



# Parish of Castle Hedingham

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## MINUTES OF A MEETING OF CASTLE HEDINGHAM PARISH COUNCIL, HELD ON MONDAY 23rd NOVEMBER 2015 AT CASTLE HEDINGHAM CLUB AT 7.45PM

**Present:** Cllrs Higgins, Hood, Moffat, Pewter, Scrivens, Southgate, Toocaram, Worley  
District Cllrs, Jo Beavis & Hylton Johnson to item 8

**In the Chair:** Cllr Southgate

**Clerk:** Claire Waters

**Also Present:** Cllr John McKee, Cabinet Member for Assets, Braintree District Council.  
Mrs Demetra Lindsay, Mr Jason Lindsay & one parishioner

### 1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Pewter for late arrival due to train delay, and from Cllr Philp for absence.

### 2. MINUTES OF THE PREVIOUS MEETING

The minutes of 26<sup>th</sup> October 2015 were approved as a correct record of events.

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

### 3. DECLARATIONS OF INTEREST

Cllr Moffat declared an interest in item 8 planning application 15/01324/LBC for her own property.

### 4. PUBLIC FORUM

None

Cllr Pewter arrived.

### 5. PROGRESS CHECK

**5.1** A fence bordering the footpath between Sheepcot Road and New Park has been damaged by the recent wind. The resident of the property has informed the clerk that repairs are in hand.

**5.2** A copy of the 2015 update of the Community Emergency Plan was given to all Councillors  
**Action:** All Councillors to familiarise themselves with the contents of the Emergency Plan, and to contact the clerk with any information about other emergency resources which could be included.

**5.3** Cllr Worley reported that the whole of the special verge at Delvyn's Lane has been cut by Cllr Ashley Cooper from Gestinthorpe. He has offered to cut annually in October/November, but may charge on future occasions.

**Action** Clerk to write a letter of thanks to Cllr Cooper, and investigate possible funding from BDC for taking on this verge cutting.

### 6. HIGHWAYS

**6.1** The bank by the Station Road footpath has collapsed, with debris blocking the pavement

**Action:** Clerk to request an urgent repair by ECC Highways

### 7. REPORTS

**7.1 Police/PCSO:** Cllr Southgate expressed disappointment at the lack of police response to recent crimes in Castle Hedingham. He has written a letter to the Chief Constable.

**7.2 ECC report:** None. The first newsletter on plans for devolution for Essex has been circulated.

**7.3 BDC report:** Cllr Beavis reported on the following:

- BDC budget consultation - £2m have to be taken out within the next 4 years, the District Council is trying to protect frontline services.

- Joint Heddinghams Health Centre – the NHS Project Initiation Document is due imminently but there is no news yet.
- BDC Local Plan – 850 houses a year need to be built across the district. Towns are being consulted now, rural districts will be consulted in the near future.

Cllr Johnson reported complaints about the grass not being cut at Crouch Green and obstruction of a footpath with mud and builders' vehicles. He also reported that the drains are completely blocked all the way up Sudbury Hill.

**Action:** Cllr Southgate has mapped all the drains in the village to improve our communication with Essex Highways. This will be followed up.

### 7.3.1 CASTLE HEDINGHAM PLAYING FIELD

Decision on actions to be taken following refusal of request by Parish Council to site play equipment on BDC land at New Park.

Cllr Southgate welcomed Cllr John McKee, Cabinet Member for Asset Management and Governance at Braintree District Council. Cllr McKee explained the strategy of the District Council includes making commercial investments to provide additional income rather than increasing council tax. As part of this strategy, the Asset Management team has been in contact with Mr & Mrs Lindsay and wishes to submit the BDC land and the existing playing field site jointly for proposed housing development in the new Local Plan. With all sites submitted to the Local Plan, questions of sustainability and infrastructure have to be answered before submission to the Inspector. The land at New Park is an attractive site with good road infrastructure. BDC wishes to liaise with Mr & Mrs Lindsay about the site at New Park and Mr & Mrs Lindsay have offered the Parish Council an alternative site for lease at the old allotment field by the Memorial Hall for a play area, so this looks like an ideal solution from the District Council's point of view.

In response to questions from Cllr Pewter, Cllr McKee said the District Council is trying to do the best thing and the right thing, not just for economic gain but looking after the interests of the 160,000 people in the District. When asked if it would be possible for the Parish Council to purchase the land as a Community Asset, Cllr McKee said it was not out of the question. The BDC land is worth considerably more money as a development plot than it is as a community space. By January 2016 the consultation should be complete, then after assessment by Planning Policy the Local Plan will go to the Inspector so the final plan is expected in 2017 but the date is subject to change. Cllr McKee stressed that the Local Plan is a strategic document and explained that if BDC doesn't produce a plan, Government will decide – so developers will put forward proposals and we won't be able to refuse.

Cllr Hood said that constructive discussions had been taking place between the Parish Council and Mr & Mrs Lindsay regarding a possible lease of the old allotment site near the Memorial Hall, but since the Parish Council owns no suitable land for recreation any open space within the village is very precious to us. Cllr Higgins reported that previous attempts by the Parish Council to acquire use of the BDC land were blocked by Asset Management who insisted on a 3 year break clause within the lease, which made it unworkable for investing in expensive play equipment. Cllr Southgate thanked Cllr McKee for his informative contribution but stated that the issue for Castle Heddingham is the here and now not what may happen in the far future as the village has been without a playing field for too long. He asked that a meeting be arranged with all interested parties to identify a suitable piece of land and that the Asset Manager from BDC personally attend to view all the sites under discussion, since none of them is without complications. Cllr Johnson felt that the BDC land would be ideal for a play area since it is overlooked by houses and not remote. In response to a question from Cllr Beavis the clerk confirmed that a Playing Field ringfenced fund is in place - this could be used as leverage for future funding. Cllr McKee stated that most of the play equipment in Braintree is owned by Braintree District Council itself.

**Action:** A meeting will be arranged for early December when all parties will visit the sites and discuss options.

## 8. PLANNING

### Applications received:

**15/01337/FUL** Erection of detached single storey double width garage  
Newholme Sudbury Road CO9 3AG Neither object nor support

**15/01324/LBC** Replace like for like, two first floor windows  
1 Crown Street CO9 3DB No objections

### Applications determined:

**15/00236/DAC** Application for approval of details reserved by condition no. 3 of approved application  
15/01087/LBC

The Rising Sun 71 Nunnery Street CO9 3DP Application Permitted

**15/01156/FUL** Erection of single storey rear garden room extension  
Clare Cottage Bayley Street CO9 3HG Application Withdrawn

## 9. FINANCE

### Accounts balances at 23 November 2015

Unity Trust Current account	£20,513.90
CHPC Magna Carta 2015	£1,575.48
Unity Trust Deposit account	£25,181.89
Cambridge & Counties 95 day	£30,050.08
Nationwide Treasurers Trust	£20,024.66
	<b>£97,346.01</b>

The monthly accounts were approved and cheques signed.

Proposed: Cllr Worley                      Seconded: Cllr Hood

The Chairman signed the bank reconciliation and the clerk Alto Card expenses report.

Nov-15	Payments in Month	Details	Amount
300260	Castle Hedingham Club	Room Hire Oct & Nov	£40.00
300261	Mortimers	Village Maintenance	£822.00
300262	A&J Lighting	Monthly Maintenance	£10.08
300263	A&J Lighting	4 x LED lanterns	£2,520.00
300264	Mortimers	Leaf/Verge clearance	£288.00
300265	Falcon Accountants	Payroll Aug - Oct	£36.00
300266	OCS Group UK Ltd	Sanitary Disposal	£10.15
300267	Garry Southgate	Materials, Cemetery tap	£15.45
B/P	Staff	Salaries	£793.44
DD	Eon	Electricity	£17.52
DD	Braintree District Council	Rates, Toilets	£90.00

Nov-15	Receipts in Month	Details	Amount
06-Nov	Harvey Darke	Memorial Ashes plot 51	£120.00
08-Nov	Pauline Cooke	Donation War Memorial	£100.00

**9.1** Decision on purchase of Magna Carta medals for participants from Hedingham School

**Resolved:** To purchase 10 medals at a reduced price of £8.00 each

Proposed: Cllr Southgate      Seconded: Cllr Toocaram                      Agreed unanimously

## 9.2 Review of Village Maintenance Contract for 2016 – 2017.

**Resolved:** To accept the quote from MDL Landscapes for a 12 month contract, and review again in November 2016.

Proposed: Cllr Worley      Seconded: Cllr Pewter      Agreed unanimously

**Action:** All Councillors to review the Village Maintenance Operative job description and make suggestions about the scope of the job to Cllr Southgate, Cllr Higgins or the clerk so they can finalise the job details and proceed with advertising the post.

## 10. MEMORIAL AVENUE OF TREES, SHEEPCOT ROAD

A legal contract has been received by the clerk from Essex Highways detailing Parish Council responsibilities once the trees are planted

**Action:** Clerk to forward a copy of the contract for all Councillors to read through, for discussion at the January meeting.

## 11. VILLAGE SIGN AT FORGE GREEN

Only one specialised contractor has so far been identified to provide a quote.

**Action:** Clerk to follow up suggestions and obtain alternative quotes for the work.

## 12. PUBLIC TOILETS AT CHURCH LANE

Consideration of ongoing management options for Public Toilets to minimise costs but maintain current standards, e.g. management by a charity such as the Memorial Hall could reduce rates bill. Cllr Pewter reported that this is proving to be complex so will be discussed at a future meeting.

**Action:** Clerk to arrange repair of the Baby Change cubicle door, and request a nappy disposal unit to be serviced by the sanitary disposal contractor.

## 13. OPEN SPACES ACTION PLAN

Consideration of amendments or updates to be made to the Castle Hedingham entry of the BDC Open Spaces Action Plan. This document is fundamental to obtaining money from future housing development in the Parish to improve open spaces.

**Action:** The clerk will update the plan to include car parking requirements at Kirby Hall Road in light of the De Vere Primary School development and near the Memorial Hall, and ensure that the playing field requirements are clearly stated in the plan.

## 14. CORRESPONDENCE TO NOTE

**Citizens Advice Bureau:** A letter of thanks was received from Braintree, Halstead and Witham CAB for the recent Parish Council donation.

## 16. REPRESENTATIVES AND WORKING GROUPS REPORTS

**High Speed Broadband:** Cllr Scrivens reported that the latest update on Superfast Essex predicts delivery of fibre broadband to the main areas of the Parish in the 2016 – 2019 phase of the project.

## 17. AGENDA ITEMS FOR NEXT MEETING

- Memorial Avenue of Trees, Sheepcot Rd
- Renovation options for Village Sign – consideration of quotations
- Location of Magna Carta 2015 display board

## 18. DATE OF NEXT MEETINGS:

Ordinary Parish Council	Monday 25 January 2016	7.45pm
Ordinary Parish Council	Monday 22 February 2016	7.45pm

The meeting closed at 9.45pm

SIGNED (CHAIRMAN)

DATE