



Parish of Castle Heddingham
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MINUTES OF A MEETING OF CASTLE HEDDINGHAM PARISH COUNCIL, HELD ON MONDAY 10th JUNE 2024, 7.30PM AT CASTLE HEDDINGHAM CLUB

Present: Cllrs Allen, Deeks, Doe, Dover, Foulkes, Smith, Southgate, Westrop

In the Chair: Cllr Southgate

Clerk: Absent. Notes taken by Cllr Allen

Also present: None

1. APOLOGIES FOR ABSENCE

Cllr Mowle apologised for absence.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the Annual Meeting of Monday 13th May 2024 were approved as a correct record and signed by the Chairman

Proposed: Cllr Deeks

Seconded: Cllr Doe

Agreed unanimously

3. DECLARATIONS OF INTEREST

None

4. POLICIES & PROCEDURES REVIEW

4.1. RESOLVED: The LGA Model Code of Conduct for Councillors was adopted

Proposed: Cllr Southgate

Seconded: Cllr Doe

Agreed unanimously

4.2. RESOLVED: The NALC Model Financial Regulations 2024 were adopted.

Proposed: Cllr Southgate

Seconded: Cllr Doe

Agreed unanimously

4.3. The new 2024 NALC edition of The Good Councillor's Guide has been sent to Councillors. A link to the guide has been added to the website at <https://www.castleheddingham.org/parish-council-meetings/>

4.4. The Parish Council is now eligible for EALC Councillor training bursaries for 75% of training cost

5. PUBLIC FORUM

None

6. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting.

6.1. RCCE Essex Village of the Year: Entry submitted by the deadline of 3rd June. Awards will be presented at the RCCE AGM on Wed 3rd July. All Councillors noted the input of the clerk with thanks.

6.2. St James Fair at the Village Park: Saturday 27th July 2pm-5pm. Bar and BBQ will be provided by the Social Club, with a food truck and ice cream van also booked. Hells Bells Morris Dancers will perform at 2pm, and stalls and fun activities for families are being organised. The plan is to keep the Fair simple for this year and build on this for future years as an annual event.

Actions: Cllr Dover will prepare publicity materials in time to be published in the July Parish Magazine

7. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

7.1. 20's Plenty for Essex: The report of responses to the Castle Heddingham 20s Plenty survey was reviewed. The survey report is now published on the website at www.castleheddingham.org

RESOLVED: Cllr Smith will represent the Parish Council at future Essex 20s Plenty group meetings.

Survey results will be forwarded to Essex County Council with a request for 20mph options to be considered as part of their Speed Management Strategy review later in 2024

Proposed: Cllr Southgate

Seconded: Cllr Smith

Agreed unanimously

7.2. Highway repairs: It was noted that priority potholes reported to Cllr Schwier have been repaired at New Park. The pothole at Nunnery Street bridge has been reported to Cllr Schwier as the repair has failed.

7.3. Verge & Hedge Cutting: This is needed at Sheepcot Road, Rosemary Lane junction with Sudbury Road and the junction at Memories onto the A1017 and will be reported to Essex Highways & BDC. The verge/triangle at the Sudbury Rd/Maplestead Rd junction will be cut by Village Maintenance.

7.4. New Park footpath obstruction: A vehicle blocking the footpath will be reported to BDC

8. REPORTS

8.1. Police/PCSO/Neighbourhood Watch. Monthly Rural Essex police reports & weekly Neighbourhood Watch newsletters are on the website <https://www.castlehedingham.org/community/neighbourhood-watch/>

Graffiti at Village Park: Police report that a suspect is due to be interviewed. If anyone has information, please report it to Essex Police under crime ref. **42/61810/24**

8.2. Essex CC report – Cllr Schwier arrived as the meeting closed due to a conflicting meeting. His email updates are shared on <https://www.castlehedingham.org/latest-news/>

8.3. Braintree DC report – Apologies for absence were received from District Cllrs Taylor and Beavis

9. PLANNING

Applications received:

None

Applications determined

24/00220/FUL & 24/00221/LBC Proposed conversion to 1No. 2-bedroom holiday let with two areas retained for commercial use.

Buckleys And The Magnolia Tea Rooms 7A St James Street Essex CO9 3EJ *Application PERMITTED*

10. FINANCE

10.1. The monthly payments were approved for authorisation by two Councillors. The monthly bank reconciliations were checked and signed by Cllr Deeks. A change of bank account details for Tracy's Catering was noted and approved – see *Appendix 1: Financial Report*

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

10.2. AGAR: The Notice of Public Rights to view the accounts has been posted on the website & noticeboard in accordance with Annual Governance and Accounting Return requirements. All audit documents are at <https://www.castlehedingham.org/parish-council-meetings/audit-governance/>

11. PUBLIC TOILETS

11.1. Door replacement: Quotes for repair work to Public Toilets baby change door and maintenance cupboard door had been requested but not yet received. These will be chased up.

12. CASTLE HEDINGHAM CLUB & VILLAGE HALL

12.1. Roof repair: Decision on quote received for repair to front and rear flat roof

RESOLVED: To accept the quote from James Clark for the roof repair. He will be asked to book in the work as soon as possible.

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

12.2. Social Club: It was noted that an extended Sunday opening time will be trialled from Sunday 16th June, closing at 8pm with last orders at 7pm

13. VILLAGE PARK & COMMUNITY ALLOTMENT

13.1. Play area: The annual ROSPA Play inspection report was noted. Actions will be attended to by Village Maintenance, including pegging down of grass matting and servicing basket swing mechanism

RESOLVED: Hire of tower approved in principle for access to basket swing mechanism

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

13.2. Community Allotment Cllr Deeks reported that all is going well, with volunteers meeting weekly on a Thursday morning at 9.30am. Anyone is welcome to pop down for a chat or to join the volunteers. A more robust donation box is being sourced for the Village Shop, this will be painted to match the produce trays.

14. REWILDING NEW PARK

No report available as the on-site meeting has not yet taken place

15. CORRESPONDENCE TO NOTE:

- **EALC:** digital switchover update – the end of analogue phone lines may now be delayed until 2027. Essex County Council is raising public awareness of what this involves, their latest update is available at <https://www.castlehedingham.org/latest-news/>
- **Rural Services Network:** BT and RSN joint event for Local Authority Councillors - Understanding the Digital Telephone Line Switchover. 10th July and 13th November 2024
- **Essex County Council:** Residents urged to share views on Pylon Plans. National Grid is consulting on installing hundreds of pylons through Norfolk, Suffolk and Essex. Essex County Council, alongside Norfolk and Suffolk County Councils, remains opposed to National Grid's plans. The consultation can be accessed here: <https://www.nationalgrid.com/electricity-transmission/network-and-infrastructure/infrastructure-projects/norwich-to-tilbury/public-consultation-and-programme>

16. AGENDA ITEMS FOR NEXT MEETING

- **Magna Carta Barons:** Correspondence received by Chairman via Hedinghams Heritage Society

17. NEXT MEETINGS:

Monday 8th July 2024	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 12th August 2024	7.30pm	Ordinary Parish Council	Castle Hedingham Club

The meeting closed at 8.25pm

SIGNED (CHAIRMAN)

DATE

Appendix 1: Financial Report

PAYMENTS AND RECEIPTS FOR AUTHORISATION JUNE 2024

Jun-24	Payments in Month	Details	Amount
	Npower	Electricity Street lights	£0.00
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses May 13th-June 10th	£24.19
B/P	Tony Devenish	Fuel for mower	£27.61
B/P	CH Club	May meeting	£20.00
B/P	BDC	Rates, Pump House	£5.00
B/P	Tracy Finch	Catering, Annual Parish Assembly	£112.50
B/P	Hedingham Castle	Lease Village Park	£250.00
B/P	Hedingham Castle	Lease Memorial Hall	£1.00
B/P	M D Landscapes	Grass cutting May	£1,202.40
TOTAL in month			£1,719.02

Jun-24	Receipts in Month	Details	Amount
04-Jun	HMRC	VAT Reclaim	£2,083.28
TOTAL in month			£2,083.28

Accounts balances at 10th June 2024

		Interest 2024-25
Unity Trust Current account	£12,439.69	N/A
Unity Trust Deposit account 2.75%	£20,861.52	£0.00
Cambridge & Counties 95 day notice 4.50%	£37,626.53	£1,551.00
TOTAL RESERVES	£70,927.74	
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	£2,431.07	
Community Allotment donation Parochial Charities	£0.00	
GENERAL RESERVE (50% of precept is advised)	£36,626.27	
S106 funding remaining at BDC (until 31.5.2030)	£2,623.21	

RECONCILED PAYMENTS AND RECEIPTS MAY 2024

May-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	£0.00
DD	Open Spaces Society	Annual Subscription	£45.00
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses Apr 8th- May 13th	£28.58
B/P	E C Waters	Amazon: Allotment petty cash tin	£22.31
B/P	E C Waters	Timpson's Memorial Plaque Bird	£71.99
B/P	Staff	Salaries	£1,813.11
B/P	HMRC	Tax/NI April month 1	£142.38
B/P	CH Club	May meeting	£20.00
B/P	BDC	Rates, Pump House	£5.00
B/P	Rentokil Initial	Sanitary Disposal	£16.55
B/P	St Anne's Haulage	Topsoil raised beds	£444.00
B/P	Leeway	Raised beds	£3,357.60
B/P	Hedingham School	Printing Annual Report	£66.00
B/P	Ann Wood	Internal Audit	£140.00
B/P	Darkins	Community Allotment	£43.99
B/P	Darkins	Public Toilets	£13.99
B/P	A J Gallagher	Hiscox General Insurance	£861.51
B/P	NFU	Buildings Insurance	£1,343.36
B/P	M D Landscapes	Grass cutting March	£1,202.40
B/P	E C Waters	Internal Auditor lunch	£11.00
B/P	Essex Playing Fields Ass.	Best Kept Playing Field	£20.00
TOTAL in month			£9,745.09

May-24	Receipts in Month	Details	Amount
23-May	BDC	Street Cleaning grant	£5,691.96
31-May	Harvey Darke	Interment Grave 173	£136.00
TOTAL in month			£5,827.96