



Parish of Castle Hedingham
Mrs Claire Waters (Parish Clerk)
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**MINUTES OF THE ANNUAL MEETING OF CASTLE HEDINGHAM PARISH COUNCIL,
HELD ON TUESDAY 4TH MAY 2021 BY ZOOM VIDEO CONFERENCE AT 7.30PM**

Present: Cllrs Bayes, Doe, Dover, Gransden, Jordan, Southgate, Toocaram, Veater, Westrop.

In the Chair: Cllr Southgate

Clerk: Claire Waters

Also Present: Cllr D Finch ECC, Cllr H Johnson BDC.

6 members of the public

1. ELECTION OF CHAIRMAN

RESOLVED: Cllr Southgate was elected as Chairman for 2021-2022

Proposed: Cllr Toocaram

Seconded: Cllr Jordan

Agreed unanimously

11.1 ELECTION OF VICE-CHAIRMAN

RESOLVED: Cllr Toocaram was elected as Vice-Chairman for 2021-2022

Proposed: Cllr Southgate

Seconded: Cllr Veater

Agreed unanimously

Arrangements will be made for signing of Declarations of Acceptance of Office, witnessed by the clerk

2. APOLOGIES FOR ABSENCE

None

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 12th April were approved as a correct record of events and remote arrangements were made for them to be signed by the Chairman

Proposed: Cllr Gransden

Seconded: Cllr Bayes

Agreed unanimously

4. DECLARATIONS OF INTEREST

None

**5. ANNUAL REVIEW OF PROCEDURES, COMMITTEES, REPRESENTATIVES AND
WORKING GROUPS**

11.1 Membership of groups and representatives were agreed and a new Councillor list will be available on noticeboards and the website

11.2 Standing Orders and Financial Regulations were reviewed and re-adopted for 2021-2022

Proposed: Cllr Toocaram

Seconded: Cllr Gransden

Agreed unanimously

11.3 RESOLVED: With the ending of the Coronavirus (2020) legislation, to remove delegated powers from the clerk.

Proposed: Cllr Southgate

Seconded: Cllr Bayes

Agreed unanimously

6. PUBLIC FORUM

None

7. PROGRESS CHECK

11.1 Sudbury Road: authorities have identified the new owner of the land. Investigations by the Forestry Commission are ongoing, and Planning Contravention Notices have been issued by BDC regarding the fence. The owner has been in contact with neighbours and discussed plans to keep animals on the land.

11.2 EALC Youth Engagement Conference: Following attendance by Cllr Dover and the clerk, selected ideas for engaging young people in village matters will be explored. *Agenda item for June meeting*

11.3 Website Accessibility: Following attendance of a training presentation by the clerk, improved website accessibility was identified as a priority. *Agenda item for June meeting*

8. HIGHWAYS

11.1 Byway 27 Kirby Hall to Rosemary Lane: Mr John Philp of Hewsons Farm was gratefully acknowledged for all his hard work in distributing the road planings for resurfacing and making an excellent job. The clerk will write a letter of thanks.

11.2 Sheepcot Rd verges A suggestion from a resident to plant daffodils as an “Avenue of Hope” was agreed, pending approval by Essex Highways and risk assessments if the planting is done by volunteers.

Action: The clerk will complete the Highways permission process and plan planting for September 2021

11.3 Footpath 15 Station Rd by the old woodyard. Remedial works are needed to make the surface safe and is too complex for Village Maintenance to carry out. This work is urgent as it could cause injury

Action: Cllr Finch offered his support before he leaves office on May 10th, clerk to email details.

11.4 Falcon Square & King Street road closure will commence on 21st May 2021 for 5 days

11.5 White lines at St Nicholas Church, Falcon Square: With apologies from Essex Highways for the delay, these have now been replaced to prevent vehicles blocking access to the church entrance.

11.6 Concrete Bollard, Footpath from Memories toward Sible Hedingham. The broken stump is a trip hazard and scheduled as an Essex Highways repair but no timescale given.

Action: Cllr Finch offered to chase this up, clerk to forward details

11.7 Queen Street drains and gutter clearance. This has been reported on the Essex Highways site

<https://www.essexhighways.org/tell-us> **Action:** Clerk to chase with Essex Highways and BDC

11.8 Ruffles Yard Keep Clear signs need re-painting. On a recent occasion, parked vehicles prevented access by an ambulance. **Action:** Clerk to chase this with Essex Highways.

11.9 Station Road footpath. Embankment repair works have been scheduled since March 2020 but have not yet been started. Cllr Finch confirmed this is a complex structural engineering job but still planned.

9. REPORTS

11.1 Police/PCSO/Neighbourhood Watch: Weekly police reports have been forwarded to Councillors.

11.2 Essex CC report: Cllr D Finch ECC reported:

ECC Finance: a small surplus of £4million is reported at the end of the financial year, despite people being unable to pay rates due to Covid-19 income losses. A drop of £28m in Council Tax receipts was offset by redesign and re-engineering of systems that was already underway before lockdown

Covid-19 response: An engagement board met fortnightly including the Director of Public Health in Essex. Infection rates did not spread uniformly across the County so tailored messages were vital.

Climate Commission Report: Plans are ambitious, aiming for the County to be carbon neutral by 2030.

Cycleways, solar panels on school buildings and any extensions, use of carbon neutral materials are all planned. ECC's own house building company are using heat pumps to reduce energy use. Solar panels are increasingly being used through the Green Grant Scheme, and solar tiles are being investigated for use in older properties and conservation areas. 4 Councils are being sought for £125,000 grant each to carry out climate reduction exercises. Of the target to plant 375,000 trees, 40,000 were planted in the last year.

11.3 Braintree DC report: Cllr Beavis apologised for absence due to a conflicting Halstead meeting.

Cllr Johnson expressed his admiration for businesses and all volunteers who have helped their communities get through a difficult year. He is delighted at the achievement of the children's play area in Castle Hedingham which is wonderful for families and children

- **Flooding:** Many instances this year between Hedingham and Halstead
- **11th May Planning Meeting at BDC** will be held face to face for the first time in 12 months. Arrangements for admitting the public will be needed and space is restricted. BDC staff are to be applauded for their really hard work during the last year in difficult circumstances.

10. PLANNING

Applications received

21/00729/HH Erection of outbuilding for use as home gym and office

32 Crouch Green CO9 3DY

Decision ratified: No objections

21/01113/TPOCON Works to tree in a Conservation Area - Remove a small Conifer

10 Church Lane CO9 3DA

No objections

21/01269/AGR Application for prior notification of agricultural or forestry development -Alteration and extension to existing cart lodge to create additional store, new entrance, greenhouse with store to link to existing barn. Demolition of piggery. Extension of hardstanding and alterations to internal roads and access

Rushley Green Farm Rushley Green CO9 3AH:

Information only, comment not required

Applications determined:

21/00422/FUL Erection of new barn to replace demolished barn following a fire

Milestone Barns Sudbury Road CO9 3AD

Application PERMITTED

21/00155/HH Side Extension and Alterations to existing dwelling

7 Park Vale Close CO9 3DS

Application PERMITTED

11. FINANCE

11.1The monthly accounts were approved and payments agreed for authorisation. The bank reconciliation was checked and signed via email by Cllr Gransden.

Proposed: Cllr Veater

Seconded: Cllr Toocaram

Agreed unanimously

May-21	Payments in Month	Details	Amount
B/P	HMRC	Tax/NI April month 1	£106.51
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	M D Landscapes	Grass cutting April	£1,094.40
B/P	M D Landscapes	Grass cutting April Village Park	£108.00
B/P	G Nicholl	Tree surgery Park, Trinity & Crouch Green	£575.00
B/P	NFU Mutual	Buildings Insurance 2021-2022	£1,055.17
B/P	Arthur Gallagher	General Insurance 2021-2022	£501.99
TOTAL in month			£3,452.47

May-21	Receipts in Month	Details	Amount
	NONE		
TOTAL in month			£0.00

Apr-21	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£31.23
DD	Bulb	Electricity Toilets	£12.54
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.33
DD	ICO	Registration Fee 2021-2022	£35.00
B/P	Staff	Salaries	£1,817.79
B/P	King & Co	3 x Root rain irrigation systems	£43.56
B/P	Silverton Ltd	Play Sand & post mix Village Park	£173.21
B/P	HMRC	Tax/NI March month 12	£81.62
B/P	E C Waters	Home as Office March	£75.00
B/P	E C Waters	Clerk Expenses Feb 8th to March 8th	£34.16
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	M D Landscapes	Grass cutting March	£1,190.40
B/P	Darkins Supply Stores	Padlocks & Grass seed	£90.72
B/P	EALC	NALC/EALC Affiliation Fees	£364.25
B/P	EALC	Youth Engagement Conference WD	£60.00
B/P	EALC	Youth Engagement Conference CW	£60.00
B/P	Turner Tool Hire	Wood Chipper Hire, fuel, PPE hire	£201.48

B/P	Branson Leisure Ltd	4 x Benches, plaques & delivery	£3,492.00
B/P	Braintree District Council	Rent, Pump House	£30.00
B/P	Braintree District Council	Rates, Pump House	£5.42
B/P	Abacus Accountancy	Payroll Jan Feb March 21	£43.20
B/P	The Bell Inn	Thank you Plumbing help	£20.00
B/P	The Bell Inn	Thank you Village Volunteer helpline	£20.00
B/P	908 Ltd	Tree Labels Village Park	£79.80
TOTAL in month			£7,974.11

Apr-21	Receipts in Month	Details	Amount
06-Apr	J Rulten	Sponsorship Village Park tree	£139.30
07-Apr	Essex County Council	Grass cutting grant 2020-2021	£207.15
12-Apr	J Hendry	Purchase EROB Grave 295	£242.00
12-Apr	J Hendry	Sponsorship Village Park tree/general	£200.00
12-Apr	G Jones & family	Sponsorship Village Park seat	£600.00
13-Apr	G Peachey	Sponsorship Village Park tree	£139.30
26-Apr	Groundwork UK	Grant Community Garden	£1,000.00
29-Apr	BDC	Precept 1st instalment	£14,849.00
29-Apr	BDC	Collection surplus	£406.00
TOTAL in month			£17,782.75

Accounts balances at 4th May 2021

Unity Trust Current account	£24,781.00
Unity Trust Deposit account	£10,466.77
Cambridge & Counties 95 day	£34,915.63
	£70,163.40

The balance on the Cambridge & Counties deposit account reflects £413.32 interest earned in 2020-2021

11.2 RESOLVED: The Annual Governance Statement was reviewed by Councillors and approved

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

11.3 RESOLVED: The Annual Accounts and Accounting Statements were approved, with the exception of item 9 the declaration of fixed assets which will be reviewed with the internal auditor to make sure the addition of new Village Park assets in the year is reported correctly.

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

11.4 Remote arrangements will be made for the Chairman to sign the Annual Governance and Accountability return to the Audit Commission.

11.5 The asset register and Parish Council insurance quotations for 2021– 2022 were reviewed

RESOLVED: Buildings Insurance for the Memorial Hall, Social Club, Public Toilets and War Memorial To renew with NFU Mutual at a cost of £1,055.17 as this is best value for money and a local service

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

General Parish Council insurance with Pen Insurance will be renewed as year 2 of a three-year term agreement at a cost of £501.99 for the year 2021-2022

12. CASTLE HEDINGHAM VILLAGE PARK

12.1 Cllr Jordan reported that a donation of unsaleable wood from Ridgeons has been gratefully received and will be put to use building flower and vegetable beds. She had liaised with Jason Lindsay about a volunteer day working with him to clear access to the Willows, and this is likely to take place during the second week of June. Grateful thanks are also due to Jayne Laken of United in Kind who has donated 6 tubs of sweet peas and growing material which Cllr Jordan is bringing on at home ready to be planted out.

12.2 Picnic Benches: Councillors agreed the quality of the benches from a Pebmarsh source might not be sufficiently robust for long term use. Cllr Doe suggested another local supplier and will forward details to the clerk and Councillors.

12.3 Village Park group meeting: the next meeting will take place on Tuesday 11th May, 4pm at the park, to plan the next steps.

13. COMMUNITY AWARENESS EVENT Thursday 19th May 10am to 2pm

A drop-in event will be held during the day time where people can come and talk to members of Braintree District Council and the Police about any concerns they may have about coming out of lockdown or any other local issues. It is planned to include other agencies that might be able to offer local support or signposting. To be held outside at the Village Park, with refreshments from the Social Club.

14. AGENDA ITEMS FOR NEXT MEETING

- Youth Engagement: options for consideration to encourage ideas and input from young people
- Website accessibility: Proposals for scope of work needed and quotes if possible
- Community Speedwatch: information and consideration of running this with volunteers
- Agenda items for the June meeting to be notified to the clerk by 9am on Monday 7th June

DATE OF NEXT MEETINGS: No remote meetings are permitted after 7th May 2021

Monday 14th June 2021	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 12th July 2021	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 9th August 2021	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 13th September 2021	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 11th October 2021	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 8th November 2021	7.30pm	Ordinary Parish Council	Castle Hedingham Club

The meeting closed at 9.07pm

SIGNED
(CHAIRMAN)

DATE