



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 21st MAY 2018 AT CASTLE HEDDINGHAM CLUB AT 7.45PM

Present: Cllrs Higgins, Hood, Moffat, Scrivens, Southgate, Toocaram, Worley
In the Chair: Cllr Southgate
Clerk: Claire Waters
Also Present: District Cllr Johnson

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

RESOLVED: Cllr Southgate was elected Chairman and signed a Declaration of Acceptance of Office

Proposed: Cllr Worley Seconded: Cllr Toocaram Agreed unanimously

RESOLVED: Cllr Worley was elected Vice-Chairman and signed a Declaration of Acceptance of Office

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

2. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Pewter & Philp for absence due to work commitments.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of 23rd April 2018 were approved as a correct record of events and signed by the Chairman.

Proposed: Cllr Worley Seconded: Cllr Hood Agreed unanimously

4. DECLARATIONS OF INTEREST

None in relation to items on the agenda.

4.1 Councillors submitted updated Register of Interest forms to the clerk.

5. ANNUAL REVIEW OF PROCEDURES, COMMITTEES, REPRESENTATIVES AND WORKING GROUPS

5.1 Cllr Scrivens requested clarification of the 2018 revision of the Standing Orders relating to the start time of the Annual Meeting of the Parish Council. Standing Order 5c states “**If no other time is fixed**, the annual meeting of the Council takes place at 6pm.” Cllr Worley requested clarification relating to holding meetings in Castle Heddingham Club, which is licensed to sell alcohol. Standing Order 3c states “Meetings shall not take place in premises which **at the time of the meeting** are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.” Since the bar at the Club is closed on Mondays, Parish Council meetings at the premises on a Monday or otherwise outside bar opening times are not in breach of the Standing Orders.

RESOLVED: Subject to these two clarifications, to adopt the 2108 NALC Model Standing Orders

Proposed: Cllr Scrivens Seconded: Cllr Higgins Agreed unanimously

5.2 The General Data Protection Regulations come into force on May 25th 2018. Castle Heddingham Parish Council as a body is the Data Controller of any data held, and the clerk is the Data Processor. A late Government amendment to GDPR exempts Parish Councils from employing a Data Protection Officer (this cannot be the clerk for reasons of conflict of interest). The clerk provided Councillors with printed copies of two Privacy Notices, one for Staff, Councillors and Role Holders (including volunteers), and one for the General Public. A copy of a Consent Form was also supplied to Councillors.

RESOLVED: To adopt the Privacy Notices and Consent Form, and for the Parish Council to commit as Data Controller to meeting the requirement of GDPR.

Proposed: Cllr Southgate Seconded: Cllr Worley Agreed unanimously

5.3 Having met the criteria of employing a CiLCA qualified clerk and at least 2/3 of Council members being elected, it was recorded that the Parish Council is eligible for the General Power of Competence

5.4 Cllr Toocaram was added to the Footpath Warden group in her role as Parish Paths Partnership Co-ordinator, and also agreed to join Cllrs Worley and Philp as a Tree Warden. All other roles and committees remain unchanged. The updated list will be available on Parish noticeboards and the website. Cllr Pewter had requested by email to remain on the Planning Committee. In his absence it was noted that there had been complaints from residents including at the Annual Parish Assembly about repairs to the front wall of Cllr Pewter's own property not being completed. It was agreed that the Chairman would write Cllr Pewter a letter to make him aware of this concern.

5.5 The Calendar of meetings for 2018-2019 was agreed.

6. PUBLIC FORUM

None

7. PROGRESS CHECK

7.1 Telephone Kiosk St James Street. The Parish Council was pleased to note this has now been painted, and is just awaiting installation of new glass.

7.2 Community Awareness Seminar for Defibrillators: This will take place at Castle Hedingham Club at 7pm on Monday 11th June. All residents are welcome. Revd Liz Paxton had asked Cllr Toocaram to ensure that the Scouts and Guides would be invited, the clerk confirmed that this would be done and that posters would also be put up in Parish noticeboards, the website and village Facebook pages.

8. HIGHWAYS

8.1 Cllr Worley had met with the owners of the Old Police House, who had kindly agreed to cut back a tree whose branches were obscuring the view from the safety mirror. This matter is now resolved.

8.2 Cllrs Scrivens and Toocaram reported foliage obscuring sightlines at the bridge on Nunnery Street. This is the responsibility of the landowner but the Parish Council has cut back foliage in the past.

8.3 Cllr Scrivens expressed concern about the proliferation of advertising signs on the village grassed areas which are maintained by our village grass cutting contractor. It was agreed that advertisers should request permission from the Parish Council for advertising to be erected, whether a charity or a business.

8.4 Cllr Johnson reported a parked truck along Crouch Green obscuring the visibility at the junction from Nunnery Street onto the A1017.

Action: The clerk will write a letter to all residents of Crouch Green asking them to park considerately.

8.5 Cllrs Hood and Moffat reported a parked car regularly blocking the pavement at Forge Green, particularly for wheelchairs or pushchairs.

Action: The clerk will write a letter to the residents.

8.6 Residents have reported difficulty in negotiating the main entrance to St Nicholas Churchyard at Falcon Square as the rutted road surface and steep slope into the churchyard make access difficult for people with mobility aids.

Action: Agenda item for June meeting. Clerk to investigate costs, gain advice from BDC regarding disabled access contractors and possible grant funding available.

9. REPORTS

9.1 Police/Neighbourhood Watch: None

9.2 ECC Report: None

9.3 BDC Report: Cllr Johnson congratulated the Parish Council on a well-attended Annual Parish Assembly and had received good reports from residents who attended.

Action: To use the PA system in future years to ensure all attendees can hear clearly.

10. PLANNING

Applications received:

18/00516/FUL Change of use to a separate residential dwellinghouse (Use Class C3)

Barn At Newmans Farm Yeldham Road CO9 3DZ

Objection to development outside

the village envelope and not permitted by existing BDC policy

Applications determined:

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

Joinery Workshop At Pannels Ash Barn Sudbury Road

Application GRANTED

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

5 Castle Close CO9 3DH

Application GRANTED

18/00370/FUL Conversion of garage to annexe

The Old Stables Sheepcot Road CO9 3HB

Application GRANTED

11. FINANCE

11.1 RESOLVED: The Annual Governance Statement was approved by the Council.

Proposed: Cllr Southgate

Seconded: Cllr Scrivens

Agreed unanimously

11.2 RESOLVED: The Annual Accounts and Accounting Statements were approved by the Council

Proposed: Cllr Hood

Seconded: Cllr Worley

Agreed unanimously

11.3 The Annual Return to the Audit Commission was signed by the Chairman and the Responsible Financial Officer

11.4 RESOLVED: To renew buildings insurance with the NFU at an annual premium of £1,116.84

Proposed: Cllr Scrivens

Seconded: Cllr Worley

Agreed unanimously

RESOLVED: To renew general insurance with Inspire (AXA) at an annual premium of £446.10

Proposed: Cllr Scrivens

Seconded: Cllr Worley

Agreed unanimously

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

Proposed: Cllr Toocaram

Seconded: Cllr Hood

Agreed unanimously

May-18 Payments in Month	Details	Amount
DD Eon	Electricity New Park	£23.70
DD British Gas	Electricity Toilets	£11.88
DD BCE Holdings Ltd	Peoples Pension	£38.58
B/P Staff	Salaries	£1,592.29
B/P E C Waters	Home as Office May	£40.00
B/P E C Waters	Clerk Expenses	£63.14
B/P C H Club	Meeting Room Hire	£20.00
B/P C H Club	Drinks Parish Assembly	£36.60
B/P A&J Lighting	Monthly Charge April	£10.08
B/P Majendie Steeple ESU	Delivery Annual Report	£120.00
B/P Hedingham School	Printing Annual Report	£96.00
B/P Roger Humphries	Internal Audit	£175.00
B/P BDC	Rates Pump House April	£5.00
B/P HMRC	Tax/NI	£66.95
B/P M D Landscapes	Grass Cutting	£1,112.40
B/P Tracy Finch	Catering Parish Assembly	£50.00
B/P OCS	Sanitary Disposal	£10.76
B/P NFU Mutual	Buildings Insurance	£1,116.84
B/P Came & Company	Parish Council Insurance	£446.10
300357 Hedingham Castle	Memorial Hall Lease	£1.00
TOTAL in month		£5,036.32

May-18 Receipts in Month	Details	Amount
14-May Harvey Darke	Interment Grave Plot 200	£120.00
18-May Stonewriters	Memorial Ashes 59	£120.00
TOTAL in month		£240.00

Accounts balances at 21 May 2018

Unity Trust Current account	£23,077.41
Unity Trust Deposit account	£25,255.64
Cambridge & Counties 95 day	£56,585.93
Nationwide Treasurers Trust	£20,127.46
	£125,046.44

11.6 Receipt of the Annual Accounts of the Memorial Hall was noted. Annual Accounts of Castle Hedingham Club will be forwarded to the clerk by Cllr Hood.

11.7 RESOLVED: Ring-fenced reserves to remain unchanged at the level reported in the 2018 Annual Accounts.

Proposed: Cllr Moffat

Seconded: Cllr Scrivens

Agreed unanimously

11.8 RESOLVED: To approve in principle the purchase of the Memorial Board for the Cemetery entrance, pending a final quotation for the work.

Proposed: Cllr Southgate

Seconded: Cllr Toocaram

Agreed unanimously

11.9 RESOLVED: To approve the purchase of a post litter bin for the bus stop outside the Bell, to be purchased from BDC at a cost of £49.00 + VAT. Village maintenance operative to install the bin. To not install a bin along the Yeldham Road footpath between Crouch Green and Hedingham School at this time.

Proposed: Cllr Scrivens

Seconded: Cllr Higgins

Agreed unanimously

Action: Clerk to check the bin at Memories is being emptied regularly by BDC as agreed.

12. PAY REVIEW: CLERK (*the clerk left the meeting*)

RESOLVED: To increase the salary grade of the clerk to Spinal Column Point (SCP30) in accordance with the recommended NJC salary scales for 2018-2019, backdated to 1st April 2018.

Proposed: Cllr Higgins

Seconded: Cllr Southgate

Agreed unanimously

13. LISTENING BENCH ST NICHOLAS CHURCHYARD

RESOLVED: To formally adopt the Listening Bench from the Essex Records Office. This involves making all reasonable efforts to keep the Listening Bench in working order for at least 5 years from July 2018, and accepting liability for any expenses arising from its use and operation from the transfer date.

Proposed: Cllr Toocaram

Seconded: Cllr Southgate

Agreed unanimously

Action: The clerk will return the signed adoption agreement

Action: Cllr Worley will obtain an accurate valuation of the bench for insurance purposes

Action: Cllr Worley reported that the family of a past resident who did much of the work on recording the memories for the bench have requested a plaque in her memory is placed on the bench. A similar plaque has already been agreed by the Essex Records Office for one of the other Listening Benches in the county. Cllr Worley will obtain details.

14. CASTLE HEDINGHAM RECREATION FIELD

This item was held in camera. A further in camera meeting with all Councillors with this as the only agenda item was agreed for Monday June 4th depending on availability of a suitable venue.

Proposed: Cllr Worley

Seconded: Cllr Scrivens

Agreed unanimously

15. CORRESPONDENCE TO NOTE

Superfast Essex News: National Gigabit Broadband Voucher Scheme news, and notice of a meeting at Gosfield on the 12th June regarding the latest phase of broadband fibre roll-out in the area.

Public Sector Mapping Agreement: Free access to aerial photography data available

Action: The clerk will forward details of this free resource to all Councillors

RCCE: Latest edition of the Essex Warbler.

16. REPRESENTATIVES AND WORKING GROUPS REPORTS

16.1 Memorial Hall: Cllr Scrivens reported that the Memorial Hall trustees are considering incorporation as a Community Interest Organisation.

16.2 Advanced Councillor training at EALC: Cllr Toocaram and the Clerk reported two key actions advised from this training: a) to consider the Foundation level Local Government Award for accrediting the Parish Council and b) to encourage local residents over the next year to step forward as Councillors for the Parish Council elections in May 2019.

17. AGENDA ITEMS FOR NEXT MEETING

- **St Nicholas Church main gates:** To consider repairs to improve access to the Falcon Square entrance to St Nicholas Churchyard.

DATE OF NEXT MEETINGS:

Ordinary Parish Council	Monday 25 June 2018 at 7.45pm	Castle Hedingham Club
Ordinary Parish Council	Monday 23 July 2018 at 7.45pm	Castle Hedingham Club
Ordinary Parish Council	Monday 20 August 2018 at 7.45pm	Castle Hedingham Club
Ordinary Parish Council	Monday 24 September 2018 at 7.45pm	Castle Hedingham Club

The meeting closed at 9.45 pm

SIGNED (CHAIRMAN)

DATE