



## Castle Hedingham Parish Council

Claire Waters (Parish Clerk)

Tel: 07845 056597

email: [castlehedinghamparishclerk@gmail.com](mailto:castlehedinghamparishclerk@gmail.com)

### MINUTES OF A MEETING OF CASTLE HEDINGHAM PARISH COUNCIL, HELD ON MONDAY 12<sup>th</sup> AUGUST 2024, 7.30PM AT CASTLE HEDINGHAM CLUB

**Present:** Cllrs Allen, Deeks, Doe, Dover, Mowle, Smith, Southgate, Westrop

**In the Chair:** Cllr Southgate

**Clerk:** Claire Waters

**Also present:** Cllr Peter Schwier ECC during item 8

#### 1. APOLOGIES FOR ABSENCE

Cllr Foulkes apologised for absence

#### 2. MINUTES OF THE PREVIOUS MEETING

The minutes of the Ordinary Meeting on 8<sup>th</sup> July 2024 were approved as a correct record and signed by the Chairman

**Proposed:** Cllr Doe

**Seconded:** Cllr Deeks

Agreed unanimously

#### 3. DECLARATIONS OF INTEREST

Cllr Westrop declared an interest in 2 sites discussed at item 8.1 due to family land ownership

#### 4. PUBLIC FORUM

None

#### 5. PROGRESS CHECK

**5.1 St James Fair at the Village Park:** Thank you to everyone who supported and helped to make this a happy and successful afternoon.

**RESOLVED:** to make this an annual event, in co-operation with other village groups and organisations. St James Fair 2025 will be held at the village park on Saturday 26<sup>th</sup> July 2025.

**Proposed:** Cllr Dover

**Seconded:** Cllr Smith

Agreed unanimously

Cllrs Doe, Dover and Smith will support the clerk and village maintenance staff in organising the fair.

**5.2 Dog waste bag dispensers:** A sample dog waste bag dispenser and a quote for 10 dispensers at £85 including delivery were provided to Councillors

**RESOLVED:** To approve a BDC Councillors grant application for 10 dispensers for key points around the village centre and footpaths, together with a supply of compostable dog waste bags.

**5.3 Memorial Hall wall:** Damage to the wall adjoining Ruffles Yard has been noted and the driver of the vehicle is in contact with the Parish Council. Action is being taken to repair the wall, with options being considered to reduce the height to make it less susceptible to vehicle damage in future.

#### 6. HIGHWAYS & PUBLIC RIGHTS OF WAY

**6.1 FP 24 Rushley Green:** Bridge repair Essex Highways ref. no 2928424 – work is in progress.

**6.2 FP25 Scotch Pasture: RESOLVED:** To accept the offer of a Service Level Agreement from Essex County Council for the Parish Council to cut this footpath in future years. This is payment to the Parish Council of 15p per metre for mowing, making a total of £46.96 per cut.

**Proposed:** Cllr Southgate

**Seconded:** Cllr Mowle

Agreed unanimously

**6.3 Overgrown trees Sheepcot Rd:** Essex Highways ref: 2930496. Landowners are being contacted by ECC. Cllrs Southgate and Allen reported difficulty avoiding oncoming traffic. Cllr Doe reported possible tree inspection activity last week. **Action:** Clerk to request Cllr Schwier chase this with Essex Highways.

**6.4 Tree root damage to footway, Sudbury Hill:** At the request of a resident of New Park, a trip hazard caused by a tree root raising the surface of the footway has been reported to Essex Highways ref: 2933067

## 7. REPORTS

**7.1 Police/PCSO/Neighbourhood Watch.** Graffiti at the Village Park. Police interviewed one suspect but have now closed the case with no charges.

**7.2 Essex CC report:** Cllr Schwier arrived and reported before item 8.1. He then left the meeting.

- Park & Ride to Broomfield Hospital: This has been reinstated
- Essex Transport Strategy consultation: This ends 22<sup>nd</sup> September (*agenda item for September meeting*)
- Food waste recycling: ECC set a target of 10% which has now been exceeded with a 20% success rate. A YouTube video on food recycling has received over 610,000 views.
- Love Essex: The website has been updated and received over 2.5 million visits last year
- Highways update: Verge cutting is underway across the county in response to exceptional growth. Verge cutting in Braintree district is carried out under licence by Braintree District Council
- Flood resilience grants are still available to householders from Essex County Council

Cllr Allen raised a question about clearance of drains, cleaning and maintenance of road signs and general appearance of the Highway network. Cllr Schwier agreed that certain routine maintenance jobs were suffering from budgetary constraints but that the drains should be jetted annually. He also stressed the importance of landowners maintaining the hedges and trees where their properties adjoin the highway.

**7.3 Braintree DC reports:** None

## 8. PLANNING

*Application received: Decision ratified*

**24/01419/VAR** Application for variation of conditions 2 and 3 of planning permission 23/00276/HH for the erection of detached cartlodge. Variation would allow a change in roof materials due to solar panels.

Rosemary Barn Rushley Green CO9 3AJ

*Comment submitted 7<sup>th</sup> August: No objections*

*Applications received:*

**24/01473/FUL** Continued use of land and the stationing of a static caravan for occupation by site manager.

Barrells Meadow Kirby Hall Road CO9 3EA

*No objections*

**24/01548/LBC & 24/01547/FUL** Proposed change of use from commercial (E(c)(ii) to 1 No. dwellinghouse (C3) including internal alterations & repairs to first floor windows

3 King Street CO9 3ER

*No objections-*

*note that while a loss of business premises is regretted, it is accepted that the owner has made consistent attempts to let the office space and the loss is less damaging to the village than losing retail or hospitality.*

*Applications determined*

**24/01190/FUL** Retention of 4No. Air-conditioning units on side elevation of barn

Workshop On Land South Of Rosemary Farm Rosemary Lane

*Application PERMITTED*

### 8.1 BRAINTREE DISTRICT COUNCIL LOCAL PLAN REVIEW

*Cllr Westrop left the meeting for all discussion of sites CASH2072 and CASH2075*

To decide on a response to Castle Hedingham Call for Sites submitted in the parish. The parish map showing sites submitted and a list of sites is online at [www.castlehedingham.org](http://www.castlehedingham.org). Each site was considered individually and the response to Planning Policy will be published on the Parish Council website. As a third tier settlement in the Spatial Strategy (Braintree District Local Plan 2022), Castle Hedingham lacks many facilities to meet day to day needs and is not considered to meet the tests for sustainable development. Castle Hedingham is on the agenda for the BDC Local Plan Sub Committee meeting on 2nd September.

## 9. FINANCE

**9.1** The monthly payments were approved for authorisation and monthly bank reconciliations checked and signed by Cllr Deeks

**Proposed:** Cllr Smith

**Seconded:** Cllr Doe

Agreed unanimously

**9.2 AGAR Conclusion of Audit:** The External Auditor report was noted, including the “Except for” opinion on the Financial & Reputational Risk Register which was not formally reviewed during the 2023-24 year.

**Action:** Review of this Risk Register will be added to the May Annual Meeting agenda every year in future.

**9.3 Website accessibility and security:** Following website accessibility training attended by the clerk, a report had been prepared for Councillors regarding website and email cybersecurity and compliance with the new legal WCAG 2.2 AA requirements from October 2024. 3 quotes from specialist Parish Council website providers were considered. A £100 government grant is open to Parish Councils until October 2024. Up to now, the Parish Council has been using free gmail addresses, a free website platform which does not comply with WCAG 2.2 AA and an old version of Microsoft Office which will no longer be supported.

**RESOLVED:** To commission a .gov.uk website and email addresses for Councillors & clerk from Eyelid Productions & Cloud Next. To purchase a Microsoft 365 Business subscription for the clerk account. This will enable online file sharing of documents with Councillors.

**Proposed:** Cllr Southgate

**Seconded:** Cllr Westrop

Agreed unanimously

## 10. PUBLIC TOILETS

**10.1 Door replacement: RESOLVED:** To accept a quote received for replacement of baby change & maintenance cupboard doors. This is the only quote received but the cost was considered reasonable.

**Proposed:** Cllr Smith

**Seconded:** Cllr Doe

Agreed unanimously

## 11. ELECTRIC VEHICLE CHARGE POINTS AT MEMORIAL HALL CAR PARK

**RESOLVED:** To consider further an offer from Essex County Council to organise two EV charging points for rent at the car park, including requesting a site visit to assess feasibility. No final decision will be taken without assessing the need for and practicality of this proposal.

**Proposed:** Cllr Southgate

**Seconded:** Cllr Mowle

Agreed unanimously

## 12. VILLAGE PARK & COMMUNITY ALLOTMENT

**12.1 Community Allotment:** Cllr Deeks gave a brief report including a very successful stall at St James Fair.

**Action:** Meeting to be organised with Community Allotment leaders to prioritise next actions.

**12.2 S106 Funding: Action:** Village Park group meeting to consider use of the remaining £2,623.21 S106 funding for actions on the current Open Spaces Action Plan

## 13. REWILDING AREA, NEW PARK

Cllr Dover had sourced chestnut logs to install posts along the boundary to prevent parking on the grass area - these will be installed shortly. Cllr Southgate proposed investigating the option of double red lines to prevent parking on that side of the road and the footpath – these would be the same as near the Co-op in Sible Hedingham and are the only option for a parking restriction that can be patrolled with CCTV and automatically enforced by the North Essex Parking Partnership. *Agenda item for September meeting*

## CORRESPONDENCE TO NOTE:

- **ECC Passenger Transport:** Notes from July meeting and link to <https://www.travelessex.co.uk/>
- **Essex Transport Strategy:** Public consultation at <https://consultations.essex.gov.uk/essex-highways/essex-transport-strategy/> - closes September 22<sup>nd</sup> 2024. *Agenda items for September meeting*

## 14. AGENDA ITEMS FOR NEXT MEETING

- **Cemetery fees review:** Burial Board to report back to full Council at the September meeting.
- **VE Day 2025:** Initial consideration of plans for celebration of the end of WWII in May 2025

## 15. NEXT MEETING

Monday 9th September 2024	7.30pm	Ordinary Parish Council	Castle Hedingham Club
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The meeting closed at 9.23pm

SIGNED (CHAIRMAN)

DATE

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

<b>Aug-24</b>	<b>Payments in Month</b>	<b>Details</b>	<b>Amount</b>
	Npower	Electricity Street lights	£0.00
DD	Octopus Energy	Electricity Toilets	£0.00
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses July 8th - Aug 12th	£41.64
B/P	CH Club	August meeting	£20.00
B/P	BDC	Rates, Pump House	£5.00
B/P	BDC	Bins St James Fair	£54.76
B/P	Tea Club	Games donation St James Fair	£10.50
B/P	P M Smith	Payroll	£57.60
B/P	James Clark	Hall & Club Roof prepayment	£1,200.00
B/P	James Clark	Hall & Club Roof balance	£3,182.22
B/P	PKF Littlejohn	External Audit	£378.00
B/P	Darkins	Village Maintenance	£50.35
B/P	M D Landscapes	Grass cutting July	£1,202.40
<b>TOTAL in month</b>			<b>£6,277.47</b>

<b>Aug-24</b>	<b>Receipts in Month</b>	<b>Details</b>	<b>Amount</b>
06-Aug	Daniel Robinson	Memorial Ashes 33	£136.00
<b>TOTAL in month</b>			<b>£136.00</b>

**Accounts balances at 12th August 2024****Interest  
2024-25**

Unity Trust Current account	£10,158.97	N/A
Unity Trust Deposit account 2.75%	£13,972.91	£111.39
Cambridge & Counties 95 day notice 4.50%	£37,626.53	£1,551.00

**TOTAL RESERVES** £61,758.41

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	£1,874.03
Community Allotment donation Parochial Charities	£0.00

**GENERAL RESERVE** (50% of precept is advised) £28,013.98

S106 funding remaining at BDC (until 31.5.2030) £2,623.21

## RECONCILED PAYMENTS AND RECEIPTS JULY 2024

Jul-24	Payments in Month	Details	Amount
	Npower	Electricity Street lights	£0.00
DD	Octopus Energy	Electricity Toilets	£0.00
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	Peoples Partnership	Peoples Pension	£236.88
DD	Wave	Water Cemetery	£19.27
DD	Wave	Water Toilets	£111.24
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses June 10th - July 8th	£19.09
B/P	Staff	Salaries	£1,895.75
B/P	HMRC	Tax/NI June month 3	£204.84
B/P	CH Club	July meeting	£20.00
B/P	BDC	Rates, Pump House	£5.00
B/P	Hedingham Parish Mag	Community Allotment	£90.00
B/P	Clerk expenses: Tinyo Ltd	Community Allotment Donation boxes	£24.49
B/P	Community Heartbeat	Defibrillator Pads	£194.34
B/P	Darkins	Community Allotment tools	£240.95
B/P	M D Landscapes	Grass cutting June	£1,202.40
B/P	Ernest Doe Sudbury	Community Allotment equipment	£295.00
B/P	EALC	Website accessibility CW	£60.00
B/P	RCCE	Annual Membership	£59.70
B/P	Tony Devenish	Petrol for mower	£25.92
B/P	Tony Devenish	Mileage to Witham 3rd July	£12.40
<b>TOTAL in month</b>			<b>£4,793.59</b>

Jul-24	Receipts in Month	Details	Amount
09-Jul	Harvey Darke	Purchase & interment Ashes 63	£385.00
22-Jul	ECC	Grass Cutting grant	£230.87
<b>TOTAL in month</b>			<b>£615.87</b>