



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 26th MARCH 2018 AT CASTLE HEDINGHAM CLUB AT 7.45PM

Present: Cllrs Higgins, Hood, Moffat,, Southgate, Toocaram, Worley
In the Chair: Cllr Southgate
Clerk: Claire Waters
Also Present: None

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Pewter, Philp and Scrivens for absence. County Cllr Finch and District Cllrs Beavis and Johnson also sent apologies for absence.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of 26th February 2018 were approved as a correct record of events and signed by the Chairman.

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

3. DECLARATIONS OF INTEREST

Castle Hedingham Parish Council declared a prejudicial interest in Planning Application 18/00413/FUL since the applicant works for the Parish Council. BDC planning allows the Parish Council to comment as long as this declaration of interest is made clear in the response. Cllr Southgate declared an interest in Planning Application 18/00441/FUL as a friend of the applicant and did not comment on this application. Cllr Moffat declared an interest in all village tree work as a relative is now undertaking work experience with the newly-appointed village Tree Surgeon.

4. PUBLIC FORUM

None

5. PROGRESS CHECK

5.1 Community Access Defibrillators. The 3 village defibrillators are now registered with the ambulance service and available for anyone to use. They are situated at the telephone kiosk by the Village Shop in St James Street, on the outside wall at Memories and at Rushley Green Farm barn. The access code is the same for all three defibrillators and is displayed on the box at each site. The code can also be obtained from the ambulance service by dialling 999 in the event of an emergency. Our first Community Awareness event to introduce residents to the defibrillators and their use is planned to take place on Monday 11th June at Castle Hedingham Club starting at 7.00pm. **Everyone is welcome.**

6. HIGHWAYS

None

7. REPORTS

- 7.1 **Police/Neighbourhood Watch:** None
- 7.2 **ECC Report:** None
- 7.3 **BDC Report:** None

8. PLANNING

Applications received:

18/00058/TPOCON Notice of intent to carry out works to tree in a Conservation Area - Cut down Fir tree and face back Leylandii hedge

3 Castle Close CO9 3DH

No objections

18/00370/FUL Conversion of garage to annexe

The Old Stables Sheepcot Road CO9 3HB

Objection: Outside village envelope

18/00441/FUL Erection of first floor extension over existing garage

5 Castle Close CO9 3DH

No objections

18/00311/FUL Proposed additional use of residential annexe for independent lets

40A Queen Street CO9 3HA

No objections

18/00413/FUL Erection of new barn to replace demolished barn following a fire

Joinery Workshop at Pannells Ash Barn Sudbury Road

No objections

Applications determined:

17/02231/FUL Erection of poultry building

Little Lodge Farm Sudbury Road CO9 3AG

Application GRANTED

17/02282/FUL Proposed new machinery storage barn

Barrells Meadow Kirby Hall Road CO9 3EA

Application GRANTED

8.1 Planning Enforcement Appeal APP/Z1510/C/18/3195085 The Old Vicarage, Queen Street

Decision on Parish Council submission to Planning Inspectorate regarding the tenant's appeal against BDC planning enforcement notice.

RESOLVED: To comment that planning permission for change to commercial use should not be granted.

Proposed: Cllr Southgate

Seconded: Cllr Hood

Agreed unanimously

9. FINANCE

The clerk had prepared a summary of 2017-2018 income and expenditure to enable a decision on funding to support the repair work needed to the Scout Hut (item 9.1)

The monthly accounts were approved and payments agreed for authorisation.

Proposed: Cllr Hood

Seconded: Cllr Toocaram

Agreed unanimously

9.1 RESOLVED: To approve a grant of £1,000 to 1st Castle Heddingham Scouts for work to the Scout Hut.

Proposed: Cllr Toocaram

Seconded: Cllr Hood

Agreed unanimously

9.2 Village Shop fridges: The clerk informed the Parish Council that Cllr Beavis is applying for funding from BDC Councillors Community Grant to buy new fridges for the Village Shop. This may result in a grant application to the Parish Council to make up any shortfall in funding available. This will now fall in the 2018-2019 financial year.

Mar-18	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£20.11
DD	British Gas	Electricity Toilets	£15.94
DD	BCE Holdings Ltd	Peoples Pension	£15.78
B/P	Staff	Salaries	£1,633.41
B/P	E C Waters	Home as Office March	£40.00
B/P	E C Waters	Clerk Expenses	£39.16
B/P	Falcon Accountants	Payroll Year End	£67.20
B/P	C H Club	Meeting Room Hire	£20.00
B/P	A&J Lighting	Monthly Charge March	£10.08
B/P	OCS Group UK Ltd	Sanitary Disposal	£10.76
B/P	BDC	Rates Pump House April	£6.13
B/P	BDC	Rent Pump House 2018-2019	£30.00
B/P	D R Greenway	Defibillator Installation	£177.60
B/P	Graham Nicholl	Tree Work	£200.00
300356	Heddingham Castle	Recreation Field Lease	£37.50
TOTAL in month			£2,413.24

Mar-18	Receipts in Month	Details	Amount
06-Mar	Daniel Robinson	Purchase & Interment Grave 291	£1,020.00
TOTAL in month			£1,020.00

Accounts balances at 26 March 2018

Unity Trust Current account	£16,119.28
Unity Trust Deposit account	£25,243.19
Cambridge & Counties 95 day	£56,585.93
Nationwide Treasurers Trust	£20,107.35
	£118,055.75

10. PAY REVIEW 2018-2019

In the absence of up to date information about national pay awards for clerks, the decision on the clerk pay review was deferred until the April meeting.

RESOLVED: To award a 2% pay increase to both Village Maintenance and Public Toilet positions.

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

11. CASTLE HEDINGHAM RECREATION FIELD

A meeting has been proposed between representatives of the Parish Council and the landowners at New Park (Braintree District Council and Heddingham Castle) on April 30th at 2pm. Councillors felt strongly that all parties must be prepared to reach a resolution at this meeting, with a decision made on play facilities for the children in the village even if this is for the short term.

RESOLVED: To contact BDC and request that a neutral chair is appointed to facilitate the meeting.

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

Action: The clerk will check the availability of Cllr David Finch before contacting BDC.

Action: The clerk will compose a letter to BDC and Heddingham Castle to state the Parish Council view.

12. GENERAL DATA PROTECTION REGULATIONS

This item was deferred until the April meeting.

13. CASTLE HEDINGHAM CEMETERY

The minutes of the March meeting of the Burial Board were noted and signed by the chairman. The Cemetery spring clean has already started although it is planned to do some elements of this gradually and take into consideration increased visits to graves and ashes plots over the Easter holiday.

Action: In preparation for the siting of a Memorial board at the Cemetery, the clerk will try to find maps which show where the water pipes run near the fence.

14. QUEEN ELIZABETH II

Advance plans for the Parish Council response to the death of Queen Elizabeth were discussed, and a book of remembrance was proposed for St Nicholas Church.

15. CORRESPONDENCE TO NOTE

National Association for Local Councils: Review of Local Government Ethical Standards. An email has been forwarded to Councillors with a short survey for them to complete.

Essex County Council: Changes to Mobile Library Service. This will no longer stop at St James Street or Nunnery Street.

Essex County Council: Essex County Council and BRE are working on a joint project relating to Home Quality Mark and are asking for Organisation and Citizen engagement to form a complete picture of Essex residents values and priorities when identifying or purchasing a home. The online survey can be found at <https://surveys.essexinsight.org.uk/TakeSurvey.aspx?PageNumber=1&SurveyID=n2MI9I9K&Preview=true#>

16. REPRESENTATIVES AND WORKING GROUPS REPORTS

16.1 Castle Hedingham Club: Cllr Hood reported that Mr Clive Clark is the new Chairman of the Club Committee.

17. AGENDA ITEMS FOR NEXT MEETING

- **Staff Pay Review - Clerk**
- **General Data Protection Regulations from May 25th 2018**
- **Invitation for Parish Council to adopt the Listening Bench in St Nicholas churchyard – the recordings have been listened to around 5,000 times.**

DATE OF NEXT MEETINGS:

Ordinary Parish Council Monday 23rd April 2018 at 7.45pm Castle Hedingham Club

ANNUAL PARISH ASSEMBLY: THURSDAY 10TH MAY, 8PM at the MEMORIAL HALL

Annual Parish Council Monday 21st May 2018 at 7.45pm Castle Hedingham Club

Ordinary Parish Council Monday 25th June 2018 at 7.45pm Castle Hedingham Club

The meeting closed at 9.40 pm

SIGNED (CHAIRMAN)

DATE