



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 10th JULY 2023, 7.30PM AT CASTLE HEDDINGHAM CLUB**

Present: Cllrs Bayes, Deeks, Dover, Foulkes, Smith, Southgate, Westrop.

In the Chair: Cllr Southgate

Clerk: Claire Waters

Also present: Cllr W Taylor, BDC between items 10 & 11
 Two parishioners to item 10

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Allen & Doe. Cllr J Beavis BDC and Cllr P Schwier ECC also sent apologies for absence

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of Monday 12th June 2023 were approved as a correct record and signed by the Chairman

Proposed: Cllr Cllr Deeks

Seconded: Cllr Smith

Agreed unanimously

3. DECLARATIONS OF INTEREST

None

4. COUNCILLORS, WORKING GROUPS AND REPRESENTATIVES

4.1. Councillor responsibilities were agreed to fill working group and representative vacancies:

Village Hall Management Committee representative: Cllr Peter Bayes,

Castle Heddingham Club Committee representative: Cllr Andy Smith,

Tree Warden & Planning group: Cllr Peter Bayes,

Burial Board: Cllrs Julia Allen & Andy Deeks.

4.2. Meeting dates: A meeting of the Staff Management group was agreed for Friday 14th June. A meeting of the Burial Board will be confirmed as soon as all members are available

4.3. Castle Heddingham Parochial Charities: *Decision ratified:* Mrs Sue Southgate to be appointed as nominative trustee for a further 4-year term *Agreed unanimously*

5. PUBLIC FORUM

- A resident spoke to raise objections to planning application 23/01388/FUL at item 9
- A resident asked what the Parish Council had done regarding parking congestion at St James Street. It was confirmed that the clerk had contacted village businesses and the surgery to request that staff use the Memorial Hall car park if possible, when they are parking in the village all day. Parking is also being reviewed by a small group of Councillors and will be on the agenda for a future meeting.

6. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting

6.1. New Park rewilding area: Cllr Dover reported that dumped spoil during building works at New Park still needs large material removing as it could damage mowing equipment. A report with recommendations for a more effective repair in the autumn has been sent to BDC. Little summer flowering has been observed but this is expected for the first year, as the aim is to see what's already there before considering seeding.

Action: Clerk to request follow up meeting on site with Essex Wildlife Trust and BDC for advice.

6.2. Castle Heddingham Cemetery: A Volunteer Task Force project to clear the cemetery path is not required as Village Maintenance have a new strimmer attachment which should make the job easier

6.3. Pizza van at Club: Initial response to the first Tuesday evening pizza van sales was positive, with the area left tidy and no complaints. Permission to be reviewed after 4 fortnightly sessions, on 8th August 2023.

Agenda item for August meeting

6.4. Heddinghams Parish Magazine: A brief report from the magazine editor had been circulated to Councillors. This was discussed after item 10 when Cllr Wendy Taylor was present at the meeting. Sible Heddingham Parish Council are holding a meeting of their new Events and Communications sub-committee to discuss the Parish Magazine and have invited representatives of Castle Heddingham Parish Council. Cllr Foulkes and the clerk will attend, meeting date to be confirmed. *Agenda item for August meeting*

7. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

7.1. ECC member pothole scheme: Following a request from Cllr Peter Schwier, priority potholes for repair had been reported at Rosemary Lane (x 2), St James Street by tennis court, Queen Street by drain and Nunnery Street bridge

7.2. Footpaths: A request to cut back sections of FP2 will be sent to the landowner.

7.3. Station Rd: vegetation overgrowth has been difficult to manage, and support from Braintree District Council and Essex County Council had been requested due to the danger to pedestrians. The clerk confirmed that a contractor with capacity to help had kindly offered to do this free of charge when they are in the area, and it should be cut by Thursday 13th July.

7.4. St James Street: Areas of the pavement are breaking up following utilities works. This will be reported to Essex Highways for repair. Report Highways issues at <https://www.essexhighways.org/tell-us> with a What3words location reference if possible <https://what3words.com/>

7.5. St James Street H-bars: These have been painted following an application to the North Essex Parking Partnership (NEPP) by a resident and were not installed by the Parish Council. They are legally enforceable

8. REPORTS

8.1. Police/PCSO/Neighbourhood Watch. A letter has recently been sent by the Parish Council Chairman to Chief Inspector Martin Richards requesting an update on reports of recent criminal activity in the village

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. Cllr Wendy Taylor arrived and reported after item 10. She began by thanking everyone who had voted for her, and confirmed her commitment to serving Heddingham Ward on BDC. Cllr Taylor updated the Parish Council on:

- Wethersfield asylum centre: The first 50 residents are expected on Tuesday 11th July.
- Heddinghams Medical Centre: Braintree District Council are ready to sign the agreement with One Medical, the developer and landlord. The Integrated Health Board is still preparing the business case, but confirmation has been received from BDC that work could start in September 2023
- Riverside Walk: Contractors have now removed the fallen tree and checked the condition of other trees. The poor quality surface needs to be addressed, the financial case for resurfacing has now been agreed
- Highways: In the absence of Cllr Schwier from ECC, it is important to highlight his efforts in getting many road repairs completed locally
- Grant funding: Cllr Taylor has a BDC Councillors Community Grant available for applications, and there are other sources of grant funding available including the ECC CIF fund

9. PLANNING

Applications received:

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 *No objections, as long as the tree owner has been consulted*

23/01388/FUL Erection of 1 No. two storey 3 bedroom dwelling house, detached double garage and gardens.

Land Adjacent 13 Bayley Street *Objection as per previous applications at the same site*

Applications determined

None

10. FINANCE

10.1. The monthly payments were approved for authorisation by two Councillors. The June bank reconciliation was checked and signed by Cllr Deeks

Proposed: Cllr Southgate **Seconded:** Cllr Foulkes Agreed unanimously

10.2. The application for Cllr Allen to be a bank signatory was signed in accordance with the mandate

10.3. Internal Audit The detailed report is available to view on the website www.castlehedingham.org. All action points from the 2021-22 internal audit had been achieved but it was noted that any action plan should in future be an agenda item to be approved by full Council.

11. VILLAGE MAINTENANCE

11.1. It was noted with regret and with thanks for his service since 2016, that Alan Henry is retiring from the Village Maintenance and Public Toilets operative roles, with 3 months' notice given from 30th June.

11.2. Recruitment to fill Village Maintenance and Public Toilets operative vacancies

Action: The Staff Management group and clerk will review the posts and plans for recruitment

12. VILLAGE PARK

12.1. A request from a personal trainer to hold exercise classes at the Village Park was considered. The request was appreciated, but could set a precedent for other private hire or commercial events

RESOLVED: To respond in accordance with the resolution made at the full Council meeting of September 2021: The Village Park is a public open space, available to the whole community, and as such is not available for private hire under any circumstances.

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

13. ANGLIAN WATER RIVER POSITIVE SCHEME

13.1. New Park rewilding area: The Anglian Water response to the River Positive application to reinstate the spring at New Park was noted. Cllr Andy Smith agreed to support the clerk with this project

13.2. Nunnery Street pumping station: A river and pumping station condition report had been sent to Councillors. Cllr Andy Smith agreed to support the clerk with a second possible application to the scheme

14. COMMUNITY ALLOTMENT

14.1. Progress report on £5,000 UK Shared Prosperity Fund grant spending: The potting shed, guttering and rainwater harvesting was installed in early July. A visit from the BDC grant fund representatives will take place on Wednesday 19th July when they will meet the volunteer group

14.2. An end of grant report for the £5K Essex Community Foundation funding which went towards the initial groundworks has been submitted and approved by the funders, who may also wish to visit the plot.

15. CORRESPONDENCE TO NOTE

Essex County Council: public consultation on the Essex Electric Vehicle Charge Point Strategy now open until Sunday, 30 July 2023. Read more about the strategy and take part in the consultation via the scheme webpage at: www.essexhighways.org/ev-strategy.

16. AGENDA ITEMS FOR NEXT MEETING

- Hedingham Parish Magazine
- Village Maintenance & Public Toilets recruitment
- Review of Pizza van permission to park at Castle Hedingham Club

17. NEXT MEETINGS:

Monday 14 th August 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 11 th September 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 9 th October 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 13 th November 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club

The meeting closed at 9.06pm

SIGNED (CHAIRMAN)

DATE

Appendix 1: Finance item 10**PAYMENTS AND RECEIPTS FOR AUTHORISATION JUNE 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
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	Clerk: Amazon payment	Rainwater Butts, Community allotment	£72.99
B/P	Darkins Supply Stores	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	Ann Wood	Internal Audit 2022-23	£140.00
B/P	Martin Harrington	Memorial Hall wall rebuild	£220.00
TOTAL in month			£2,064.26

Jul-23	Receipts in Month	Details	Amount
04-Jul	Harvey Darke	Interment Ashes 46	£136.00
TOTAL in month			£136.00

Accounts balances at 10th July 2023

Unity Trust Current account	£16,813.67
Unity Trust Deposit account	£10,641.03
Cambridge & Counties 95 day	£36,075.53
TOTAL RESERVES	£63,530.23
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	3422.49
GENERAL RESERVE (50% of precept is advised)	£31,659.83

RECONCILED PAYMENTS AND RECEIPTS JUNE 2023

Jun-23	Payments in Month	Details	Amount
DD	Npower	Electricity New Park	£42.26
DD	Octopus Energy	Electricity Toilets	£19.10
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	Peoples Partnership	Peoples Pension	£77.81
DD	Open Spaces Society	Annual membership	£45.00
DD	Wave	Water Toilets	£109.97
DD	Wave	Water Cemetery	£17.32
B/P	BDC	Rates Pump House	£5.00
B/P	M D Landscapes	Grass Cutting May	£1,803.60
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 May 15th to June 12th	£32.97
B/P	CH Club	June meeting	£20.00
B/P	Staff	Salaries	£1,869.06
B/P	HMRC	Tax/NI May month 2	£129.20
B/P	The Hedingham Partnership	Annual Lease Village Park	£250.00
B/P	The Hedingham Partnership	Annual Lease Memorial Hall	£1.00
B/P	King & Co	Tree Sorbus Ranson Village Park	£243.00
B/P	Garden Labelling UK (908 Ltd)	Tree Label Sorbus Ranson	£23.64
B/P	Grassmats Ltd	Pegs for Village Park grass matting	£24.00
	Unity Trust	Service Charge	£18.00
TOTAL in month			£4,818.65

Jun-23	Receipts in Month	Details	Amount
01-Jun	J Hendry	Donation Church Clock repair	£100.00
14-Jun	Harvey Darke	Inscription Ashes 46	£79.00
16-Jun	HMRC	VAT reclaim	£1,431.89
26-Jun	BDC	Street Cleaning Grant	£5,691.96
TOTAL in month			£7,302.85