



Parish of Castle Heddingham
Mrs Claire Waters (Parish Clerk)
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**MINUTES OF A MEETING OF CASTLE HEDDINGHAM PARISH COUNCIL,
 HELD ON MONDAY 14th AUGUST 2023, 7.30PM AT CASTLE HEDDINGHAM CLUB**

Present: Cllrs Allen, Deeks, Doe, Dover, Foulkes, Smith, Southgate, Westrop.
In the Chair: Cllr Southgate
Clerk: Claire Waters
Also present: Cllr W Taylor, BDC between items 10 & 11
 Mr Brian Day & Mr Andrew Stevenson for item 5.1
 Seven parishioners – six left the meeting after item 5

1. APOLOGIES FOR ABSENCE

None

1.1. The resignation of Cllr Peter Bayes due to his move away from the village was noted with regret. A notice of Casual Vacancy is published on village noticeboards and the website www.castlehedingham.org

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of Monday 10th July 2023 were approved as a correct record and signed by the Chairman

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

3. DECLARATIONS OF INTEREST

Cllr Doe declared an interest in a planning application at item 9

4. COUNCILLORS, WORKING GROUPS AND REPRESENTATIVES

4.1. Cllr Andy Deeks volunteered to take the role of Village Hall Management Committee representative following the resignation of Cllr Peter Bayes. His roles on the Planning Group and as Tree Warden will be filled following the appointment of a new Parish Councillor

5. PUBLIC FORUM

Mr Brian Day, the new owner of the GP surgery building at 10 Falcon Square, and Mr Andrew Stevenson the architect presented plans for the future of the building once it is vacated by the medical practice. They were thanked by Councillors and residents for their courtesy in taking the time to inform the Parish Council meeting. Mr Day & Mr Stevenson spent further time with residents to talk through the plans while the Parish Council meeting continued at item 6.

6. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting

6.1. New Park rewilding area: A meeting date of 31st August has been arranged with the Essex Wildlife Trust and BDC officers to review progress and plan for future management of the site.

6.2. Pizza van at Club: Permission was reviewed after 4 fortnightly sessions which ended on 8th August 2023. With no complaints and the area left tidy it was agreed that permission should continue. Any new catering van operator will be asked to provide copies of current insurance to the Parish Council

6.3. Heddinghams Parish Magazine: A meeting with Sible Heddingham Parish Council Events and Communications sub-committee to discuss the future of the Parish Magazine will take place on 17th August. Cllr Southgate and the clerk will attend. *Agenda item for September meeting*

7. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

7.1. Bayley Street Give Way sign: This has been replaced by Essex Highways

7.2. Footpaths 26 & 38 New Park/Pottery Lane/Sheepcot Rd: A letter to residents neighbouring the footpaths was approved to be sent requesting trees/vegetation are checked and cut back if necessary

7.3. Footpath 15 Station Road: A resident complaint about the footpath alongside the old timberyard was noted. Access with a mower by Village Maintenance is unsafe due to the poor surface by the woodyard. Fallen trees and the poor surface by the ditch have been reported again to Essex Public Rights of Way and action has been scheduled to attend to the trees, Essex Highways - Public Rights of Way - Enquiry 2862153

7.4. ECC member pothole scheme: Cllr Doe asked if there was any news on the pothole repair at St James Street. The clerk confirmed this was on the priority potholes list submitted to Cllr Peter Schwier for repair: Rosemary Lane (x 2), St James Street by tennis court, Queen Street by drain and Nunnery Street bridge

8. REPORTS

8.1. Police/PCSO/Neighbourhood Watch. No reply has been received to a letter sent by the Parish Council Chairman to Chief Inspector Martin Richards requesting an update on reports of recent criminal activity in the village. **Action:** The clerk will chase up and contact the Police and Crime Commissioner

8.2. Essex CC report – Cllr Peter Schwier apologised for absence due to a conflicting meeting at BDC, and referred Councillors to his emails for a report.

8.3. Braintree DC reports - Cllrs J Beavis & W Taylor BDC apologised for absence due to a Sible Hedingham Parish Council meeting. They will send a written report. A change of meeting day in order not to conflict with Sible Hedingham Parish Council meetings was discussed, but is difficult for Castle Hedingham PC due to meeting room availability and Parish Magazine copy deadlines. This will be raised with Sible Hedingham Parish Council to ask if they are able to change their meeting day.

9. PLANNING

Applications received:

Cllr Doe declared an interest as a neighbour of the property and did not comment on 23/01578/HH

23/01578/HH 1 half storey rear extension, Insertion of 3no windows and new first floor partitions. Replace concrete render to external walls with lime based render

14 St James Street CO9 3EN

No objections

23/01765/HH Proposed two storey side extension over existing single storey garage, proposed new porch, proposed hardstanding to front garden

19 Park Vale Close CO9 3DS

No objections

23/01944/TPOCON Notice of intent to carry out works to trees in a Conservation Area: Trees 1&2 - Silver Birch Lightly prune/shape boundary overhangs. 1 meter removed Tree 3 Cherry Remove overhanging cherry tree branch to boundary line Tree 3 Bay tree/hedge to face back to boundary line Tree 4 Yew hedge to face back to boundary line Tree 5 Dawn redwood - to remove the lower 2 branches by 1.2 meters that rest on garage roof Tree 6 Acer - to lightly hand prune/shape the crown

Lakeview Pottery Lane CO9 3EU

No objections

23/01892/AGR Application for prior notification of agricultural or forestry development- Steel Portal frame lean-to on the side of an existing grain store

Little Lodge Farm Sudbury Road CO9 3AG

Information only, no comment required

Applications determined

23/01511/TPOCON Notice of intent to carry out works to trees in a Conservation Area: 1 x Sycamore - 1.5-2m Crown Reduction

Nestledown Pottery Lane CO9 3EU

Application PERMITTED

23/01393/TPOCON Notice of intent to carry out works to trees in a Conservation Area: SG1 Mixed species shrubs - Remove SG2 Mixed species shrubs – Remove

13 Bayley Street CO9 3DQ

Application PERMITTED

23/01213/TPOCON Notice of intent to carry out works to trees in a Conservation Area:- Poplar (T1)

Pollard the tree to a height between 9-12 metres

10 Crown Street CO9 3DB

Application PERMITTED

10. FINANCE

10.1. The monthly payments were approved for authorisation by two Councillors. The July bank reconciliation was checked and signed by Cllr Deeks – *Appendix 1: Finance item 10*

Proposed: Cllr Foulkes

Seconded: Cllr Smith

Agreed unanimously

10.2. Street Lights energy supply, New Park: Options for energy supply to the 4 street lights were considered. These are the only street lights in the parish which are the responsibility of the Parish Council. The current supplier Npower (& sister company Eon) are not prepared to renew the contract as it is too small. The only company who will quote for a small unmetered supply (UMS) contract is SSE, who have quoted a 135% increase over last year's cost, on a three-year contract. This is a £67.49 monthly standing charge, plus a charge per kWh of 22.7-22.9pence. The current Npower charge is 38.8p per kWh with no standing charge, but this will increase to a maximum rate when the contract is terminated. Help has been requested from Essex County Council, specialist brokers and Ofgem but the situation remains unresolved. Initial investigations into solar powered lights indicate these may not be fixable to the existing lamp posts and are unlikely to be effective.

RESOLVED: Since there is no legal requirement to provide street lighting, the electricity supply to the lights will be terminated for the time being. The Parish Council will continue trying to find a solution. New Park residents will be informed by letter and the situation will be kept under review. Electrical and structural safety of the lampposts will be checked periodically.

Proposed: Cllr Dover

Seconded: Cllr Deeks

Agreed unanimously

10.3. Street lights maintenance, New Park: In connection with item 10.2, it was noted that the monthly maintenance contract with A&J Lighting for the New Park street lights was due for renewal in August for the next 5-year term, with no price increase over the previous 5-year contract. A&J Lighting have kindly agreed for the contract to be frozen while the Parish Council researches energy supply options

11. PARKING IN VILLAGE CENTRE

11.1. Damage to and removal of "Please do not park on the grass verge" signs at St James Street was noted. This is costing Village Maintenance time in repairing and replacing the signs, and will be monitored. Other anti-social behaviour at this location may be linked, including broken glass at the tennis courts

11.2. A report from the working group monitoring village centre parking congestion was considered, including possible short term and longer term actions to help ease the problem

Action: Look into BDC planning conditions relating to surgery parking

Action: Write a letter to village businesses to follow up recent phone calls made by the clerk

Action: Look into car sharing and cycling schemes which may be relevant

Action: Check legal situation regarding parking at St James Street opposite the junction with Bayley Street

12. VILLAGE MAINTENANCE

12.1. The clerk reported that applications have been received for both the Village Maintenance and Public Toilets operative roles. All applications will be forwarded together to the staff management group once the application deadline of Friday 18th August has passed. Interviews will be held with the clerk and members of the staff management group, dates to be confirmed. *Agenda item for September meeting*

13. ANGLIAN WATER RIVER POSITIVE SCHEME

13.1. Nunnery Street pumping station: An application to the River Positive scheme with a river and pumping station condition report with additional information provided by Cllr Andy Smith was approved

Proposed: Cllr Smith

Seconded: Cllr Doe

Agreed unanimously

13.2. New Park rewilding area: The Anglian Water response to the River Positive application to reinstate the spring at New Park will be followed up alongside the Nunnery Street river application

14. COMMUNITY ALLOTMENT

14.1. Progress report on £5,000 UK Shared Prosperity Fund grant spending: Further grant spending planned includes signs at the allotment and wildlife camera. Seating is also being considered, along with raising the height of a couple of the raised beds to assist volunteers who are less able to bend.

14.2. A meeting of Community Allotment leaders with the Village Park group will be arranged to decide on wording and design of allotment signs, and agree improved communication with residents about how the community allotment works. Produce harvested is available free (donations optional) from the Village Shop

15. CORRESPONDENCE TO NOTE

- **RCCE Village Hall Conference.** To be held on Saturday 23rd September 2023 at East Hanningfield
- **Colne Valley Railway 50th Anniversary Open Day:** Saturday 9 September: 10:00 - 16:00, last entry at 15:00. Brewster Centre, Colne Valley Railway Colne Valley Railway, Yeldham Road, CO9 3DZ
- **Community360 & Braintree District Council:** Residents of Castle Hedingham are invited to share their views at a Community Reference Group, looking at social isolation in rural communities and how problems might be solved. A meeting was held at Sible Hedingham Village Hall, Parkfields, CO9 3NJ on Tuesday 15th August 1-3.30pm. Contact Community360 on 01376 550507 for further information

16. AGENDA ITEMS FOR NEXT MEETING

- Hedinghams Parish Magazine
- Village Maintenance & Public Toilets recruitment

17. NEXT MEETINGS:

Monday 11th September 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 9th October 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 13th November 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
NO MEETING IN DECEMBER			

The meeting closed at 9.15pm

SIGNED (CHAIRMAN)

DATE

Appendix 1: Finance item 10**PAYMENTS AND RECEIPTS FOR AUTHORISATION AUGUST 2023**

Aug-23	Payments in Month	Details	Amount
DD	Npower	Electricity New Park	£38.01
DD	Octopus Energy	Electricity Toilets	£19.33
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	Peoples Partnership	Peoples Pension	£77.81
B/P	BDC	Rates Pump House	£5.00
B/P	M D Landscapes	Grass Cutting July	£1,202.40
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses July 10th to August 14th	£20.42
B/P	CH Club	August meeting	£20.00
B/P	Staff	Salaries	£1,751.16
B/P	HMRC	Tax/NI July month 4	£384.80
B/P	Rentokil Initial	Sanitary Disposal	£16.55
B/P	RCCE	Annual Membership	£72.60
TOTAL in month			£3,695.80

Aug-23	Receipts in Month	Details	Amount
01-Aug	Harvey Darke	Purchase & Interment Ashes 61	£385.00
TOTAL in month			£385.00

Accounts balances at 14th August 2023

		Interest 2023-24
Unity Trust Current account	£12,708.79	N/A
Unity Trust Deposit account	£10,641.03	£59.59
Cambridge & Counties 95 day	£36,075.53	£810.75
TOTAL RESERVES	£59,425.35	
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	£2,324.49	
GENERAL RESERVE (50% of precept is advised)	£25,230.46	

RECONCILED PAYMENTS AND RECEIPTS JULY 2023

Jul-23	Payments in Month	Details	Amount
DD	Npower	Electricity New Park	£37.22
DD	Octopus Energy	Electricity Toilets	£40.67
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	Peoples Partnership	Peoples Pension	£77.81
B/P	BDC	Rates Pump House	£5.00
B/P	M D Landscapes	Grass Cutting June	£601.20
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses June 12th to July 10th	£20.42
B/P	CH Club	July meeting	£20.00
B/P	Staff	Salaries	£1,621.81
B/P	HMRC	Tax/NI June month 3	£151.60
B/P	Clerk: Amazon payment	Rainwater Butts, Community allotment	£72.99
B/P	Darkins	Village Maintenance & Community Allotment	£77.44
B/P	P M Smith	Payroll April-June	£57.60
B/P	EALC	New Councillor training AS BF AD	£684.00
B/P	Martin Harrington	Memorial Hall wall rebuild	£220.00
B/P	Ann Wood	Internal Audit 2022-23	£140.00
B/P	Leeway Developments	Community Allotment shed/guttering	£1,317.60
TOTAL in month			£5,233.08

Jul-23	Receipts in Month	Details	Amount
04-Jul	Harvey Darke	Interment Ashes 46	£136.00
12-Jul	Harvey Darke	Purchase & Interment Ashes 35	£385.00
17-Jul	F Ranson	Memorial tree Ranson	£222.20
21-Jul	Halstead Memorials	Memorial ashes 35	£136.00
TOTAL in month			£879.20