



Parish of Castle Heddingham
 Claire Waters (Parish Clerk)
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MINUTES OF A MEETING OF CASTLE HEDDINGHAM PARISH COUNCIL, HELD ON MONDAY 8th APRIL 2024, 7.30PM AT CASTLE HEDDINGHAM CLUB

Present: Cllrs Deeks, Doe, Foulkes, Mowle, Smith, Westrop
In the Chair: Cllr Doe
Clerk: Claire Waters
Also present: 2 parishioners, 1 to item 5, 1 to close of meeting
 2 representatives of Colne Valley Railway
 Heddinghams Parish Magazine editor, from item 6 to close of meeting

1. APOLOGIES FOR ABSENCE

Apologies for absence were accepted from Cllr Allen, Cllr Dover & Cllr Southgate

1.1. ELECTION OF CHAIRMAN

RESOLVED: In the absence of Cllr Southgate, Cllr Doe was elected to chair the meeting

Proposed: Cllr Smith **Seconded:** Cllr Mowle Agreed unanimously

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary meeting of Monday 11th March 2024 were approved as a correct record and signed by the Chairman

Proposed: Cllr Deeks **Seconded:** Cllr Westrop Agreed unanimously

The minutes of the extra ordinary meeting of Monday 18th March 2024 were approved as a correct record and signed by the Chairman

Proposed: Cllr Deeks **Seconded:** Cllr Westrop Agreed unanimously

3. DECLARATIONS OF INTEREST

None

4. PUBLIC FORUM

20s Plenty. A resident outlined reasons why they did not agree with a 20mph speed limit for the whole village. They had responded to the 20s Plenty for Castle Heddingham survey at www.castleheddingham.org but wished to add comment and context. Concerns included people spending too much time looking at their speedometer, drivers who disregard existing speed limits ignoring a 20mph limit and costs to Essex Highways when money should be spent on existing repairs and maintenance. The Wheatsheaf corner was a concern and the resident suggested more warning signs and a limit of 10-15mph at this location.

Colne Valley Railway: Paul Lemon, Chairman of the CVR, gave the Parish Council an update.

- **A1017 pedestrian access:** The refusal of Essex Highways to progress an application for a pedestrian footway from Crouch Green to the railway alongside the A1017 was disappointing. Buses are no longer stopping near the railway so visitors by public transport are being forced to walk from Crouch Green along the grass verge. Essex Highways gave the cost of land purchase as the reason for the refusal to progress the footway application.

- **CVR development plans:** Proposals drafted out during 2023 for development of railway attractions to the rear of the site have had to be put on hold due to a change of heart from the current landowner. CVR have also been asked to clear storage facilities so apologise for any untidiness of the site when viewed from the road. This is hopefully temporary while other arrangements are made. It is not yet known what plans the landowner has for the site to the rear of the Colne Valley Railway.

Heddinghams Parish Magazine: Alison Lilley, magazine editor, arrived after item 6 and with the permission of the chairman gave a brief report on the magazine re-launch in April 2024. The relaunch was only made possible due to significant financial support from Sible Heddingham Parish Council. The local volunteer magazine distributors were thanked for their support. Thanks were also expressed to Cllr Southgate for finding two significant advertisers for the first issue. Regular advertisers are still needed to support the

magazine, please contact the editor a hedparmag@gmail.com . An error in the published bin collection calendars will be corrected for the May issue. In answer to a question from the clerk, it was confirmed that residents are welcome to submit their own photos for future front covers to hedparmag@gmail.com. Cllr Foulkes also suggested contacting the 6th form photography department at Hedingham School for submissions.

5. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting.

5.1. Annual Parish Assembly: This will be held at 7.00pm on Monday 20th May at Castle Hedingham Village Hall. This is not a formal Parish Council meeting, but an opportunity for residents to attend a more social event sharing news of the village and future plans. 4 village groups have booked display tables so far, with more to follow, and some village representatives will make short presentations on the evening. Snacks and soft drinks will be available and the bar will be open at Castle Hedingham Club next door from 7pm.

All residents are very welcome to come along.

5.2. St James's Fair Saturday July 27th 2024: A village event was confirmed at the Village Park on this date, which was traditionally the time of the old St James's Fair in Castle Hedingham. **Action:** The clerk will liaise with village groups and residents to confirm the date, with further plans to be published and presented at the Annual Parish Assembly on 20th May.

5.3. Village Park: Report from Village Park group on suitable play area project for a grant application.

Action: *Deferred to May meeting*

5.4. Rewilding New Park: update and arrangements for on-site meeting. Cllr Smith raised ongoing resident concerns about parking on the rewilding area. **Action:** meeting date to be organised by email between members of the rewilding group. Ideas for combatting parking issues to be on the agenda. The new rewilding project officer at the Essex Wildlife Trust has confirmed he will attend if he is available.

5.5. Commonwealth War Grave sign: Thanks were expressed to the Commonwealth War Grave Commission who had kindly rearranged their schedule to install the sign at the Sheepecot Road cemetery indicating the location of the war grave of Captain John Scantlebury Philp. It is most welcome to have this installed in advance of the service on Sunday 21st April at St Peters in Sible Hedingham, commemorating the 80th anniversary of the training accident at Gestingthorpe in April 1944 when Captain Philp and 5 other members of the Home Guard were killed.

5.6. Essex Village of the Year 2024: This has been relaunched by RCCE this year, with the addition of new Rural Community Awards for individual amenities, projects, and groups. An entry will be prepared for Castle Hedingham for Village of the Year, with details to be finalised in time for the Annual Parish Assembly on May 20th. Closing date for entries is 3rd June 2024.

6. HIGHWAYS & PUBLIC RIGHTS OF WAY

Update on Highways & Footpath issues and any new problems to report

6.1. 20's Plenty for Essex: A survey at www.castlehedingham.org had received 41 responses so far. An interim report had been sent to Councillors and the survey will remain available online for the time being. Contact is being made with parents at De Vere Primary School and Hedingham School to raise awareness, as lower speed limits improve the safety of active travel to both schools. It is accepted that there is a wide range of views on 20mph speed limits but the aim of the survey is to encourage people to think about the options. The Essex 20s Plenty group feels that the time is right to raise awareness in Essex, leading up to County Council elections next year and in advance of the public consultation on a new Essex County Council speed management strategy later in 2024. Cllr Tom Cunningham, Essex Cabinet Member for Highways, had sent an acknowledgement of the request from Castle Hedingham Parish Council for 20mph speed limits to be considered as part of the speed management strategy review.

6.2. Rosemary Lane: Recycled road planings have been delivered to the Philps farm at Kirby Hall by Essex PROW team. Thanks are noted to John Philp & family who have agreed to spread these along Byway 27 and Rosemary Lane to improve the road surface.

6.3. St James Street: Anglian Water plans for road closure on Sunday 21st April were discussed, in light of recent changes to the planned date. A pothole at St James Street is increasing in size. **Action:** Clerk to check this is reported on the Essex Highways Report it tool.

7. REPORTS

7.1. Police/PCSO/Neighbourhood Watch. Monthly Rural Essex police reports & weekly Neighbourhood Watch newsletters are on the website www.castlehedingham.org/community/neighbourhood-watch/
Car number plates discarded at Sheepcot Road have been reported to the local PC team.

7.2. Essex CC report – Cllr Schwier arrived just as the meeting closed, having attended 3 other parishes. Cllr Schwier’s Annual Report for 2023-24 is available at: <https://castlehedingham.org/latest-news/>.

7.3. Braintree DC reports – Cllrs Beavis and Taylor BDC arrived just as the meeting closed, having attended Sible Hedingham Parish Council meeting.

8. PLANNING

Applications received:

24/00567/HH New access and off-road parking

58 Nunnery Street CO9 3DP

Support the creation of off-road parking for a large vehicle, but concern to be expressed about heritage implications and loss of garden

Applications determined

24/00232/TPOCON Notice of intent to carry out works to trees in a Conservation Area: Holly (T1) -

Remove tree to a stump Sycamore (T2) - Remove tree to a stump

Castle Hedingham Tennis Club St James Street CO9 3EW

Application PERMITTED

9. FINANCE

9.1. The monthly payments were approved for authorisation by two Councillors. The monthly bank reconciliation was checked and signed by Cllr Deeks – see *Appendix 1: Financial Report*

Proposed: Cllr Foulkes

Seconded: Cllr Smith

Agreed unanimously

9.2. The year end bank reconciliation and financial reports had been sent to Councillors and were noted. All financial reports, the Annual Governance statement and the Annual Accounting statement will be ready for formal approval at the Annual Parish Council meeting on May 13th and will be made available on the website at www.castlehedingham.org. The internal audit with Miss Ann Wood has been booked for the end of April. The deadline for submission of the Annual Return to the external auditor is 30th June 2024. Cllr Doe noted it was pleasing to see that the Parish Council had come in under budget overall at year end. She asked if this surplus could be carried forward to support grant applications in the 2024-2025 financial year.

9.3. Grant applications: Two enquiries about Parish Council grants had been received by the clerk but arrived too late for the April meeting agenda. Castle Hedingham Parish Council has a Grant Awarding Policy which is published on the website. *Agenda item for May meeting*

10. PUBLIC TOILETS

10.1. RESOLVED BDC Service Level Agreement: Decision ratified to sign the agreement for the next 5-year period to 2029, this was due by March 31st 2024. The terms of the agreement remain unchanged

Proposed: Cllr Deeks

Seconded: Cllr Foulkes

Agreed unanimously

10.2. Door replacement: Quotes for repair work to Public Toilets baby change door and maintenance cupboard door had been requested but not yet received

11. CASTLE HEDINGHAM CLUB & VILLAGE HALL

Quotes to address damp at front and rear flat roof of Social Club and rear flat roof of Hall had been requested but not yet received. Cllr Southgate is meeting another roofing contractor at the Memorial Hall on Saturday 13th April to discuss requirements for a quote.

12. COMMUNITY ALLOTMENT

12.1. A grant fund report had been submitted to BDC for the year 1 Levelling Up Community Garden funding, by the deadline of 31st March. Two additional raised beds and increased height of two existing raised beds are due to be created during the week beginning 8th April.

12.2. Councillors approved the final location for a bike rack at the Village Park, following discussions at the March meeting. This will be fixed to paving slabs at the rear of the Public Toilet block.

13. CASTLE HEDINGHAM CEMETERY

13.1. A report from the Burial Board meeting at the Cemetery on Monday 18th March had been circulated to all Councillors. A Cemetery fees review will be an agenda item for a future meeting

13.2. To approve in principle a permanent memorial for the baby/infants area of the Old Cemetery. This was used for a number of years between 1883 (when the cemetery was first used) and around 1930. There were no immediate objections but Councillors will consider this carefully, for decision at a future meeting.

14. CORRESPONDENCE TO NOTE – None**15. AGENDA ITEMS FOR NEXT MEETING**

- **Annual Meeting:** Election of Chairman for 2024-2025
- **AGAR:** Approval of Annual Governance and Accounting Statements for external audit
- **Grant applications:** to consider applications received
- **Village Park:** Report from Village Park group on suitable project for grant application
- **Rewilding New Park:** report from on-site meeting

16. NEXT MEETINGS:

Monday 13th May 2024	7.30pm	Annual Parish Council	Castle Hedingham Club
Monday 20th May 2024	7.30pm	ANNUAL PARISH ASSEMBLY	Village Hall

The meeting closed at 8.37pm

SIGNED (CHAIRMAN)

DATE

Appendix 1: Financial Report**PAYMENTS AND RECEIPTS FOR AUTHORISATION APRIL 2024**

Apr-24	Payments in Month	Details	Amount
	Npower	Electricity Street lights	£0.00
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
B/P	BDC	Rates, Pump House	£6.68
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses Mar 11th - Apr 8th	£21.39
B/P	CH Club	March extra meeting	£20.00
B/P	CH Club	April meeting	£20.00
B/P	Darkins	Village Maintenance & Toilets	£39.98
B/P	EALC	Affiliation Fee EALC/NALC	£380.17
B/P	Dean Manning	Memorial Bench Bird	£650.00
B/P	Silvertons	Play sand x 2 bulk bags	£204.00
B/P	P M Smith	P60s & year end	£31.20
B/P	P M Smith	Payroll Oct Nov Dec 2023	£57.60
B/P	P M Smith	Payroll Jan Feb Mar 2024	£57.60
B/P	M D Landscapes	Grass cutting March	£1,202.40
TOTAL in month			£2,767.34

Apr-24	Receipts in Month	Details	Amount
08-Apr	Epson	Cash back printer promotion	£100.00
TOTAL in month			£100.00

Accounts balances at 8th April 2024

		Interest 2024-25
Unity Trust Current account	£11,930.30	N/A
Unity Trust Deposit account	£10,861.52	£0.00
Cambridge & Counties 95 day	£36,075.53	£0.00
TOTAL RESERVES	£58,867.35	
Of which:		
Historic Village Centre infrastructure reserve	£18,370.40	
Community Projects reserve	£8,500.00	
Public Toilet reserve	£5,000.00	
Community Allotment grant BDC	£4,498.20	
Community Allotment donation Parochial Charities	£1,000.00	
GENERAL RESERVE (50% of precept is advised)	£21,498.75	
S106 funding remaining at BDC (until 31.5.2030)	£2,623.21	

RECONCILED PAYMENTS AND RECEIPTS MARCH 2024

Mar-24	Payments in Month	Details	Amount
	Npower	Electricity Street lights	£0.00
DD	Octopus Energy	Electricity Toilets	£19.40
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	Peoples Partnership	Peoples Pension	£133.96
DD	Wave	Water Toilets	£79.43
DD	Wave	Water Cemetery	£16.39
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses Feb 12th -Mar 11th	£26.67
B/P	E C Waters	Public Toilet Mop heads, cloths etc.	£44.65
B/P	Staff	Salaries	£2,219.68
B/P	HMRC	Tax/NI February month 11	£205.83
B/P	Tony Devenish	Petrol for power tools	£20.01
B/P	CH Club	March meeting	£20.00
B/P	Cllr G Southgate	Chairman expenses Public Inquiry	£23.90
B/P	Printerland.co.uk	Office Printer	£718.80
B/P	Heddinghams Parish Mag	Community Allotment full page	£45.00
B/P	EC Waters: Christow	Community Allotment polytunnel	£57.97
DD	ICO	Annual fee	£35.00
	Unity Trust	Service Charge	£18.00
TOTAL in month			£3,761.01

Mar-24	Receipts in Month	Details	Amount
11-Mar	Harvey Darke	Inscription Grave plot 220	£79.00
25-Mar	Daniel Robinson	Interment grave 157	£440.00
28-Mar	Harvey Darke	Memorial ashes 57	£136.00
TOTAL in month			£655.00