



Parish of Castle Hedingham
Claire Waters (Parish Clerk)
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MINUTES OF A MEETING OF CASTLE HEDINGHAM PARISH COUNCIL, HELD ON MONDAY 11th MARCH 2024, 7.30PM AT CASTLE HEDINGHAM CLUB

Present: Cllrs Allen, Deeks, Doe, Dover, Foulkes, Mowle, Southgate, Smith, Westrop
In the Chair: Cllr Southgate
Clerk: Claire Waters
Also present: 1 parishioner to item 5
 Cllr J Beavis BDC, Cllr W Taylor BDC from item 16 to close of meeting

1. APOLOGIES FOR ABSENCE

None

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of Monday 12th February 2024 were approved as a correct record and signed by the Chairman

Proposed: Cllr Doe

Seconded: Cllr Deeks

Agreed unanimously

3. DECLARATIONS OF INTEREST

None

4. PUBLIC FORUM

A resident attended and thanked the Parish Council for their support at the Public Inquiry on the proposed diversion of FP25. It was asked if the conservation area of Castle Hedingham could be extended to include common land areas of Rushley Green.

5. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting.

5.1. Oak Tree, Public Toilets. RESOLVED: The clerk will obtain a quote from the retained tree surgeon for trimming of branches touching the public toilet roof. Work approved subject to confirmation of cost.

Proposed: Cllr Southgate

Seconded: Cllr Doe

Agreed unanimously

5.2. Memorial Bench Village Park: Bench completion and arrangements for installation were noted

5.3. Village Park: Offensive graffiti on play equipment had been removed by Village Maintenance.

5.4. Summer Fete: The Village Hall and Club committees had been asked if they wish to be involved. Saturday 27th July was suggested as a suitable date for a village event, as the historic date of the St James Fair which used to be held annually. Further details to be confirmed. Any person or group wishing to be involved in this summer event please contact the clerk at castlehedinghamparishclerk@gmail.com

Action: The clerk will contact the Club & Village Hall committees again as well as other local groups.

5.5. New Park Rewilding area: A commemorative bench from Queen Elizabeth II Coronation will be refurbished. A suitable location at New Park was discussed and agreed.

6. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

6.1. Footpath 25 Scotch Pasture ROW 3316971: Following the Planning Inspectorate inquiry on Tuesday 5th & Wednesday 6th March 2024, at Gosfield Village Hall, the Chairman expressed his appreciation for all the work and effort put in by village representatives and the Parish Council. He felt all had done their best whatever the outcome. The planning inspector indicated his decision will be made in a few weeks' time.

6.2. 20's Plenty for Essex: A report and recommendations from a meeting with 20s Plenty for Essex organisation on Tuesday 27th February were noted. It is possible that the whole 30mph area of Castle Hedingham would benefit from a change to 20mph **Action:** The clerk together with Cllr Smith will continue to liaise with De Vere Primary on communicating the message to residents and obtaining their views. See <https://www.20splenty.org/> for details of the national campaign

6.3. Station Road bridge: Essex Highways had replied to a query about the repair work. The bridge has become unstable due to loss of bricks from one of the arches. It is a Grade II listed structure, so they are in consultation with a company who specialise in restoring listed masonry. It is anticipated that repair works will be carried out this summer/autumn if the necessary approvals are in place.

6.4. Castle Lane drains: A request had been submitted to Essex Highways to fund drain clearance by a private contractor selected by the Parish Council, since Highways are saying their drain jetting vehicles are too big for the lane. This had been chased up but no response from Highways yet.

6.5. St James Street: Anglian Water plans for road closure on Sunday 17th March for one day had been noted and publicised. However it now appears that the date of the works has changed to Sunday 21st April.

7. REPORTS

7.1. Police/PCSO/Neighbourhood Watch. Monthly police reports and Neighbourhood Watch weekly newsletters are published on the website www.castlehedingham.org/community/neighbourhood-watch/ Nitrous Oxide canisters discarded at Sheepcot Road have been reported to the local PC team. The law has recently changed on nitrous oxide so please report any concerns to the police on 101.

7.2. Essex CC report – Cllr Schwier apologised for absence and referred Councillors to his email updates. Where these are relevant to residents, ECC updates are posted on the Latest News section of the Castle Hedingham Parish Council website: <https://castlehedingham.org/latest-news/>.

7.3. Braintree DC reports – Cllrs Beavis and Taylor BDC arrived and reported after item 16.

- **Sheepcot Rd daffodils:** Cllr Beavis wanted to personally comment on how beautiful the Avenue of Hope daffodils look, thanks to the Parish Council and volunteers who helped to fund and plant them following the early days of the Covid pandemic
- **BDC Cllr Hylton Johson:** It was with great sadness that Councillors had learned of the recent death of Hylton Johnson. Cllr Beavis worked alongside him as District Councillor for Hedingham ward for 8 years up until his retirement in May 2023. She and Cllr Taylor will be attending his funeral
- **Premdor site S106 agreement:** Cllr Beavis is pushing for some dates to be confirmed regarding the Hedinghams Medical Centre and the Riverside Walk completion
- **BDC Budget:** This is a robust process and thoroughly scrutinised. Only 50% of Braintree district residents have signed up for the green waste charge, so the impact on the other 50% will be monitored
- **FP25 Public Inquiry:** Cllr Beavis has attended many public inquiries in her 20 years as a Councillor, and expressed congratulations to all representatives of Castle Hedingham who attended. She felt the planning inspector handled the inquiry fairly and offered the opportunity for everyone to have their say.
- **Wethersfield Asylum Centre:** An allocation of £1 million has been made to BDC to support local communities. There is an update planned shortly for Parish Councils on this
- **Buckleys:** The reconsultation on the latest planning application was noted. Cllr Beavis has been asking for it to be called in for consideration by Braintree Planning Committee due to the community impact.
- **BDC Corporate Plan:** A Green & Independent Group motion had been passed to make this properly community led, and there is now a Cabinet sub-group to manage community involvement.
- **Grant applications:** Cllr Taylor raised a fund raising drive by the Explorer Scouts. The clerk confirmed that local community organisations can apply direct to the Parish Council for a grant. The Parish Council grant awarding policy is on the website here: <https://www.castlehedingham.org/parish-council-meetings/policies-procedures/>

8. PLANNING

Applications received:

24/00436/HH Single storey rear extension
81 Nunnery Street CO9 3DP

No objections

RECONSULTATION (arrived too late for the meeting agenda)

24/00220/FUL Proposed conversion of existing building into 2 holiday lets with commercial area Buckleys And The Magnolia Tea Rooms 7A St James Street CO9 3EJ *Comment due 31st March 2024. An extension until after the Parish Council meeting on April 8th has been requested.*

Applications determined

23/03007/VAR Variation of Condition 2 (Approved Plans) of approved application 21/00422/FUL granted 21.04.2021 for: Erection of new barn to replace demolished barn following a fire. Variation would allow: the introduction of concrete panels at low level instead of the box profile cladding extending all the way to the ground, this will also mean the steel stanchions will be on show at low level too
Milestone Barns Sudbury Road CO9 3AD *Application PERMITTED*

Planning Appeal:

APP/Z1510/W/23/3321252 Change of use of building from agricultural to commercial B2 use for the purposes of vintage vehicle and vintage agricultural machinery repairs and workshop
Land south of Rosemary Farm, Rosemary Lane, CO9 3AJ *Appeal GRANTED with 5 conditions*

9. FINANCE

9.1. The monthly payments were approved for authorisation by two Councillors. The monthly bank reconciliation was checked and signed by Cllr Deeks – see *Appendix 1: Financial Report*

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

10. PUBLIC TOILETS

Quotes for repair work to Public Toilets baby change door and maintenance cupboard door had been requested but not yet received

11. CASTLE HEDINGHAM CLUB & VILLAGE HALL

Quotes to address damp at front and rear flat roof of Social Club and rear flat roof of Hall had been requested but not yet received

Action: The clerk will share the job specification document with Cllr Deeks as Hall committee representative and Cllr Smith as Club committee representative in case other roof specialists are known to committee members and can be asked to quote for the work.

12. VOLUNTEER TASK & FINISH GROUPS**12.1. Great British Spring Clean 15th to 31st March 2024. CASTLE HEDINGHAM LITTER PICK.**

The Great British Spring Clean is the nation's biggest mass-action environmental campaign. Residents are asked to join in at a time that suits them. Borrow litter pickers, hi-vis vests, gloves and purple sacks from Castle Hedingham Village Shop. Drop off purple sacks at the collection point in the Bell car park. Please join in, pledges to Keep Britain Tidy can be made at <https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean>

12.2. Volunteer Policy, RESOLVED: To adopt the Volunteer Policy to ensure safe working practices which comply with Parish Council insurance requirements. The new Volunteer Policy will be published on www.castlehedingham.org together with the project application form for any new volunteer projects.

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

13. COMMUNITY ALLOTMENT

13.1. Update: A grant fund report to BDC will be submitted shortly. A Community Allotment information page on the website is now launched at <https://www.castlehedingham.org/community/community-allotment/>. The contractor has re-worked the quote for raised beds, saving £100 on materials. The 2 new raised beds and raised height of two existing beds should be completed at the end of March

13.2. Bike Rack: Location of a bike rack at the Village Park (funded by BDC Community Garden grant) was considered, and agreed that alongside the Public Toilets would be the best position.

13.3. Action: Clerk to purchase and arrange installation by Village Maintenance

14. WETHERSFIELD AIRFIELD – ASYLUM CENTRE & PRISON PROPOSALS

14.1. Traffic Impact Report: Following a request from WASC, the clerk will write to James Cleverly MP regarding negative traffic impacts on Castle Hedingham if prison proposals go ahead at Wethersfield. A template letter has been provided by WASC.

15. CORRESPONDENCE TO NOTE – A resident of St James Street had asked about secure bike parking in the village to comply with owners' insurance requirements. *See item 13.2*

16. AGENDA ITEMS FOR NEXT MEETING

- **Public Toilets:** To review Service Level Agreement with BDC for the next 5 years
- **Burial Board:** Report from Burial Board meeting at Cemetery, 4.15pm Monday 18th March
- **Village Park:** Report from Village Park group on suitable play area project for an application to the Hypercharged Grant fund operated by County Broadband.
- **Rewilding New Park:** update and arrangements for on-site meeting

17. NEXT MEETINGS:

Monday 11th March 2024	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 8th April 2024	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 13th May 2024	7.30pm	Annual Parish Council	Castle Hedingham Club
Monday 20th May 2024	7.30pm	Annual Parish Assembly	Village Hall

The meeting closed at 8.58pm

SIGNED (CHAIRMAN)

DATE

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

Mar-24	Payments in Month	Details	Amount
	Npower	Electricity Street lights	£0.00
DD	Octopus Energy	Electricity Toilets	£19.40
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	Peoples Partnership	Peoples Pension	TBC
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses Feb 12th -Mar 11th	£26.67
B/P	E C Waters	Public Toilet Mop heads, cloths etc.	£44.65
B/P	Staff	Salaries	TBC
B/P	HMRC	Tax/NI February month 11	TBC
B/P	CH Club	March meeting	£20.00
B/P	Cllr G Southgate	Chairman expenses Public Inquiry	£23.90
B/P	Printerland.co.uk	Office Printer	£718.80
TOTAL in month			£929.74

Apr-24	Payments in Month	Details	Amount
B/P	BDC	Rates, Pump House	£6.68
TOTAL in month			£6.68

Mar-24	Receipts in Month	Details	Amount
11-Mar	Harvey Darke	Inscription Grave plot 220	£79.00
TOTAL in month			£79.00

Accounts balances at 11th March 2024

		Interest 2023-24
Unity Trust Current account	£15,021.99	N/A
Unity Trust Deposit account	£10,787.56	£206.57
Cambridge & Counties 95 day	£36,075.53	£810.75
TOTAL RESERVES	£61,885.08	
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	£4,547.17	
GENERAL RESERVE (50% of precept is advised)	£25,467.51	
S106 funding remaining at BDC (until 31.5.2030)	£2,623.21	

RECONCILED PAYMENTS AND RECEIPTS FEBRUARY 2024

Feb-24	Payments in Month	Details	Amount
	Npower	Electricity Street lights	£0.00
DD	Octopus Energy	Electricity Toilets	£18.68
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	Peoples Partnership	Peoples Pension January	£84.54
DD	Peoples Partnership	Peoples Pension February	£84.54
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses Jan 8th - Feb 12th	£30.22
B/P	Staff	Salaries	£1,793.70
B/P	HMRC	Tax/NI January month 10	£206.03
B/P	CH Club	Jan & Feb meetings	£40.00
B/P	Darkins	Village Maintenance	£32.00
B/P	BDC	Building insurance Pump House	£14.28
B/P	Rentokil Initial	Sanitary disposal	£16.55
B/P	E C Waters	Community Allotment gazebo	£149.99
B/P	E C Waters	Community Allotment table	£119.70
B/P	D R Greenway	Street Lights disconnection	£60.00
TOTAL in month			£2,726.55

Feb-24	Receipts in Month	Details	Amount
15-Feb	Hedingham Parochial Charities	Charity donation allotment	£1,000.00
22-Feb	Npower	Gesture of Goodwill	£260.00
28-Feb	Martin Hardy & Son	Inscription Ashes plot 52	£79.00
TOTAL in month			£1,339.00