



Parish of Castle Heddingham
Mrs Claire Waters (Parish Clerk)
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**MINUTES OF THE ANNUAL MEETING OF CASTLE HEDDINGHAM PARISH COUNCIL,
HELD ON MONDAY 15th MAY 2023, 7.30PM AT CASTLE HEDDINGHAM CLUB**

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

In the Chair: Cllr Southgate

Clerk: Ann Crisp (locum clerk)

1. ELECTION OF CHAIRMAN

Cllr.Southgate advised he would stand as Chairman if elected

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

1.1. ELECTION OF VICE-CHAIRMAN

The council agreed that any councillor could act as Vice-Chair as and when required.

2. APOLOGIES FOR ABSENCE

None

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of Monday 17th April 2023 were approved as a correct record and signed by the Chairman

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

4. DECLARATIONS OF INTEREST

None

4.1. Completed Register of Interests forms to be returned direct to Clerk.

5. CO-OPTION TO FILL COUNCILLOR VACANCIES

5.1. Decision to waive Co-option Policy in filling current vacancies due to recent election. Deferred to next meeting.

5.2. Decision on co-option of Councillors from any expressions of interest received. Deferred to next meeting.

6. REVIEW OF POLICIES, PROCEDURES, COMMITTEES, REPRESENTATIVES AND WORKING GROUPS

6.1. Council Standing Orders were reviewed and re-adopted

6.2. Council Financial Regulations were reviewed and re-adopted

6.3. Council Code of Conduct for Councillors was reviewed and re-adopted

Items 6.1-6.3 adopted en-bloc.

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

6.4. The council confirmed eligibility for the General Power of Competence for the council term beginning May 2023.

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

6.5. Membership of committees, representatives and working groups were reviewed and updated.

6.6. Calendar of meetings for 2023-2024 was reviewed and no amendments made.

7. PUBLIC FORUM

No members of public present

8. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting

8.1. Thanks extended for the repainting of the telephone kiosk by County Broadband volunteers

9. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

9.1. Kirby Hall Road verge parking and drainage issues: To note resident correspondence and response from Cllr Peter Schwier – ECC Highways have confirmed 7 new verge markers to be installed.

10. REPORTS

10.1. Police/PCSO/Neighbourhood Watch.

10.2. Essex CC report

10.3. Braintree DC reports

11. PLANNING

Applications received:

None

Applications determined

23/00711/TPOCON Notice of intent to carry out works to trees in a Conservation Area: T1 - 8x Leylandii Trees - Reduce height from approximately 5m to 3m T2 - 2x Leylandii Trees - Fell to ground level
Caxton Cottage Nunnery Street CO9 3DN Application **PERMITTED**

23/00708/LBC Proposed installation of two low level windows to the north west elevation

9 St James Street CO9 3EN Application **PERMITTED**

12. FINANCE

12.1. The monthly payments were approved for authorisation by Councillors Westrop & Dover

12.2. The council confirmed the asset register and annual insurance renewal with NFU and Hiscox.

Proposed: Cllr Southgate **Seconded:** Cllr Smith **Agreed Unanimously**

12.3. The council approved the Annual Governance Statement 2022/23. Signed by the Cllr.Southgate as Chairman and clerk.

12.4. The council approved the Annual Accounts and Accounting Statements 2022/23, Signed by Cllr.Southgate as Chairman and clerk

13. COMMUNITY ALLOTMENT

13.1. The council approved initial spending of £1104.00 from the £5,000 UK Shared Prosperity Fund Community Garden grant on shed and rainwater harvesting, as per quote from Leaway Developments.

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

14. REWILDING NEW PARK

14.1. Consideration of resident request to reinstate spring for resident access.

Action Clerk to make enquiries with Anglian Water

15. CORRESPONDENCE TO NOTE

16. AGENDA ITEMS FOR NEXT MEETING

Co-Option

Village Notice-Board

17. NEXT MEETINGS:

Monday 12th June	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 10th July 2023		Ordinary Parish Council	Castle Hedingham Club

The meeting closed at 8.30pm

SIGNED (CHAIRMAN)

DATE

Appendix 1: Finance item 12**PAYMENTS AND RECEIPTS FOR AUTHORISATION 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
DD	Open Spaces Society	Annual membership	£45.00
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	£623.42
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
TOTAL in month			£8,168.41

May-23	Receipts in Month	Details	Amount
02-May	A Leaney	Donation Church Clock repair	£50.00
TOTAL in month			£50.00

Items in italics need to be authorised by two Councillors online, as soon as possible after the meeting date when they are approved.

Accounts balances at 15th May 2023

Unity Trust Current account	£23,243.34
Unity Trust Deposit account	£10,581.44
Cambridge & Counties 95 day	£35,264.78
TOTAL RESERVES	£69,089.56
Of which:	
Historic Village Centre infrastructure reserve	£20,180.00
Community Projects reserve	£8,500.00
Public Toilet reserve	£5,000
Community Allotment reserve	£5,000
GENERAL RESERVE (50% of precept is advised)	£35,409.56

RECONCILED PAYMENTS AND RECEIPTS APRIL 2023

Apr-23	Payments in Month	Details	Amount
DD	Npower	Electricity New Park	£33.21
DD	Bulb (change to Octopus)	Electricity Toilets	NIL
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	Peoples Partnership	Peoples Pension	£77.81
B/P	BDC	Rent, Pump House & land	£30.00
B/P	BDC	Insurance Pump House 6 months	£8.10
B/P	BDC	Rates Pump House April	£7.44
B/P	M D Landscapes	Grass Cutting March	£601.20
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 Mar 13th-Apr 17th	£17.87
B/P	CH Club	April meeting	£20.00
B/P	Staff	Salaries	£1,805.61
B/P	HMRC	Tax/NI March month 12	£101.00
B/P	EALC	EALC/NALC Affiliation fee	£371.14
B/P	Alan Hunwick	Met Post for Village Park	£50.00
B/P	Viking Direct	Paper, Pens and staples	£78.56
B/P	Viking Direct	Payment returned by bank	-£78.56
B/P	P M Smith	Payroll Jan-Mar 2023	£57.60
B/P	P M Smith	Payroll Year End & P60s	£25.00
B/P	Riverside Plumbing	Community Garden/Cemetery plumbing	£331.20
B/P	Rentokil Initial	Sanitary disposal toilets	£15.04
TOTAL in month			£3,639.94

Apr-23	Receipts in Month	Details	Amount
03-Apr	East of England Co-op	Memorial Grave 292	£396.00
26-Apr	Daniel Robinson	Memorial Grave 298	£132.00
27-Apr	BDC	Precept 1st instalment	£16,419.00
TOTAL in month			£16,947.00