



**Parish of Castle Heddingham**  
**Mrs Claire Waters (Parish Clerk)**  
**25 Bayley Street, Castle Heddingham, Essex CO9 3DG**  
**07845 056597 castleheddinghamparishclerk@gmail.com**

**MINUTES OF A MEETING OF CASTLE HEDDINGHAM PARISH COUNCIL,  
HELD ON MONDAY 12th JUNE 2023, 7.30PM AT CASTLE HEDDINGHAM CLUB**

**Present:** Cllrs Allen (from item 5), Deeks, Doe, Dover, Foulkes, Smith, Southgate, Westrop.  
**In the Chair:** Cllr Southgate  
**Clerk:** Claire Waters  
**Also present:** Cllr P Schwier, ECC at item 8.2 only  
Cllr J Beavis BDC from item 12 to end  
One parishioner to item 8

**1. APOLOGIES FOR ABSENCE**

None

**2. MINUTES OF THE PREVIOUS MEETING**

The minutes of the Annual Parish Council meeting of Monday 15th May 2023 were approved as a correct record and signed by the Chairman

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

**3. DECLARATIONS OF INTEREST**

Item 7.1: It was confirmed by the clerk that Cllr Doe was not required to declare an interest as a relative of the correspondent, as there was no Parish Council decision to be made at this time

Item 7.2: It was confirmed by the clerk that Cllrs Foulkes & Deeks were not required as residents of St James Street to declare an interest in parking issues at St James Street as they are representing all residents of the village centre

**4. CO-OPTION TO FILL COUNCILLOR VACANCIES**

**4.1. RESOLVED:** to waive Co-option Policy in filling current vacancies due to recent election

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

**4.2.** Decision on co-option of Councillors from three written applications received. It was unanimously agreed that the Parish Council was fortunate to have three high quality applicants and also two other offers of support from parishioners should the vacancies remain unfilled. All are thanked for their support.

**RESOLVED:** Julia Allen and Peter Bayes, having receiving the majority of votes cast, were duly co-opted to the two vacant Councillor seats. Cllr Julia Allen signed her declaration of Acceptance of Office, witnessed by the clerk, and joined the meeting from item 5. Cllr Peter Bayes had sent his apologies for non-attendance at the June meeting. The clerk will arrange for the signing of his Declaration of Acceptance of Office

**Action:** Cllrs Allen and Bayes to complete their Register of Interest forms within 14 days of taking office

**5. PUBLIC FORUM**

With reference to item 7.2 on the agenda, a resident of St James Street for the last 36 years raised their concerns about the increased difficulties parking in the village centre. As one of many properties without off-street parking, the increase in parking all day by employees of village businesses and the surgery makes it difficult for residents to leave home by car and trips out have to be timed to maximise the chances of finding a parking space near home when returning

**6. PROGRESS CHECK**

Village maintenance issues and update on actions from last meeting

**6.1. New Park rewilding area:** Braintree District Council planning enforcement team had been in contact with the building contractor which had caused damage to the grass verge by dumping spoil during building works at New Park. A report with recommendations for a more effective repair in the autumn has been sent

to BDC. **Action:** At the suggestion of Cllr Dover, hedging plants to prevent further damage and parking on the grassed area will be considered for later in the year. Clerk to search for sources of free hedging whips.

**6.2. RESOLVED Parish Council noticeboard:** Unless a solution can be found to safely erect the noticeboard with its back to the wall of the house next door to the Village Shop, the noticeboard will remain in its current location at the Memorial Hall car park behind Castle Heddingham Club

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

**Action:** Clerk to investigate costs of a safe installation at St James Street using brick pillars

**6.3. Public Toilets:** Further vandalism took place on Thursday 8<sup>th</sup> June at around 4.30pm as the toilets were being locked. There was evidence of drug taking and a hand sanitiser ripped from the wall. Anyone who witnesses vandalism or other anti-social behaviour anywhere in the village are asked to please report to the police on 101 or go to <https://www.essex.police.uk/ro/report/ocr/af/how-to-report-a-crime/>

## 7. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

**7.1. St James Street H-bar request:** The clerk reported that the resident had been directed to the North Essex Parking Partnership (NEPP) <https://north.parkingpartnership.org/h-bar-applications/> where property owners can apply direct for a white H-bar across their dropped kerb. The Parish Council had previously repainted an existing one at St James Street but does not have the authority to install new road markings.

**7.2. St James Street:** A resident request for a) installing resident only parking for sections of St James Street and b) putting signs along St James Street indicating there is parking at the Memorial Hall was considered. Various options were discussed, including ways of preventing parking on the roadside up the hill toward Sudbury Road opposite the Bayley Street junction which is dangerous due to obstruction of sightlines for vehicles entering the village and danger for pedestrians crossing the road. It was noted that any parking measures proposed could be in danger of pushing the problem elsewhere in the village

**Action:** A small working group will assess viability of various options and report back to the Parish Council

**Action:** Councillors to let the clerk know of any new businesses operating from the village so that a letter can be sent asking for employees to use the Memorial Hall car park if they are parking all day

**7.3. Church Ponds, Keep Clear markings:** A resident request for reinstatement of the Keep Clear markings under the Churchyard wall opposite the Old Bakery driveway was discussed. The drive is unusable if there is a car parked opposite. It was confirmed that these road markings had existed but had not been replaced by Essex Highways following road resurfacing. Keep Clear markings would also make space for a vehicle to pull in if two cars meet in the middle of Church Ponds to save one reversing the whole way back.

**Action:** Following discussion with Cllr Schwier after item 8 ECC Report, he will raise this with Highways.

*Cllr Schwier arrived*

## 8. REPORTS

**8.1. Police/PCSO/Neighbourhood Watch.** Neighbourhood Watch weekly newsletters are now published on the new Castle Heddingham Parish Council Facebook page and the Parish Council website for resident information. Further reports of anti-social behaviour and possible drug dealing in the village had been received by the clerk. The Parish Council urges residents to report all criminal activity to the police on 101 (999 in an emergency) or online at <https://www.essex.police.uk/ro/report/ocr/af/how-to-report-a-crime/>

**8.2. Essex CC report – Cllr Peter Schwier**

- Go Jauntly app: In partnership with ECC this now covers over 80 walking routes across the county and has over 1 million users. It is free with some paid features at <https://www.gojauntly.com/>.
- Potholes: With many problem reports since the winter some additional funding has been allocated and good quality repairs are being carried out. The dry weather helps the crews to carry out repairs
- Drains: In April, 2960 drain clearances were carried out across Braintree District, the highest number in the county. This is probably due to the rural nature of the area including hay shed from agricultural loads which causes blockages. In answer to a question from the clerk, Cllr Schwier agreed it is good practice for haulage contractors to sheet large loads of hay or straw to stop it from causing blocked drains but it is not a legal requirement as long as the loads are safe. Gully clearance on main roads is also an issue due to weed growth resulting from the autumn only verge cutting.

- Libraries: these are becoming more multi-functional, including pre-school activities in July and Lego workshops to develop problem-solving and coding skills
- Street Lighting: of 136,000 street lights across the county, 100,000 have now been refitted with LED lamps. These save energy, are better for wildlife and with a 20 year life expectancy also save money
- Ride London: Lessons have been learned from previous years about road management and the feedback following this year's cycling event has so far been positive
- ECC CIF funding: This year's applications are now open for £10K capital or revenue grants or £1,000 microgrants, go to <https://ealc.gov.uk/community-initiative-fund/> for more information

*Cllr Schwier left the meeting*

### 8.3. Braintree DC reports. Cllr Jo Beavis arrived and reported after item 12

- Sible Hedingham Parish Council are moving to a committee system due to the volume of work
- Hedinghams Parish Magazine: The editor attended Sible Hedingham PC meeting and the council is keen to support this community service. *Agenda item for July Castle Hedingham PC meeting*
- Cllr Beavis is now in her 21<sup>st</sup> year as a District Councillor, and together with Cllr Wendy Taylor is a member of the Green and Independent group which is the main opposition group on the council. Cllr Beavis has been elected leader of the G&I group, and both she and Cllr Taylor sit on the BDC planning committee among other responsibilities
- BDC July meeting: This will begin with each District Councillor giving an overview of their own ward, and it is hoped this will encourage a wider understanding of issues outside Braintree central
- Wethersfield Airfield Asylum Centre: BDC is currently challenging the "emergency use" Home Office claim in the High Court. Regular updates are being provided on developments.
- Hedinghams Medical Centre: In answer to a question from Cllr Doe, an update will be in the next District Councillor bulletin delivered to all residents in the Hedinghams. The plans have been approved by Braintree Planning and proposals are currently with the NHS Integrated Care body where they have to go through several levels of financial scrutiny.

## 9. PLANNING

*Applications received:*

**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

*No objections*

*Applications determined*

**23/00682/TPO** Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - Reference: 12/21 - T1 TG2 Pine (Scots) Remove the taller/ closer of the two trees close to ground level.

13 Bayley Street CO9 3DQ

*Application REFUSED*

**23/00779/FUL** Demolition of existing conservatory to front of property

Doulton Lodge Pottery Lane CO9 3EU

*Application PERMITTED*

**23/00862/LBC** Installation of 100mm diameter flue connected to new boiler through the rear 1st floor airing cupboard wall

Hedingham House 1 King Street CO9 3ER

*Application PERMITTED*

## 10. FINANCE

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

**Proposed:** Cllr Southgate

**Seconded:** Cllr Doe

Agreed unanimously

**10.2.** Cllrs Foulkes and Smith were confirmed as new bank signatories. Cllrs Doe and Southgate signed the application as existing bank signatories. Cllr Allen also agreed to be a bank signatory.

**10.3.** The Annual Governance and Accountability Return Internal Audit was carried out on 8<sup>th</sup> June. A detailed written report will follow but no major issues were identified.

**10.4.** The BDC Street Cleaning Grant activity report and 2023-2024 invoice of £5691.96 was noted

**10.5. RESOLVED:** To suspend BALC membership at the new cost of £48.00 per year. Braintree Association of Local Councils was re-formed to represent Parish Councils across the district. Councillors have attended several meetings over the last 2 years and feel the purpose and aims could be more focused.  
**Proposed:** Cllr Southgate                      **Seconded:** Cllr Dover                      Agreed unanimously

### 11. ECC COMMUNITY INITIATIVE FUND 2023

Projects suitable for an application to the current round of CIF funding were considered. Parish Councils must finance at least 50% of the cost if they apply, and projects need evidence of community need. Due to financial constraints, it was agreed the Parish Council will not apply for this round. The link to the application guidance will be forwarded to other relevant village organisations and can be accessed here: <https://ealc.gov.uk/community-initiative-fund/>

### 12. VOLUNTEER TASK FORCE

A volunteer task force to carry out occasional projects around the village was considered. Rather than setting up a permanent group it was agreed that as specific projects arise, volunteers will be asked to help out on a one-off basis. Suitable projects to be notified to the Parish Clerk as they arise, who will organise volunteers with selected Councillors to lead each project.

### 13. CASTLE HEDINGHAM CLUB

**RESOLVED:** To permit a commercial takeaway pizza van to operate from the front of the Club premises, on a Tuesday evening between 6pm and 9pm. This will be on a trial basis for 4 visits initially, with a permanent arrangement approved if resident feedback is positive. All necessary insurances have been provided by the pizza van operator to the Parish Council

**Proposed:** Cllr Dover

**Seconded:** Cllr Doe

Agreed unanimously

### 14. COMMUNITY ALLOTMENT

**14.1.** Progress report on spending of £5,000 UK Shared Prosperity Fund Community Garden grant. A total of £2,404.22 has been committed to a shed, rainwater harvesting and necessary tools and seeds etc. Further spending will be planned with Community Allotment leaders. The community response to the project so far is good, with 14 volunteers and more joining weekly. Produce is already available through the Village Shop in return for a suggested donation. Anyone is welcome to join the group to help out or just to socialise and enjoy the space. Their meeting time is Wednesday mornings between 10am and 12 noon at the allotment.

**14.2.** The draft end of grant report to Essex Community Foundation for the £5,000 grant received in May 2022 for groundwork, raised beds, fencing and gates had been circulated to Councillors and will be completed by the deadline of 19<sup>th</sup> June.

### 15. CORRESPONDENCE TO NOTE - None

### 16. AGENDA ITEMS FOR NEXT MEETING

- Hedingham Parish Magazine
- Councillor roles and responsibilities (new Councillors)

### 17. NEXT MEETINGS:

Monday 10 <sup>th</sup> July 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 14 <sup>th</sup> August 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 11 <sup>th</sup> September 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 9 <sup>th</sup> October 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 13 <sup>th</sup> November 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club

The meeting closed at 9.20pm

SIGNED (CHAIRMAN)

DATE

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

<b>Jun-23</b>	<b>Payments in Month</b>	<b>Details</b>	<b>Amount</b>
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
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	EALC	New Councillor training AS BF AD	£570.00
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
<b>TOTAL in month</b>			<b>£5,243.36</b>

<b>Jun-23</b>	<b>Receipts in Month</b>	<b>Details</b>	<b>Amount</b>
01-Jun	J Hendry	Donation Church Clock repair	£100.00
<b>TOTAL in month</b>			<b>£100.00</b>

**BUDGET SUMMARY****Accounts balances at 12th June 2023**

Unity Trust Current account	£14,293.47
Unity Trust Deposit account	£10,581.44
Cambridge & Counties 95 day	£36,075.53
<b>TOTAL RESERVES</b>	<b>£60,950.44</b>
Of which:	
Historic Village Centre infrastructure reserve	£18,370.40
Community Projects reserve	£8,500.00
Public Toilet reserve	£5,000
Community Allotment grant BDC	£3,516
<b>GENERAL RESERVE (50% of precept is advised)</b>	<b>£29,080.04</b>

## RECONCILED PAYMENTS AND RECEIPTS MAY 2023

May-23	Payments in Month	Details	Amount
DD	Npower	Electricity New Park	£17.04
DD	Octopus Energy	Electricity Toilets	£22.59
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	Peoples Partnership	Peoples Pension	£77.81
B/P	Silverton Ltd	Play sand Village Park	£204.00
B/P	BDC	Rates Pump House May	£5.00
B/P	M D Landscapes	Grass Cutting April	£1,202.40
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	E C Waters	Home as Office March	£75.00
B/P	E C Waters	Office Expenses Apr 17th to May 15th	£18.97
B/P	CH Club	May meeting	£20.00
B/P	Staff	Salaries	£1,719.98
B/P	HMRC	Tax/NI April month 1	£144.80
B/P	A J Gallagher	Hiscox General insurance	£673.42
B/P	NFU	Buildings insurance	£1,260.91
B/P	Darkins	Community Allotment	£18.50
B/P	Darkins	Community Allotment	£406.55
B/P	Smith of Derby	Church Clock final invoice	£2,291.52
B/P	Hedingham School	Poster, Rewilding New Park	£2.20
B/P	BDC	Rates Pump House June	£5.00
B/P	Viking Direct	Paper, Pens and staples	£78.56
B/P	Ann Crisp	Locum clerk May meeting	£27.90
B/P	Circle Online Ltd	Pent combi shed Community Allotment	£1,354.00
<b>TOTAL in month</b>			<b>£9,638.87</b>

May-23	Receipts in Month	Details	Amount
02-May	A Leaney	Donation Church Clock repair	£50.00
30-May	Harvey Darke	Purchase & Interment Ashes 57	£385.00
<b>TOTAL in month</b>			<b>£435.00</b>