



Parish of Castle Heddingham  
Claire Waters (Parish Clerk)  
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**MINUTES OF THE ANNUAL MEETING OF CASTLE HEDDINGHAM PARISH COUNCIL,  
HELD ON MONDAY 13<sup>th</sup> MAY 2024, 7.30PM AT CASTLE HEDDINGHAM CLUB**

**Present:** Cllrs Allen, Deeks, Doe, Dover, Foulkes, Mowle, Smith, Southgate, Westrop  
**In the Chair:** Cllr Southgate  
**Clerk:** Claire Waters  
**Also present:** Cllr P Schwier ECC between items 13 & 14

**1. ELECTION OF CHAIRMAN**

**RESOLVED:** Cllr Southgate was elected as Chairman for 2024-2025 and signed a declaration of Acceptance of Office, witnessed by the clerk.

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

**1.1. ELECTION OF VICE-CHAIRMAN**

It was agreed not to elect a permanent Vice Chair for the year.

**2. APOLOGIES FOR ABSENCE**

None

**3. MINUTES OF THE PREVIOUS MEETING**

The minutes of the ordinary meeting of Monday 8<sup>th</sup> April 2024 were approved as a correct record and signed by the Chairman

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

**4. DECLARATIONS OF INTEREST**

Cllr Allen restated her declaration of interest in a planning application at item 10 due to her previous tenancy as postmistress at the 7A St James Street premises. Cllr Allen did not take part in the decision to be ratified.

**4.1.** Councillors had been requested to review and update their Registers of Interests and notify the clerk of any changes. Cllrs Dover & Smith will provide the clerk with details of the new Heritage Centre charity of which they are trustees, for the clerk to notify the Monitoring Officer at BDC

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

**5.1. RESOLVED:** The Standing Orders were readopted with no amendments

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

**5.2. RESOLVED:** The Financial Regulations were readopted with no amendments.

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

New NALC Model Financial Regulations 2024 were published during May 2024. *Agenda item for June*

**5.3.** It was noted that the new Code of Conduct for Councillors was adopted by Braintree District Council in April 2024. *Agenda item for June.*

**5.4.** Membership of committees, representatives and working groups was reviewed, with no changes

**5.5.** The Calendar of Meetings up to November 2024 was reviewed, with no changes.

**6. PUBLIC FORUM**

None

**7. PROGRESS CHECK**

Village maintenance issues and update on actions from last meeting.

**7.1. St James's Fair Saturday July 27th 2024, 2-5pm at the Village Park:** It was agreed that the event will remain as an informal picnic for the first year with maybe a few stalls but no formally booked entertainment. This can be considered for future years if the first year proves to be popular.

**7.2. Weeds at property boundaries:** Areas of untidy appearance were raised, but clearing by Village Maintenance is not recommended due to use of public funds in maintaining private property and possible offence to the property owner. Village Maintenance continue to carry out weed removal in all public areas. Residents are encouraged to please keep the boundaries of their own property tidy, including tending to any overhanging shrubs and hedges which may restrict pedestrian access on footpaths and public rights of way.

## 8. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

**8.1. 20's Plenty for Essex:** A survey at [www.castlehedingham.org](http://www.castlehedingham.org) had received 92 responses. A final report will be published and the survey closed from Tuesday 14<sup>th</sup> May. Thanks were expressed to everyone who responded and to De Vere Primary and Hedingham Schools for raising awareness among parents.

**8.2. Highway Repairs:** Priority potholes at Kirby Hall Road, Rosemary Lane and New Park have been notified to ECC Cllr Schwier for urgent repair. Surface dressing of Sudbury Rd, St James St, Queen Street and Station Rd is scheduled for 4 days from 13<sup>th</sup> May – it was noted this date may be delayed.

**8.3. Highway Reports:** An overgrown tree at Sudbury Rd and pavement damage at Queen St have been reported to Essex Highways at the request of residents. A spring verge cut at Station Road footpath has been requested to be carried out as soon as possible by the BDC verge cutting contractor. In the meantime Village Maintenance are strimming back nettles to keep the footpath clear for pedestrians.

**8.4. Sheepcot Road** A verge cut and tree work is needed for pedestrian and traffic safety.

**Action:** The clerk will report this to Essex Highways at <https://www.essexhighways.org/tell-us>

## 9. REPORTS

**9.1. Police/PCSO/Neighbourhood Watch.** Monthly Rural Essex police reports & weekly Neighbourhood Watch newsletters are on the website [www.castlehedingham.org/community/neighbourhood-watch/](http://www.castlehedingham.org/community/neighbourhood-watch/)

**Graffiti at Village Park:** All graffiti has now been completely removed by Village Maintenance staff. If anyone has any information or witnessed this vandalism, please report it under crime ref. **42/61810/24**. A police officer has been assigned to the investigation and has been sent all reported evidence with photos.

**9.2. Essex CC report** – Cllr Schwier arrived and reported between items 13 & 14.

- **ECC Locality Fund:** This is launched week beginning 13<sup>th</sup> May, and is open to all community groups for capital expenditure grants. Full details when confirmed will be posted on the Parish Council website <https://www.castlehedingham.org/latest-news/>
- **Digital Switchover:** ECC campaign to raise awareness of the upcoming end of analogue phone lines by 2025. More details are posted at <https://www.castlehedingham.org/latest-news/> and residents are urged to look out for family members or friends who may need support with this.
- **Climate and Planning Unit (CaPU)** has been formed as part of the council's plan to meet key net zero targets by supporting the 12 Essex districts with planning applications received
- **King's Awards for Enterprise 2024:** 11 Essex firms have won this prestigious award in 2024
- **Great British Insulation Scheme:** <https://www.gov.uk/apply-great-british-insulation-scheme> ECC are publicising this national scheme, where eligible residents can receive grants to insulate their properties. In response to questions from Cllrs Smith & Southgate, Cllr Schwier confirmed that the approach to heritage properties such as listed buildings or conservation areas is gradually becoming more relaxed.

**9.3. Braintree DC report** – None, due to conflicting meeting.

## 10. PLANNING

*Planning Policy: Call for Sites*

BDC's adopted Local Plan runs until 2033. A review which will extend the plan to 2041 has begun with a "Call for Sites". All site proposals must be submitted on the appropriate form and be accompanied by a map of the site. Please see <https://braintree-consult.objective.co.uk/kse/>. Submissions by 5pm on 24<sup>th</sup> May 2024.

*Applications received:*

**24/00943/PLD** Application for Certificate of Lawfulness for a proposed development - Conversion of existing roofspace into habitable area, including the installation of rooflights and windows

8 Castle Close CO9 3DH

*Information only, no comment required*

**23/01388/FUL RECONSULTATION:** Erection of 1 No. two storey 3-bedroom dwelling house, detached double garage and gardens.

Land Adjacent 13 Bayley Street      *Objection on same grounds as for previous applications at the site*

*Applications received, decision ratified.*

**24/00220/FUL & 24/00221/LBC RECONSULTATION 2:** 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 CO9 3EJ      *No objections on grounds the plans offer similar mix of holiday let and commercial premises as previous application 22/03329/FUL*

*Application PERMITTED*

*Applications determined*

**24/00436/HH** Single storey rear extension

81 Nunnery Street CO9 3DP

*Application PERMITTED*

**24/00567/HH** New access and off-road parking

58 Nunnery Street CO9 3DP

*Application PERMITTED*

## 11. FINANCE

**11.1.** 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 Foulkes      **Seconded:** Cllr Smith      Agreed unanimously

**11.2.** The asset register and annual insurance renewal with NFU and Hiscox were approved

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

**11.3.** The full report and recommendations from the internal audit on 24<sup>th</sup> April 2024 were noted, with actions taken to address all points raised. Cllr Doe proposed thanks to the clerk for an excellent job in meeting the audit and governance requirements with only minor improvements suggested.

**11.4.** The Financial and Reputational Risk Register for 2024-2025 was reviewed and adopted

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

**11.5.** The AGAR Annual Governance Statement was approved and signed by the Chairman and clerk

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

**11.6.** The AGAR Annual Accounting Statement was approved and signed by the Chairman and clerk

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

## 12. PUBLIC TOILETS

**12.1. Door replacement:** Quotes for repair work to Public Toilets baby change door and maintenance cupboard door had been requested but not yet received. **Action:** A further contractor was suggested who will be contacted by the clerk. Automatic door locks may be considered as an option for the future, the clerk will investigate and report at a future meeting.

**12.2. Plumbing maintenance:** The sink plug in the ladies cubicle has been removed due to repeated flooding with taps left running. It was agreed to consider installing a single cold self-stopping tap at each cubicle handbasin when sink waste repairs are carried out during the coming year.

**Action:** Plumber to be contacted to request a quote for the work.

## 13. CASTLE HEDINGHAM CLUB & VILLAGE HALL

**13.1. Roof repairs: RESOLVED:** Due to the increasing urgency of the repair, a decision can be made by email rather than waiting for the next meeting. Quotes are still awaited from 3 contractors.

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

**13.2.** Receipt of monthly financial statements from Village Hall Committee and decision on the financial viability of secondary glazing at the Village Hall were noted with thanks

*Cllr Schwier arrived and gave his report – see item 9.2. He then left the meeting*

## 14. COMMUNITY ALLOTMENT

A brief update was given by Cllr Deeks and the clerk. Two additional raised beds and increased height of two existing raised beds have now been completed, and a bike rack will shortly be installed near the Public

Toilets. The clerk stressed the importance of making all residents aware of the benefits of the Community Allotment project to everyone, whether they wish to volunteer or just visit and make use of the produce when it is available in the Village Shop.

## 15. REWILDING NEW PARK

**15.1.** Resident complaints regarding parking obstruction on footpath and damage to rewilding area had been forwarded to Councillors. Police and BDC have already been informed about footpath obstruction and abandoned vehicle. **Action:** Wooden posts will be considered for the grass edge to prevent vehicle obstruction and damage to the footpath and grass. To be planned at next meeting of the rewilding group

**15.2. Action:** An on-site meeting of the rewilding group to be held before the June Parish Council meeting.

## 16. CORRESPONDENCE TO NOTE:

**17. EALC:** Notification of conference and AGM 2024, and request for nominations for - Letchwood Clerk of the Year (new award) - Council of the Year, - Young Councillor of the Year (under 40), - Councillor of the Year, - Buckingham Palace Garden Party Tickets (open to those who have been serving within the sector for 10 years or more)

## 18. AGENDA ITEMS FOR NEXT MEETING

- **Code of Conduct:** To consider the new BDC Code of Conduct and adopt if approved
- **Financial Regulations:** To consider the new NALC Financial Regulations and adopt if approved
- **Grant funding reserve:** To consider setting up a reserve for local grant applications.
- **Village Park:** Report from Village Park group on suitable project for grant application
- **Rewilding New Park:** report from on-site meeting

## 19. NEXT MEETINGS:

Monday 20th May 2024	7.30pm	ANNUAL PARISH ASSEMBLY	Village Hall
Monday 10th June 2024	7.30pm	Ordinary Parish Council	Castle Hedingham Club
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 9.04pm

SIGNED (CHAIRMAN)

DATE

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

<b>May-24</b>	<b>Payments in Month</b>	<b>Details</b>	<b>Amount</b>
	Npower	Electricity Street lights	£0.00
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
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	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 Audit lunch	£11.00
<b>TOTAL in month</b>			<b>£7,769.60</b>

<b>May-24</b>	<b>Receipts in Month</b>	<b>Details</b>	<b>Amount</b>
	None		
<b>TOTAL in month</b>			<b>£0.00</b>

**Accounts balances at 13th May 2024**

		<b>Interest 2024-25</b>
Unity Trust Current account	£24,228.54	N/A
Unity Trust Deposit account	£10,861.52	£0.00
Cambridge & Counties 95 day	£37,626.53	£1,551.00
<b>TOTAL RESERVES</b>	<b>£72,716.59</b>	
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	
<b>GENERAL RESERVE (50% of precept is advised)</b>	<b>£38,415.12</b>	
S106 funding remaining at BDC (until 31.5.2030)	£2,623.21	

## RECONCILED PAYMENTS AND RECEIPTS APRIL 2024

Apr-24	Payments in Month	Details	Amount
	Npower	Electricity Street lights	£0.00
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	Peoples Partnership	Peoples Pension	£84.54
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses Mar 11th - Apr 8th	£21.39
B/P	Staff	Salaries	£1,795.09
B/P	HMRC	Tax/NI March month 12	£525.46
B/P	CH Club	March extra meeting	£20.00
B/P	CH Club	April meeting	£20.00
B/P	BDC	Rates, Pump House	£6.68
B/P	BDC	Rent, Pump House	£30.00
B/P	Darkins	Village Maintenance & Toilets	£39.98
B/P	EALC	Affiliation Fee EALC/NALC	£380.17
B/P	Dean Manning	Memorial Bench Bird	£650.00
B/P	Silverton Ltd	Play sand x 2 bulk bags	£204.00
B/P	P M Smith	P60s & year end	£31.20
B/P	P M Smith	Payroll Oct Nov Dec 2023	£57.60
B/P	P M Smith	Payroll Jan Feb Mar 2024	£57.60
B/P	M D Landscapes	Grass cutting March	£1,202.40
B/P	Glasdon	Bike Rack	£207.00
<b>TOTAL in month</b>			<b>£5,409.43</b>

Apr-24	Receipts in Month	Details	Amount
08-Apr	Epson	Cash back printer promotion	£100.00
23-Apr	BDC	Precept 1st instalment	£17,024.00
25-Apr	S Bird	Memorial Bench	£721.99
<b>TOTAL in month</b>			<b>£17,845.99</b>