



**Parish of Castle Hedingham**  
**Mrs Claire Waters (Parish Clerk)**  
**25 Bayley Street, Castle Hedingham, Essex CO9 3DG**  
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**MINUTES OF A MEETING OF CASTLE HEDINGHAM PARISH COUNCIL,  
HELD ON MONDAY 9th JANUARY 2023, 7.00PM AT CASTLE HEDINGHAM CLUB**

**Present:** Cllrs Doe, Dover, Gransden, Smith, Southgate, Toocaram, Veater, Westrop.  
**In the Chair:** Cllr Southgate  
**Clerk:** Claire Waters  
**Also Present:** Cllr P Schwier ECC from item 10 to 11, Cllr H Johnson BDC to item 11,  
3 members of the public

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Jordan.

### **2. COUNCILLOR CO-OPTION**

**RESOLVED:** Mr Andy Smith as the only applicant was co-opted to fill the vacant Parish Councillor seat and signed a Declaration of Acceptance of Office

**Proposed:** Cllr Toocaram                      **Seconded:** Cllr Doe    Agreed unanimously

### **3. POLICIES REVIEW**

**3.1.** The Civility and Respect Pledge adopted in November 2022 was signed by the Chairman

**3.2. RESOLVED:** The Equality and Diversity Policy was adopted and signed by the Chairman

**Proposed:** Cllr Doe                                      **Seconded:** Cllr Dover    Agreed unanimously

**3.3. RESOLVED:** The Dignity at Work Policy was adopted and signed by the Chairman

**Proposed:** Cllr Gransden                              **Seconded:** Cllr Veater    Agreed unanimously

### **4. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of 14th November 2022 were approved as a correct record and signed by the Chairman

**Proposed:** Cllr Toocaram                              **Seconded:** Cllr Dover    Agreed unanimously

**5. DECLARATIONS OF INTEREST** – Cllr Gransden declared an interest in a planning application at item 10 as a near neighbour.

### **6. PUBLIC FORUM**

2 residents informed the Parish Council of their objections to planning application 22/03132/FUL Land adjacent 13 Bayley Street. It was requested that due to various issues with the site including access and proximity to Hedingham Castle entrance, it would be welcomed if Braintree District Council could make a final decision to not permit any development at the location.

A pothole outside the old Police Station at Queen Street was also reported by a resident.

### **7. PROGRESS CHECK**

Village maintenance issues and update on actions from last meeting

**7.1. Rewilding New Park:** Cllrs Veater and Dover will represent the Parish Council at a meeting with the Essex Wildlife Trust, date to be confirmed. Local residents will be informed and encouraged to take part.

**7.2. Community Allotment:** A meeting of the Village Park group was proposed for Tuesday 17<sup>th</sup> January at 4.30pm to plan an invitation for allotment participants and further funding opportunities

**7.3. Platinum Jubilee Oak:** This has been planted in the Village Park. The Village Park group will consider fencing to protect the tree. A dedication ceremony was suggested for Coronation weekend in May 2023

**7.4. Winter Resilience Bags:** The clerk reported that with the help of Jayne Laken of United in Kind, 20 residents of the village had been given bags provided by Community 360 at the end of December. These had been well received and included various items to help residents keep warm together with additional food items donated by the Village Shop.

**7.5. Heddinghams Parish Magazine:** It was noted with regret that due to increased costs, publication is postponed from February 2023 while options are being considered. *Agenda item for February meeting*

## **8. HIGHWAYS & PUBLIC RIGHTS OF WAY**

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

**8.1. PROW (Public Rights of Way) and Parish Paths Partnership:** Bridge repairs were carried out in December by the Essex Highways PROW officer and Friends of the Flitch Way volunteers at Footpaths 29 & 19. The clerk reported an update from the PROW officer that a longer bridge is being considered for FP29 as the water level is so high and touching the new bridge. New footpath waymarker discs are stored by Village Maintenance and available on request by contacting the clerk.

**8.2. Drainage issues:** A report of all Castle Heddingham drain issues in September 2022 and updated in January 2023 on the Essex Highways reporting tool had been distributed to Councillors by the clerk. Many problem locations have lost their reference number following a software update, this was raised with Cllr Schwier to feed back to Essex Highways when he gave his report after item 10

**Action:** The clerk will forward the drains problem report and the online reporting problems to Cllr Schwier

**8.3. RESOLVED - 20s Plenty Campaign:** To take part in this campaign which is lobbying for 20mph as the default speed limit across Essex and nationally in all locations where pedestrians mix with traffic

**Proposed:** Cllr Doe

**Seconded:** Cllr Dover

Agreed unanimously

**8.4. Queen Street pothole:** Cllr Schwier offered to escalate the repair through his ECC Member Pothole scheme. The Chairman will forward a photo and the What3Words location

**8.5. St James St verge:** Following Anglian Water works at St James Street, the verge had not yet been repaired as promised, although work continues and this repair may be planned for the warmer weather. 6 new “Do not Park on the Grass Verge” signs have been purchased and two installed.

## **9. REPORTS**

**9.1. Police/PCSO/Neighbourhood Watch.** The clerk reported that Neighbourhood Watch weekly newsletters will now be distributed via the new Castle Heddingham Parish Council Facebook page and the Parish Council website. The Chairman proposed a vote of grateful thanks to Mr Tony Tassell, a previous Parish Councillor who had been managing a Castle Heddingham Neighbourhood Watch Facebook page despite moving away from the village some time ago. The clerk will write a Parish Council letter of thanks to Mr Tassell.

**9.2. Essex CC report:** *Cllr Schwier gave his report after item 10*

- **ECC Budget:** Cllr Schwier referred to an email circulated just before the meeting, announcing an “Inflation-Busting Budget” from ECC. They continue to look at ways of transforming services. A proposed Council Tax increase of 3.5 per cent will be decided at a full ECC budget meeting in February. This is made up of a 1.5 per cent council tax increase, plus a further 2 per cent ring-fenced to Adult Social Care. This means for an average Band D property household, the ECC element of Council Tax will increase by £49.05 next year, or 94p per week.

**9.3. Braintree DC reports:** Cllr Beavis apologised for absence. Cllr Johnson reported:

- **Snow:** he had received complaints about slippery paths in the village with one resident falling and breaking a leg in the village centre. The clerk responded that Village Maintenance had applied winter grit promptly in the main pedestrian areas in the village, filled up the grit bin at Deer Park Close and gritted the steps from New Park to Pottery Lane but there is doubt about winter grit being effective in temperatures below -5°C, and by Tuesday morning the temperature was recorded as -9°C.
- **Proposed prison at Wethersfield Airfield:** Cllr Butland as Leader of BDC had written to the Home Office directly. No planning application has yet been submitted. Several sites around the country are being considered as options with Wethersfield being a “back up”. Cllr Johnson is on the BDC planning committee so cannot express a view until a planning application is considered in committee.
- **Heddinghams Medical Centre:** The NHS are in talks with One Medical but no action has been taken.
- **Memories site:** It is unlikely this site would be considered for a medical centre. He understands sewage processing at Nunnery Street is problematic again and any new housing would have an impact on this.
- **Riverside Walk:** Cllr Beavis had tried to move this forward but there is no progress. Cllr Johnson believes it is BDC’s responsibility to chase the developers and someone should now make this happen.
- **40mph SID sign Crouch Green:** Despite several reports this is still not working

*All members of the public left the meeting*

## 10. PLANNING

*Applications received:*

**22/03157/OUT** Outline application with all matters reserved except access for the redevelopment of builder yard to create up to 598m<sup>2</sup> start-up employment space (Class E(g))

Land Station Road Sible Hedingham Essex *No objection but request Station Rd safety & flooding and access to FP15 at the location is carefully considered and planned for in any permission given.*

**22/03166/LBC & 22/03165/FUL** Proposed change of use from restaurant (Class E(b) to private dwelling (Class C3)

1 St James Street CO9 3EJ *Objection on grounds of importance as village amenity*

**22/03382/LBC & 22/03329/FUL** Change of use from beautician room (Sui Generis) to 1No. 2-bedroom holiday let (Use Class C3) and the restoration of existing tearooms and Post Office

Buckleys And The Magnolia Tea Rooms 7A St James Street CO9 3EJ *No objection but request parking is considered as this is not freely available as plans suggest*

**22/03132/FUL** Erection of 1 No. one and a half storey 4 bedroom dwelling house, detached double garage and gardens

Land Adjacent 13 Bayley Street *Objection on same grounds as previous applications at the site, and although plans are revised the footprint is still large for the location.*

**22/03404/HH** Proposed shed

Kiln Lodge Pottery Lane CO9 3EU *No objections*

**22/03409/PLD** Application for Certificate of Lawfulness for proposed development - installation of a mobile home used as a residential annex

Rosemary Farm Cottage Rushley Green CO9 3AJ *Information only, comment not required*

*Applications received: Decision ratified*

**22/02556/FUL** Provision of manège

The Warren Kirby Hall Road CO9 3EB *No objections*

*Applications determined*

**22/02592/ELD** Application for Certificate of Lawfulness for an existing use - Use of bungalow as an independent dwelling for 10+ years

Four Winds Kirby Hall Road CO9 3EA *Application PERMITTED*

*Cllr Schwier arrived and gave his ECC report after item 10.*

*Cllrs Schwier and Johnson then left the meeting before item 11*

## 11. FINANCE

**11.1.** The monthly payments were approved for authorisation by two Councillors. The monthly bank reconciliations for November and December 2022 were checked and signed by Cllr Gransden.

**Proposed:** Cllr Veater **Seconded:** Cllr Toocaram **Agreed unanimously**

**11.2. RESOLVED** The decision made at a Staff Management meeting in December was ratified, to increase the Public Toilet caretaking monthly pay by the same percentage as Village Maintenance hourly pay, backdated to April 2022 in line with the national public sector pay award announced in November 2022.

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

**11.3. RESOLVED Budget:** To adopt the Parish Council budget for financial year 2023-2024, with the removal of £400 from the Chairman's allowance, £300 from the grant budget and looking at all possible ways of reducing grass cutting and ongoing village repair costs. This budget represents around a £5,000 overspend which will be funded from reserves this year. It is noted with regret that due to a reduction in the tax base for the parish and a probable 33% cut in the Braintree District Council street cleaning grant, an increased percentage in the precept claim (Parish Council proportion of the rates) is inevitable.

**Proposed:** Cllr Doe **Seconded:** Cllr Toocaram **Agreed unanimously**

**11.4. RESOLVED Precept:** To request from Braintree District Council a precept claim for Castle Hedingham Parish Council of £32,838 for 2023-24, an increase of 9% over the 2022-23 financial year. This

represents an annual payment of £68.09 for a Band D household which is an increase of £5.62 per year or 11p per week.

**Proposed:** Cllr Doe

**Seconded:** Cllr Toocaram

Agreed unanimously

**11.5. RESOLVED Parish Council Reserves:** To maintain the Historic Village Infrastructure reserve at £20,000, the Public Toilets reserve at £5,000 and allocate £8,000 remaining from the Covid-19 relief grant received in respect of the Public Toilets to the Community Projects reserve.

**Proposed:** Cllr Southgate

**Seconded:** Cllr Doe

Agreed unanimously

**11.6. Cemetery Fees review:** *With the Chairman's permission, item deferred until the February meeting*

## 12. OPEN SPACES ACTION PLAN

This key document is used by the Local Planning Authority to justify seeking S.106 monetary contributions for Public Open Space improvements. Draft Castle Hedingham updates for 2023 had been circulated to Councillors and are due by 27th January 2023.

**Action:** Councillors to feed back any further comments or updates to clerk by Monday 23<sup>rd</sup> January

## 13. PARISH EMERGENCY PLAN

Draft updates to the Parish Emergency Plan had been circulated to Councillors, due by 31st January 2023.

**Action:** Councillors to feed back any further comments or updates to clerk by Friday 27th January

## 14. CORRESPONDENCE TO NOTE

None

## 15. AGENDA ITEMS FOR NEXT MEETING

- Cemetery Fees Review deferred from January 2023 meeting
- Tennis Club: Request for the Parish Council to take responsibility for the wall at St James Street

## 16. NEXT MEETINGS:

The Calendar of Meetings for 2023 was noted, including the Annual Parish Assembly on Thursday April 27<sup>th</sup> at the Village Hall. This is the annual public meeting reporting on Parish Council activity over the past year.

<b>Monday 13th February 2023</b>	<b>7.30pm</b>	<b>Ordinary Parish Council</b>	<b>Castle Hedingham Club</b>
<b>Monday 13th March 2023</b>	<b>7.30pm</b>	<b>Ordinary Parish Council</b>	<b>Castle Hedingham Club</b>
<b>Monday 17th April 2023</b>	<b>7.30pm</b>	<b>Ordinary Parish Council</b>	<b>Castle Hedingham Club</b>
<b>Thursday 27<sup>th</sup> April 2023</b>	<b>7.30pm</b>	<b>ANNUAL PARISH ASSEMBLY</b>	<b>VILLAGE HALL</b>
<b>Thursday 4<sup>th</sup> May 2023</b>	<b>PARISH COUNCIL &amp; DISTRICT COUNCIL ELECTION DAY</b>		
<b>Monday 15<sup>th</sup> May 2023</b>	<b>7.30pm</b>	<b>Annual Parish Council</b>	<b>Castle Hedingham Club</b>

**The meeting closed at 9.36pm**

SIGNED (CHAIRMAN)

DATE

## Appendix 1: Financial Report

### Payments and Receipts for authorisation 9<sup>th</sup> January 2022

Jan-23	Payments in Month	Details	Amount
DD	Npower	Electricity New Park	£35.78
DD	Bulb	Electricity Toilets	£17.49
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	E C Waters	Home as Office January	£75.00
B/P	E C Waters	Office Expenses Dec 15th - Jan 9th	£91.06
B/P	P M Smith	Payroll Oct-Dec	£48.00
B/P	CH Club	January meeting	£20.00
<b>TOTAL in month</b>			<b>£300.05</b>

Jan-23	Receipts in Month	Details	Amount
	None		
<b>TOTAL in month</b>			<b>£0.00</b>

### Accounts balances at 9<sup>th</sup> January 2022

Unity Trust Current account	£7,098.42
Unity Trust Deposit account	£10,532.01
Cambridge & Counties 95 day	£35,264.78
	<b>£52,895.21</b>

### Reconciled receipts and payments December 2022

Dec-22	Payments in Month	Details	Amount
DD	Npower	Electricity New Park	£14.20
DD	Bulb	Electricity Toilets	£7.21
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	Wave	Water Toilets	£114.98
DD	Wave	Water Cemetery	£12.73
DD	B&CE Holdings	Peoples Pension	£77.81
B/P	Miss A Wood	Internal Audit 2021-22	£140.00
B/P	Staff	Salaries	£1,767.23
B/P	HMRC	Tax/NI November month 8	£347.27
B/P	E C Waters	Home as Office December	£75.00
B/P	E C Waters	Office Expenses Nov 14th - Dec 15th	£18.29
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	The Sign Shed	Parking signs x 7	£83.64
B/P	M D Landscapes	Cemetery Hedges & apple tree	£360.00
B/P	Smith of Derby	Church Clock repair 30% deposit	£982.08
	Unity Trust Bank	Service Charge	£18.00
<b>TOTAL in month</b>			<b>£4,031.16</b>

Dec-22	Receipts in Month	Details	Amount
	None		
<b>TOTAL in month</b>			<b>£0.00</b>

**Reconciled receipts and payments November 2022**

<b>Nov-22</b>	<b>Payments in Month</b>	<b>Details</b>	<b>Amount</b>
DD	Npower	Electricity New Park	£43.47
DD	Bulb	Electricity Toilets	£21.08
DD	Bulb	Electricity Toilets	£18.54
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	B&CE Holdings	Peoples Pension	£104.24
B/P	Staff	Salaries & Back pay	£2,133.50
B/P	HMRC	Tax/NI October month 7	£97.74
B/P	E C Waters	Home as Office November	£75.00
B/P	E C Waters	Office Expenses Oct 17th to Nov 14th	£16.06
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	CH Club	November meeting	£20.00
B/P	M D Landscapes	Grass cutting October	£1,202.40
B/P	Ironmongery Direct	New lock, Baby change toilet	£19.32
B/P	Graham Nicholl	Damaged Oak tree, Cemetery	£500.00
B/P	Darkins	Toilet Seat	£17.99
CHQ	Royal British Legion	Donation: Remembrance Wreath	£60.00
B/P	Yeldham Glazing	Toilet window & noticeboard door	£312.00
B/P	A&J Lighting	Lamp repair New Park	£96.00
<b>TOTAL in month</b>			<b>£4,750.06</b>

<b>Nov-22</b>	<b>Receipts in Month</b>	<b>Details</b>	<b>Amount</b>
07-Nov	Daniel Robinson	EROB/Interment/Memorial Grave 299	£506.00
14-Nov	Mrs P Cooke	Donation Church Clock repair	£100.00
<b>TOTAL in month</b>			<b>£606.00</b>