



# Parish of Castle Hedingham

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

## MINUTES OF THE ANNUAL MEETING OF CASTLE HEDINGHAM PARISH COUNCIL, HELD ON MONDAY 22<sup>nd</sup> MAY 2017 AT CASTLE HEDINGHAM CLUB AT 7.45PM

**Present:** Cllrs Higgins, Hood, Moffat, Pewter, Scrivens, Toocaram, Worley  
**In the Chair:** Cllr Worley  
**Clerk:** Claire Waters  
**Also Present:** District Cllr J Beavis, District Cllr H Johnson  
One parishioner

### 1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

**1.1** Cllr Southgate was elected as Chairman in his absence. It was resolved that he should sign the Declaration of Acceptance of Office in the presence of the clerk as Proper Officer by 29<sup>th</sup> May.

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

Cllr Worley was elected as Vice-Chairman and signed the Declaration of Acceptance of Office

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

*Cllr Pewter arrived*

**1.2** No updates were required to Councillors' Register of Interests

**1.3** Review of Committees, Representatives and Working Groups

**Playing Field Committee:** Cllr Toocaram will join Cllrs Hood, Higgins, Pewter & Scrivens

**Burial Board:** Cllrs Southgate, Worley, Scrivens & Moffat

**Planning Committee:** Cllrs Southgate, Worley, Pewter, Moffat & Higgins

**Staff Appraisal Committee:** Cllrs Higgins, Southgate & Scrivens

**Footpath Wardens:** Cllrs Moffat & Philp together with Mr Charles Bird

**Action:** Cllr Worley will ask Mr Bird if he is happy to continue in this voluntary role.

**Tree Wardens:** Cllrs Worley & Philp

**Memorial Hall Management Committee:** Cllr Scrivens

**Castle Hedingham Club Committee:** Cllr Hood

**Passenger Transport Representatives:** Cllrs Toocaram & Moffat as the current transport representatives discussed the problems with attending lengthy meetings where the issues discussed were not relevant to Castle Hedingham. Services are moving towards Demand Responsive Transport (DART) which does not appear to meet customer needs as it has to be booked in advance. Alternative ways of meeting local needs for public transport were discussed.

**Action:** Agenda item for June meeting.

**1.4** Castle Hedingham Parish Council resolves from 22<sup>nd</sup> May 2017 until the next Annual Council meeting after ordinary elections that having met the conditions of eligibility as defined in the Localism Act 2011, to adopt the General Power of Competence

**1.5** A Calendar of meetings for 2017-2018 was agreed by all Councillors present, and will be published on noticeboards and the website. The Annual Parish Assembly will be on 10<sup>th</sup> May 2018.

**Action:** Identify ways of encouraging more parishioners to attend the Annual Parish Assembly.

### 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Philp and Cllr Southgate. Apologies for late arrival were received from Cllr Pewter.

### 3. MINUTES OF THE PREVIOUS MEETING

The minutes of 24th April 2017 were approved as a correct record of events and signed by the Chairman.

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

#### 4. DECLARATIONS OF INTEREST

None

#### 5. PUBLIC FORUM

A parishioner informed the Parish Council that they had been rated “1 star” on a website. The website in question is commercially run and not affiliated with regional or national Parish Council organisations, and it is likely that the “1 star” review relates to the lack of information about Castle Hedingham on that website. Any parishioner who wishes to give feedback on the performance of Castle Hedingham Parish Council is as always welcome to attend any Parish Council meeting, or to contact any Councillor or the clerk.

#### 6. PROGRESS CHECK

**6.1.** A parishioner expressed concern about the lower branches of the oak tree at Crouch Green hanging low and being accessible from the bench beneath.

**Action:** Identify new tree surgeon following the retirement of Mr Eric Mayes, and consider raising the crown of the oak tree in the autumn. Clerk to respond to parishioner.

**6.2.** Telephone box at St James Street. Replacement glass has been purchased by the Bell group, and a supply of the correct paint is available for re-painting.

**Action:** Clerk to obtain quotes from 3 glaziers for decision on Parish Council funding the re-glazing. Agenda item for June meeting.

**6.3.** Further interest has been expressed by at least two people in taking over the Post Office but a decision has not yet been reached. The Post Office at Sible Hedingham is now relocated to the garage, opening the same hours as the garage and with the previous postmaster assisting. The Village Shop as a possible Community Enterprise was discussed.

**Action:** Cllr Jo Beavis set up the Community Shop in Gosfield. She advised contacting BDC Planning to find out what restrictions may apply to use of the property. Cllr Beavis, Cllr Southgate and the clerk will arrange to meet with the owner of the shop to discuss options.

**6.4.** Memorial Bench at Churchfields. Correspondence was received from a parishioner expressing concern about the use of a recycled plastic bench rather than a locally sourced wooden bench. A recycled plastic bench was chosen as it will need no maintenance in this exposed location, and fits well with the environmental principles of one of the past Chairmen to whom it is commemorated. The family of Alan Shaw visited the bench for its unveiling and expressed their approval of the choice and location. The log which had previously been at the location was badly rotted beneath and has been removed.

**6.5.** A finger post to the footpath from Hoe Lane to Churchfields has rotted and fallen down.

**Action:** Clerk to contact Essex Public Rights of Way to organise a replacement. Cllr Beavis to provide contact details for the new Public Rights of Way officer.

#### 7. HIGHWAYS

**7.1** Yellow lines have been replaced at the junction of Kirby Hall Road with Nunnery Street.

**7.2** Pot hole repairs at Kirby Hall Road have still not been completed

**7.3 Action:** Clerk to contact Cllr David Finch and ask for this to be chased up before the June meeting.

**7.4** Cllr Scrivens reported young people causing danger to themselves and passing traffic in Nunnery Street. This behaviour has also been observed by other Councillors.

**Action:** Residents are encouraged to report such behaviour to the Police 101 number. The clerk will contact BDC to determine if they have powers to act in these type of situations

**7.5** Cllr Pewter reported parking on the green at St James Street causing damage to the surface.

**Action:** Reinforcement grass matting quotes to be obtained. Agenda item for June meeting

#### 8. REPORTS

**8.1 Police/Neighbourhood Watch:** A volunteer is still needed to act as NW Co-ordinator for the village.



**10.5** Receipt of the accounts of the Memorial Hall for the period January to December 2016 was noted, with a written report from the Memorial Hall Treasurer and thanks for the ongoing support of the Parish Council. Receipt of the accounts of Castle Hedingham Club for the period January to December 2016 was noted. Cllr Hood gave a short summary of the changes to the management of the Club over the year.

**10.6** Ring-fenced reserves were reviewed and discussed.

**RESOLVED:** To increase the Playing Field reserve from £20,000 to £50,000. To ring-fence a Community Projects reserve of £10,000.

**Proposed:** Cllr Pewter

**Seconded:** Cllr Higgins

Agreed unanimously

The monthly accounts were approved and payments agreed for authorisation.

**Proposed:** Cllr Hood

**Seconded:** Cllr Worley

Agreed unanimously

May-17	Payments in Month	Details	Amount
DD	Anglian Water	Water Cemetery	£14.52
DD	Anglian Water	Water Toilets	£73.49
DD	Open Spaces Society	Annual Subscription	£45.00
DD	Eon	Electricity New Park	£21.54
DD	British Gas	Electricity Toilets	£13.48
DD	BCE Holdings Ltd	Peoples Pension	£15.62
DD	BCE Holdings Ltd	Peoples Pension	£15.78
B/P	BDC	Rates Pump House April	£5.00
B/P	Staff	Salaries	£1,313.52
B/P	E C Waters	Use of Home as Office April	£40.00
B/P	E C Waters	Use of Home as Office May	£40.00
B/P	Majendie-Steeple ESU	Delivery Annual Report	£120.00
B/P	Hedingham School	Printing Annual Report	£60.00
B/P	A&J Lighting	Monthly Charge	£10.08
B/P	E C Waters	Expenses	£55.23
B/P	HMRC	Tax/NI	£64.57
B/P	C H Club	Meeting Room Hire	£20.00
B/P	M D Landscapes	Grass Cutting	£1,202.40
B/P	Came & Company	Insurance	£380.87
B/P	NFU Mutual	Buildings Insurance	£1,199.22
B/P	Roger Humphries	Internal Audit	£175.00
300349	Hedingham Castle	Memorial Hall Lease	£1.00

**TOTAL in month**

**£4,753.31**

**May-17 Receipts in Month**

**Details**

**Amount**

08-May	Mr S Newcomb	Purchase & Interment Ashes 43	£340.00
--------	--------------	-------------------------------	---------

**TOTAL in month**

**£340.00**

**Accounts balances at 22 May 2017**

Unity Trust Current account	£20,819.25
Unity Trust Deposit account	£25,227.57
Cambridge & Counties 95 day	£56,081.89
Nationwide Treasurers Trust	£20,107.35
	<b>£122,236.06</b>

**11. CASTLE HEDINGHAM VILLAGE LITTER PICK**

The 2017 Village Litter Pick will be held between 9am and 1pm on Sunday 4<sup>th</sup> June, with litter pickers, hi-vis jackets, gloves and refuse sacks available for collection from 9am at Castle Hedingham Club. Free tea and coffee for volunteers will be available at the Club between 11am and 12.30pm. Posters will be displayed on village noticeboards and on the Parish Council website, as well as the village Facebook pages. Everyone is welcome to join in and do as much or as little as they wish. The 2016 Litter Pick was a success with over 20 bags of rubbish collected, and also an enjoyable social event.

**12. CASTLE HEDINGHAM RECREATION FIELD**

Cllr Hood has been in contact with play equipment companies to obtain visual designs for the BDC land at New Park, to present possibilities for the site to Cllr Butland when he visits on June 22<sup>nd</sup>.

**Action:** Preparatory meeting to be arranged with the Playing Field Committee and Cllr Southgate

**13. CORRESPONDENCE TO NOTE**

**BDC:** The next Local Plan Public Consultation is due to begin 16<sup>th</sup> June 2017. For more information on the next steps and the dates of the public consultation events taking place across the District in June and July please see [www.braintree.gov.uk/PublicationDraftLP](http://www.braintree.gov.uk/PublicationDraftLP)

**Action:** The Parish Council will respond. Agenda item for June meeting

**EALC:** Notification of new Data Protection Regulations for 2018

**James Cleverly MP:** Rates relief on Public Toilets – this will no longer be debated in parliament as previously scheduled due to June 8<sup>th</sup> General Election

**14. REPRESENTATIVES AND WORKING GROUPS REPORTS**

None

**15. AGENDA ITEMS FOR NEXT MEETING**

- **Response to Local Plan Public Consultation**
- **Playing Field: BDC Land at New Park**
- **Parish Community Transport options**
- **Telephone Box renovation St James Street**
- **Village Shop and Post Office**
- **Grant Funding request for scorers, Castle Hedingham Tennis Club**

**DATE OF NEXT MEETINGS:**

<b>Ordinary Parish Council</b>	Monday 26 <sup>th</sup> June 2017 at 7.45pm	Castle Hedingham Club
<b>Ordinary Parish Council</b>	Monday 24 <sup>th</sup> July 2017 at 7.45pm	Castle Hedingham Club
<b>Ordinary Parish Council</b>	Monday 21 <sup>st</sup> August 2017 at 7.45pm	Castle Hedingham Club
<b>Ordinary Parish Council</b>	Monday 25 <sup>th</sup> September 2017 at 7.45pm	Castle Hedingham Club
<b>Ordinary Parish Council</b>	Monday 23 <sup>rd</sup> October 2017 at 7.45pm	Castle Hedingham Club
<b>Ordinary Parish Council</b>	Monday 27 <sup>th</sup> November 2017 at 7.45pm	Castle Hedingham Club
<b>Ordinary Parish Council</b>	Monday 22 <sup>nd</sup> January 2017 at 7.45pm	Castle Hedingham Club

**The meeting closed at 9.58 pm**

SIGNED (CHAIRMAN)

DATE