH

A resident has volunteered to be Neighbourhood Watch Co-ordinator. He has been in contact with the District NW Chairman and will be attending the District NW AGM on 11th May. Following this, he will be arranging a meeting with other residents who have expressed an interest in re-vitalising the village NW group. New Neighbourhood Watch signs will be put up at key locations approaching the village. The clerk has forwarded the Castle Hedingham Parish Council grant awarding policy so the NW group can apply for Parish Council funding if necessary.

12. VILLAGE DEFIBRILLATOR

Consideration of next steps in acquiring defibrillator for village centre. The Bell have agreed that the adopted phone box at St James Street can be used for this. The Nunnery Street phone box was also discussed, it is awaiting removal by BT but other uses have been suggested, including being removed to the Colne Valley Railway as part of their proposed development, or use as a second hand book exchange .

RESOLVED: To proceed with plans to locate a defibrillator in the St James Street phone box.

Proposed: Cllr Worley Seconded: Cllr Moffat Agreed unanimously

Action: Cllr Johnson has offered to provide the clerk with contact details of local parishes who have successfully installed defibrillators, and to identify possible funding for its purchase.

Action: Nunnery Street telephone box to be included in the monthly progress check.

13. BRAINTREE DISTRICT COUNCIL LOCAL PLAN

296 individual responses were received by the deadline of March 14th, and more received after the deadline. The late responses cannot be included in the survey results but will be kept for future reference. A majority of respondents do not wish to see an expansion of the Village Envelope and object to the individual sites submitted to the Local Plan. Cllr Hood emphasised that although this is an excellent response rate for a survey, it still only reflects the opinion of around 30% of the electorate. The Chairman expressed thanks to the clerk and a resident who assisted with the creation of a spreadsheet to process the data.

RESOLVED: To submit the graph of responses to BDC, together with a covering letter and a summary of comments for and against each question.

Proposed: Cllr Pewter

Seconded: Cllr Higgins

Agreed unanimously

Action: Cllr Worley and the clerk will meet to finalise the correspondence to BDC.

The creation of a Neighbourhood Plan was suggested in answer to the Local Plan survey. This is a document which carries more weight than the current Village Design Statement, and would qualify the parish for a higher rate of Community Infrastructure Levy funding when development takes place.

Action: The correspondent, who is an experienced development practitioner, will be invited to attend the next meeting of the Parish Council to discuss further the creation of a Neighbourhood Plan.

14. CORRESPONDENCE TO NOTE

BDC: Housing Options Breakfast Briefing being held on Tuesday 12th April, 2016, at 9.30 a.m., at Braintree District Council Offices, Causeway House, Braintree

RCCE: 2016 Essex Village of the Year Competition. Further details to be circulated later this month.

BDC: Meeting dates for the year 2016 – 2017 including Local Plan Sub-Committee meetings

Action: Cllr Johnson will inform the Parish Council of the dates of the Local Plan Sub-Committee meetings which are relevant to the Castle Hedingham submissions.

Landowner at Rosemary Lane: Offer of land for Parish Council to rent. Following discussion it was agreed that this is not a suitable site for allotments or a play area due to lack of access and facilities.

Action: The clerk will contact the landowner to thank them but decline the offer.

15. REPRESENTATIVES AND WORKING GROUPS REPORTS

15.1 Magna Carta 2015: Following the installation of the Magna Carta 2015 noticeboard at Forge Green, a ceremony will be arranged in recognition of the input from Hedingham School. Students and staff will attend together with representatives from the Parish Council. The Halstead Gazette will be invited.

The Magna Carta 2015 committee finances need to be wound up. Cllr Worley was pleased to report that the celebrations and events came in just under budget.

A permanent home for the Magna Carta 2015 exhibition artefacts still needs to be identified.

Action: The clerk will write to Revd Barbara Hume to request that items might be put on display from 2017 in St Nicholas Church

15.2 Castle Hedingham Club: Cllr Hood reported that cabinets suitable for displaying the Bingham Pottery had been identified

Action: Cllr Hood and the clerk will arrange a meeting to determine the number and size of items and decide on options for cabinets.

16. PAY REVIEW 2016-2017

Decision on pay review for Parish Council employees. The clerk left the meeting.

RESOLVED: With effect from April 1st 2016 to award an increase of 1% to the clerk and the public toilet position, in line with national public sector trends. To monitor response from unions to see if this changes over the year. To increase the weekly hours paid to the clerk from 12 per week to 15.

Proposed: Cllr Worley

Seconded: Cllr Higgins

Agreed unanimously

17. AGENDA ITEMS FOR NEXT MEETING

- **Consideration of SID sign for 40mph zone at Yeldham Road**
- **Castle Hedingham Public Toilets**
Consideration of installing pay locks to the toilet doors.
- **Parish Magazine**
Consideration of improvements required to make the Parish Magazine more user-friendly.

DATE OF NEXT MEETINGS

Ordinary Parish Council	25 April 2016
Annual Parish Meeting	29 April 2016 at the Memorial Hall – all welcome
Annual Parish Council	23 May 2016 – election of chair and representatives

The meeting closed at 9.22 pm

SIGNED (CHAIRMAN)

DATE