



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 MONDAY 9th MAY 2022, 7.30PM AT CASTLE HEDINGHAM CLUB**

Present: Cllrs Doe, Dover, Jordan, Southgate, Veater, Westrop.

In the Chair: Cllr Southgate

Clerk: Claire Waters

Also Present: Mr Andy Harvison, Headteacher Hedingham School to item 6
Cllr P Schwier ECC (reported between items 11 & 12),
Cllr J Beavis BDC (reported between items 11 & 12)

1. ELECTION OF CHAIRMAN

RESOLVED: Cllr Southgate was elected as Chairman and signed the Declaration of Acceptance of Office, witnessed by the clerk.

Proposed: Cllr Jordan

Seconded: Cllr Doe

Agreed unanimously

1.1. ELECTION OF VICE-CHAIRMAN

In the absence of Cllr Toocaram due to a family event, the Vice-Chairman election was waived

2. APOLOGIES FOR ABSENCE

Cllrs Bayes Gransden and Toocaram gave apologies for absence

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary meeting of 11th April 2022 were approved as a correct record and signed by the Chairman

Proposed: Cllr Jordan

Seconded: Cllr Westrop

Agreed unanimously

4. DECLARATIONS OF INTEREST

Cllr Jordan declared an interest in a planning appeal discussed at item 10

5. PUBLIC FORUM

Mr Andy Harvison attended the meeting to introduce himself to the Parish Council, having been appointed as Headteacher at Hedingham School in April 2020 at the onset of the Covid pandemic. He outlined plans for the expansion of the vocational training centre at Hedingham School. Ways of involving students in the community were discussed with Councillors, including helping in the new community garden & allotments and with village maintenance activities.

Action: The Village Park group will take these ideas forward and liaise with Mr Harvison and the head of the vocational training centre. *Mr Harvison left the meeting*

6. ANNUAL REVIEW OF REPRESENTATIVES AND WORKING GROUPS

It was agreed that Councillor responsibilities will remain unchanged for the time being. It was noted that Cllrs Southgate and Toocaram represent the Parish Council on the Braintree Association of Local Councils (BALC) and the Wethersfield Airfield Scrutiny Committee (WASC). The lists of responsibilities will be updated and posted in noticeboards and on the website www.castlehedingham.org

7. PROGRESS CHECK

Clerk's report, village maintenance issues and update on actions from last meeting

7.1. BDC Land New Park: Cllrs Southgate & Toocaram and the clerk met on site with Cllr Kevin Bowers, BDC Cabinet member for Housing, Assets and Skills and BDC Corporate Director Dominic Collins. It was felt that they appreciated the unique issues and understood the concerns of the Parish council about inappropriate development at the location. It was confirmed that out of 6 or 7 sites across the district put up for sale by BDC as "surplus to requirements", the land at New Park is the only one where a sale has not been progressed, although offers were received. Cllr Bayes had met with Hedinghams

Heritage Society to review their online application for English Heritage listing of the site, but due to absence was unable to report to the meeting. A letter from the Parish Council is requested in support of the application. It was agreed that while support in principle was given at the April Parish Council meeting, Councillors need to see the details of the application before a formal letter of support can be approved.

Action: Clerk to follow up with Cllr Bayes to obtain the details of the application

7.2. Village Hall Trustees: The clerk had received one expression of interest from a volunteer to join the trustees of Castle Hedingham Village Hall. Anyone who can support the Village Hall by becoming a trustee please contact Julie Matthews Village Hall Secretary and Trustee on 07757 859944

7.3. Castle Hedingham Cemetery: The morning of Friday June 10th was suggested for a working party to help with a cemetery spring clean. The clerk will check everyone's availability.

7.4. St Nicholas Churchyard trees: the clerk reported that a tree planning application had been submitted on behalf of the Parish Council for felling of a conifer which is endangering a listed building and pruning of the trees along the Church Lane boundary to keep the branches clear of telephone and power lines, as well as pruning of the yews at the Falcon Square entrance which are protected by a TPO.

8. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

8.1. Noticeboard St James St: An Essex Highways public notice is displayed in the Village Shop window, the public consultation period runs till 23rd May .

8.2. Flower Planters St James St: An Essex Highways licence application has been submitted. These galvanised steel planters will be donated and looked after by the Village Shop and volunteers

8.3. Closure of St James St: Parish Council approval of the temporary closure of St James Street for the Platinum Jubilee Street party on Sunday 5th June was agreed, and has been confirmed with BDC.

8.4. Sudbury Rd: A pothole has been reported to Essex Highways and is being scheduled for repair

8.5. Station Road footpath: Overhanging vegetation narrowing the footpath will be dealt with as soon as possible.

9. REPORTS

9.1. Police/PCSO/Neighbourhood Watch. Police reports have been circulated to Councillors.

Cllr Schwier arrived and reported after item 11 due to attendance at other meetings

9.2. Essex CC report. Cllr Schwier had sent a written annual report. He also reported on:

Tree planting: Working with collaborative partners on tree and hedge planting, Essex County Council have far exceeded their targets by planting 37,000 trees in 2020-21 and 104,000 in 2021-22

Solar Together Scheme: now in its' 3rd year, this scheme had to close early due to a huge response. It is being extended in the future to small businesses across Essex as well as residential properties. In answer to a question from the Chairman, Cllr Schwier confirmed that action on improving eligibility for listed properties and conservation areas is expected shortly from Government in the Energy Bill White Paper.

Primary School admissions: Across the county 89% of applications achieved their first choice school, and all applications were processed online

ECC 2022-23 Housing Strategy: 1000 homes are planned across Essex for older and disabled residents, built to a high standard and energy efficient.

Ukraine refugee youth centre: Has opened in Braintree, he will send details to the clerk.

Cllr Schwier left the meeting after his report

9.3. Braintree DC reports: Cllr H Johnson BDC apologised for absence

Cllr Beavis arrived and reported after item 11 due to attendance at other meetings

SWAP (Stop Wethersfield Airfield Prisons) had made a presentation at the Sible Hedingham meeting that evening. She also reported that they were making peaceful protests at Braintree District Council. She reminded Councillors that as a member of the Braintree Planning Committee she cannot express a view and must remain impartial to enable her to take part in the decision making on any planning application that is submitted.

Braintree Local Plan: this is now held up at the Planning Inspectorate which means the district is still vulnerable to speculative development. Cllr Beavis led on the rejection of two large housing developments at the last Braintree Planning committee meeting.

Ukraine refugees: A large hosting meeting took place recently and she was very impressed at how joined up the support network is, including helping children get their needs met. She wanted to record a special thank you to Revd Liz Paxton and her husband Gary for the exceptional work they have done.

Heddinghams Medical Centre: she led on this at the recent Braintree Planning committee meeting and is pleased it gained unanimous support. Parking is still an issue and One Medical have been asked to continue looking for solutions. It was disappointing that a meeting with Neil Jones, Senior Planner at BDC was cancelled at the last minute, as Cllr Beavis feels it is vital that communication with the parishes is continued and that Castle Heddingham is represented. The clerk reminded Cllr Beavis and Parish Councillors that due to errors in the initial consultations, Castle Heddingham had not been informed or involved at the early stages and is still keen to attend meetings to represent the parish.

Action: Cllr Beavis will find information about alternative transport options to the Medical Centre for residents of Castle Heddingham and bring to the Annual Parish Assembly on Thursday 19th May to share.

Action: In response to a request from the Chairman, Cllr Beavis will ask again for Braintree District Council to contact the owners of the old timber yard at Station Road which is in a poor state of repair.

Cllr Beavis left the meeting after her report

10. PLANNING

Applications received:

22/00929/NMA Non-Material Amendment to permission 19/00486/FUL granted 17.10.2019 for: Change of use of barn and 2 no holiday lets to form 1 no (C3) dwelling, including extension, alterations and improvement of existing vehicular access. Amendments would allow: -Changes to the internal arrangements and alterations to the approved fenestrations with additional extension to the south-east corner of the existing barn

Rosemary Barn Rushley Green CO9 3AJ

Notification only, no comment required

22/01190/LBC & 22/01189/HH Renovation works to end of terrace property including replacement of existing windows; insertion of new window to first floor side elevation to existing aperture; removal of external paint and replacement with limewash finish; removal of lower section of chimney breast to kitchen area; removal of section of internal ground floor wall and integration of existing storage cupboard; decoration of external fixtures and general repairs to chimney stack and valley gutters.

1 Church Lane CO9 3DA

No objections

22/01128/LBC Replacement of the staircase from 1st to 2nd floor and the addition of a shower enclosure at 2nd floor

12 Pye Corner CO9 3DF

No objections

Cllr Jordan declared an interest and left the meeting

Planning Appeal: Planning Inspectorate Ref: APP/Z1510/W/21/3289300

21/01985/FUL Erection of 1 No. 2 bedroom cottage.

Land East of Church Lane

The original response will be submitted to the planning inspector

Cllr Jordan re-joined the meeting

Applications determined

22/00563/FUL Erection of 1 No. two storey 4 bedroom dwelling house, detached double garage and gardens

Land Adjacent 13 Bayley Street

Application REFUSED

22/00929/NMA Non-Material Amendment to permission 19/00486/FUL granted 17.10.2019 for: Change of use of barn and 2 no holiday lets to form 1 no (C3) dwelling, including extension, alterations and improvement of existing vehicular access. Amendments would allow: -Changes to the internal arrangements and alterations to the approved fenestrations with additional extension to the south-east corner of the existing barn

Rosemary Barn Rushley Green CO9 3AJ

Application REFUSED

22/00300/LBC & 22/00299/FUL Conversion of single storey barn to form 1 No. 3 bedroom dwelling

Nunnery Farm Barn Nunnery Farm, Nunnery Street

Application REFUSED

11. FINANCE

11.1. The monthly payments were approved for authorisation by two Councillors. The monthly bank reconciliation was checked and signed by Cllr Dover

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

11.2. The Annual Governance Statement was approved and signed by the Chairman & clerk

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

11.3. The Annual Accounts & Accounting Statements were approved and signed by the Chairman & clerk

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

May-22	Payments in Month	Details	Amount
DD	Bulb	Electricity Toilets	£15.22
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.19
DD	Open Spaces Society	Annual Subscription	£45.00
B/P	E C Waters	Home as Office May	£75.00
B/P	E C Waters	Clerk Expenses April 11th - May 9th	£16.06
B/P	A&J Lighting	Monthly Charge May	£11.40
B/P	CH Club	May meeting	£20.00
B/P	BDC	Rates Pump House	£5.00
B/P	Hedingham School	Printing Cemetery noticeboard	£2.00
B/P	Hedingham School	Printing Jubilee flyers/posters	£34.70
B/P	Janitorial Direct	Cleaning supplies, public toilets	£26.75
B/P	P M Smith	Payroll Year end and P60s	£24.00
B/P	M D Landscapes	Grass cutting April	£1,202.40
B/P	Cllr Will Dover	Telegraph pole for Jubilee Beacon	£40.00

TOTAL in month

£1,518.72

May-22	Receipts in Month	Details	Amount
	NONE		

TOTAL in month

£0.00

Apr-22	Payments in Month	Details	Amount
DD	nPower	Electricity New Park	Not known
DD	Bulb	Electricity Toilets	£17.72
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.19
DD	B&CE Holdings	Peoples Pension	£122.62
B/P	Staff	Salaries	£1,601.10
B/P	HMRC	Tax/NI March month 12	£448.83
B/P	E C Waters	Home as Office April	£75.00
B/P	E C Waters	Clerk Expenses March 14th - April 11th	£16.06
B/P	A&J Lighting	Monthly Charge April	£11.40
B/P	CH Club	April meeting	£20.00
B/P	BDC	Rates Pump House	£5.00
B/P	EALC	EALC/NALC Affiliation Fees	£357.12
B/P	BALC	BALC Affiliation Fee	£40.00
B/P	P M Smith	Payroll Jan/Feb/March 2022	£48.00
B/P	M D Landscapes	Grass cutting March	£1,202.40
B/P	Graham Nicholl	Fallen Tree branch St Nicholas Church	£375.00
B/P	Darkins Supply Stores	Cemetery Noticeboard materials	£119.98

TOTAL in month

£4,461.42

Apr-22	Receipts in Month	Details	Amount
28-Apr	BDC	Precept 1st instalment	£15,251.00
TOTAL in month			£15,251.00

Accounts balances at 9th May 2022

Unity Trust Current account	£25,172.55
Unity Trust Deposit account	£10,473.10
Cambridge & Counties 95 day	£34,915.63
	£70,561.28

12. VILLAGE PARK

12.1. Community Garden/Allotment The clerk met with the selected contractor on Tuesday 3rd May, he will submit a revised quote reflecting changes requested, and propose a start date for the work.

12.2. Tree Planting: Consideration of Platinum Jubilee Oak and any further sponsored trees required for planting in Autumn 2022. Three donors were identified as top of the list for autumn tree planting. Cllr Jordan will check availability at King & Co and the precautions being taken about oak moth infestation.

13. PLATINUM JUBILEE CELEBRATIONS 2ND – 5TH JUNE 2022

Cllrs Doe, Dover and Westrop reported on the final preparations and arrangements for the Jubilee events. Flyers were distributed with the May Parish Magazines to all houses in the village.

- Thursday 2nd June, 5pm to 7.30pm at the Village Park with bar, BBQ and giant paella and ice cream or bring your own picnic. Competition judging 6pm - Design a Crown and Junk Model a Castle. Beacon lighting ceremony 7pm
- Sunday 5th June, 1pm Throne Race from Nunnery Bridge
- Sunday 5th June, 1.30 – 2pm St Nicholas Church Service
- Sunday 5th June, 2-5pm, St James Street party. Bring your own chair and picnic. Handbags and hats encouraged. Pudding competition

All competitions and events information is available at Castle Heddingham Village Shop.

14. WETHERSFIELD PRISON PROPOSALS

Cllr Southgate gave an update from the recent meeting of WASC (Wethersfield Airfield Scrutiny Committee). The April WASC update will be put on the website www.castlehedingham.org.

A request from the Fields Association SWAP (Stop Wethersfield Airfield Prisons) campaign to purchase and display a banner was not approved. The Chairman of WASC and the Chairman of SWAP have been invited to the Annual Parish Assembly on Thursday May 19th to make a short presentation to residents of Castle Heddingham outlining their campaigns.

15. CORRESPONDENCE TO NOTE

Community 360 Loneliness Awareness Week Road Show will visit the Memorial Hall, Church Lane on Tuesday June 14th from 1.30pm to 3.00pm. The aim of the Road Show is to engage with as many people as possible who may suffer from isolation & loneliness in order to point them to agencies and clubs who can help them. Jayne Laken our United in Kind facilitator plans to attend.

16. AGENDA ITEMS FOR NEXT MEETING

17. NEXT MEETING

Monday 13 th June 2022	7.30pm	Ordinary Parish Council	Castle Heddingham Club
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The meeting closed at 9.25pm

SIGNED
(CHAIRMAN)

DATE