



Parish of Castle Heddingham

Mrs Claire Waters (Parish Clerk)

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MINUTES OF THE ANNUAL MEETING OF CASTLE HEDDINGHAM PARISH COUNCIL, HELD ON MONDAY 18th MAY 2015 AT CASTLE HEDDINGHAM CLUB AT 7.45PM

Present: Cllrs Hood, Higgins, Moffat, Pewter, Philp, Scrivens, Toocaram, Worley
In the Chair: Cllr Southgate
Clerk: Claire Waters
Also Present: 1 parishioner

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Moffat. Apologies for absence were also received from County Cllr Finch and District Cllrs Beavis & Johnson.

2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Chairman: Cllr Garry Southgate

Proposed: Cllr Higgins Seconded: Cllr Scrivens Elected unopposed

Vice-Chairman: Cllr Rob Worley

Proposed: Cllr Scrivens Seconded: Cllr Higgins Elected unopposed

All Councillors signed a Declaration of Acceptance of Office, witnessed by the clerk
Register of Member Interest forms have been sent directly to Braintree District Council
Standing orders remain unchanged.

Memberships of committees, working groups and representatives were reviewed and updated.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of 20th April 2015 were approved as a correct record of events.

Proposed: Cllr Worley Seconded: Cllr Scrivens Signed by the Chairman

4. DECLARATIONS OF INTEREST

None

5. PUBLIC FORUM

A parishioner attended to express concern about the return of a pool of water at King Street, which has become worse following the recent rain. A storm drain has been re-lined a number of times but this does not seem to have fixed the problem. Under freedom of information regulations, the parishioner obtained a list from Highways which shows that King Street has been dug up over 5 times since 2010. A copy was given to the clerk.

Action: Clerk to follow this up with Highways and Cllr Finch.

6. PROGRESS CHECK

6.1 The BDC dog warden and the Headteacher of De Vere Primary school have been in correspondence about arranging an educational assembly in June 2015 with the aim of reducing dog mess on footpaths.

6.2 Fading of disabled parking spaces at the Memorial Hall car park, and cars blocking hatched lines by the rear fire exit.

Action: Clerk to contact Mortimers to re-paint lines and investigate barrier to keep fire exit clear.

Action: Clerk has written to residents of Queen Street from the junction with Sheepcot Road, asking them and their visitors to park with consideration for pedestrians. A response from a resident requested speed reduction measures. Discussed under item 7

7. HIGHWAYS

7.1 A LHP request will be submitted for a speed survey by 40 Queen Street.

7.2 Some potholes are being repaired, including at Nunnery Street bridge and Kirby Hall Road. Contractors are filling the deepest only, and leaving smaller ones even if they are nearby.

8. REPORTS

Police/PCSO: None

ECC report: None

BDC report: None

9. PLANNING

Applications received:

15/00474/LBC Re-paint dwelling from lemon to traditional white and white window frames to cream window frames, and replacement of internal door.

The Deer Cottage 2 King Street CO9 3ER

No objections

15/00598/FUL & 15/00599/LBC Erection of single storey rear extension

8 Church Ponds CO9 3BZ

Comments due 11th June

15/00141/TPOCON Cut down one juniper tree completely

Garden Barn Pye Corner CO9 3DE

Comments due 10th June

Applications determined:

None

10. FINANCE

Following the retirement of Mrs Sonia Allfrey from the Parish Council and the addition of two new members, Cllr Toocaram and Cllr Hood, the signatories on the Parish Council accounts were reviewed.

Resolved: To remove Mrs Sonia Allfrey as a signatory for the Unity Trust and Nationwide accounts. To renew the Unity Trust signatory list with the addition of Cllrs Toocaram and Hood. To add Cllr Hood as a signatory to the Nationwide Treasurers Trust account.

Account balances at 18th May 2015:

Unity Trust Current account	£38,200.13
Co-operative Current account	£0.00
CHPC Magna Carta 2015	£9,160.20
Unity Trust Deposit account	£25,159.84
Cambridge & Counties 95 day	£30,050.08
Nationwide Treasurers Trust	£20,024.66

The monthly accounts were approved and cheques signed.

Proposed: Cllr Worley

Seconded: Cllr Scrivens

Payments:

May-15	Payments in Month	Details	Amount
300096	CH Club	Room Hire	£20.00
300097	Mortimers	Litter picking/grass cutting	£858.00
300098	OCS UK Ltd	Sanitary Disposal	£9.50
300099	A&J Lighting	Monthly Maintenance	£10.08
300100	Mr R Humphries	Internal Audit	£175.00
300101	HMRC	Tax/NI	£9.40
300102	E C Waters	Clerk Expenses	£200.76

300103	Halstead & Colne Valley Scouts	Delivery annual report	£120.00
300104	Hedingham Castle	Memorial Hall Lease	£1.00
300105	Came & Company	Parish Council insurance	£356.90
300106	NFU Mutual	Buildings insurance	£1,136.52
DD	Braintree District Council	Rates, Toilets	£90.00
D/D	Open Spaces Society	Annual Subscription	£45.00
D/D	Eon	Electricity Supply	£11.47

Receipts:

May-15	Receipts in Month	Details	Amount
01-May	Co-op Bank	Interest	£0.48
05-May	Co-op Bank	Interest	£0.50
18-May	BDC	Street Cleaning Grant	£5,013.48

10.1 Approval of Annual Accounts and return to the Audit Commission

The annual accounts passed the internal audit to meet the intermediate level inspection requirements of the Audit Commission. The annual accounts and return to Audit Commission were approved and signed by the Chairman and the Clerk

10.2 Consideration of insurance quotations for 2015 – 2016

Parish Council insurance will be renewed with Hiscox through Came & Company, and buildings insurance including the Memorial Hall, Castle Hedingham Club, Public Toilets and the War Memorial will be renewed through NFU Mutual. This combination represents the best value and the most comprehensive cover.

Proposed: Cllr Pewter Seconded: Cllr Higgins Agreed unanimously

10.3 Consideration of current level of Parish Council reserves

In response to a question from Cllr Hood, it was agreed that the current level of reserves held by the Parish Council is high. This partly reflects the ring-fenced reserves for the renovation/relocation of the playing field, repairs to the historic village centre, maintenance of the public toilets and the renovation of the War Memorial. Magna Carta funding is also included in the total, which will be spent during 2015. The village maintenance budget has been underspent during the years 2013/14 and 2014/15. If an agreement on the future of the playing field can be achieved, a large proportion of the reserves could be spent very quickly. A possible grant awarding policy was discussed to formalise the mechanism for supporting projects which benefit the parish. This will be an agenda item for the June meeting.

11. RECREATION FIELD

Councillors briefed new members on the various attempts that have been made so far to resolve the lack of playing facilities in the village and the reasons why progress has been slow. It was agreed that this issue should be an immediate priority. Cllr Hood agreed to take over the chairmanship of the Playing Field Group, with Cllr Higgins continuing to work in support. The Director of the Essex Playing Fields Association may be able to help to facilitate a solution to the current situation.

Action: Clerk to arrange for Cllrs Hood and Higgins to meet with EPFA director.

12. PLANTED AREA AT FORGE GREEN

Consideration of proposals for re-planting and ongoing maintenance. Cllr Southgate supplied photographs of a possible design. Cllr Worley had met with several parishioners who have offered to be involved with the project if the Parish Council supplies the plants.

Action: Cllr Worley will ask the parishioners for their proposals for re-planting.

13. CASTLE HEDINGHAM CLUB SHED

Since the Castle Players have obtained funding for a new shed, the adjacent shed used by Castle Hedingham Club was discussed as it is not in good condition and removal of ivy during installation of the Castle Players shed may leave it looking unsightly. The Castle Players funding only allows their shed to be replaced like for like, so sharing a new shed is not an option. Cllr Scrivens suggested the Club should apply for grants in the same way as Castle Players.

Action: Cllr Hood will bring the matter to the attention of the Club Committee and ask if a new shed is required.

14. BINGHAM POTTERY COLLECTION

Original plans for a display cabinet in St Nicholas' Church have changed, the current proposal is to keep the Bingham Pottery locked away in the church and brought out for viewing by request. It was agreed that the planned cabinet design was inappropriate for this and not a good use of funds. Other locations for displaying the pottery will be considered by Councillors, with the aim of it being on permanent public display.

Action: All Councillors to consider options. Clerk to inform cabinet maker of the decision.
Agenda item for June meeting

15. CORRESPONDENCE TO NOTE

EALC: Welcome letter from the Chair of NALC to all Councillors, together with notices of training available for all new and existing Councillors and Clerks via EALC.

Action: Clerk to order 2 induction training packs from EALC to circulate among Councillors

BDC: Councillors were reminded of the Standards and Code of Conduct training events for all new and returning Councillors; **Wednesday 20th May 2015 , 7pm at Causeway House and Wednesday 27th May 2015 , 7pm at Queens Hall, Chipping Hill, Halstead C09 2BY**

Letter from parishioner asking for action to be taken on the repair of the wall at 26 St James St. This correspondence was noted by Cllr Pewter.

15. REPRESENTATIVES AND WORKING GROUPS REPORTS

Magna Carta 2015: Cllr Worley provided an update on events. There may be an insurance issue with some of the artefacts e.g. the embroidery and the framed facsimile of Magna Carta

Action: Clerk to inform the Parish Council insurance company and ask for their advice

War Memorial: Work will re-start on Thursday 21st May at 8am. Cllr Southgate and the clerk will be present, together with a representative from the Conservation Engineer to oversee any vibration impact on houses in Church Ponds and Falcon Square.

High Speed Broadband: No progress. The clerk will contact County Broadband for an update.

16. AGENDA ITEMS FOR NEXT MEETING

- Renovation of planted area at Forge Green
- Castle Hedingham Club shed
- Review of plans for display of Bingham Pottery
- Consideration of new Grant Awarding Policy for parish projects

17. DATE OF NEXT MEETING:

Ordinary Parish Council

Monday 22nd June 2015

The meeting closed at 9.55pm

SIGNED (CHAIRMAN)

DATE