

Action: Clerk to respond acknowledging good service by Braintree District Council waste and refuse teams, and suggesting efforts to improve litter education at secondary schools as well as co-ordination of existing local volunteers through Parish Councils e.g. by distribution of gloves, bags and litter pickers.

*The public forum was held between items 6 & 7. The members of the public then left the meeting
Cllr Johnson arrived*

7. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

7.1. PROW and Parish Paths Partnership: New waymarker post discs have been supplied by the PROW officer. These will be shared with landowners and used by Village Maintenance to replace lost or faded waymarkers on footpaths.

Cllr Schwier arrived

7.2. Drainage issues: It was noted that despite recent drain work at Lucas Lane and Queen Street, flooding is still a problem. Anglian Water had inspected drainage issues at Pye Corner. Essex Highways attended Queen Street flooding and suggested landowner ditches may need clearing. A video sent by a resident of flooding at Kirby Hall Road properties caused by parking damage to roadside verges was discussed.

Action: Cllr Schwier will follow all drain issues up with Essex Highways and report back to the Clerk

Action: Meeting to be arranged with De Vere Primary School headteacher to address parking problems.

7.3. Local Highways Panel applications: Removal of posts along Kirby Hall Road had contributed to verge damage. Cllr Schwier agreed to investigate whether this can be requested as an urgent replacement or if they have to be requested via a LHP scheme application.

Cllr Beavis arrived

8. REPORTS

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

8.2. Essex CC report: Cllr Schwier apologised for late arrival due to conflicting meetings

- **ECC updates:** 13 updates during October had been circulated to Councillors via the clerk
- **Broadband:** Discounted broadband is available to people on benefits
- **Highways:** Highway Highlights includes news of winter preparations and new gritters
- **Primary School applications:** These are now open for September 2023
- **Cost of Living:** Two Warm Welcome projects are open in Sible, at the Library and Baptist Church

8.3. Braintree DC reports: Cllrs Beavis & Johnson apologised for late arrival due to a conflicting meeting.

Cllr Johnson reported:

- **Flooding:** he notes drains are regularly filled with straw which traps falling leaves. He will raise with BDC the problem of autumn only verge cuts causing greater weed growth and blocked roadside drains.
- **Station Rd woodyard:** He has been asked who has put the barrier at the entrance but nobody knows.
- **Magnolia Tea Rooms:** He is being asked by residents what are the plans for opening. Cllr Tocaram confirmed they are advertising for a chef.
- **Walking groups:** He is aware of 4-5 separate walking groups, mostly starting in Sible Hedingham. He continues to be involved and monitor footpaths locally. New group members are always welcome

Cllr Beavis reported:

- **Green Bin collections:** she has raised a question about collections stopping before leaves have fallen.
- **Cost of Living:** she was proud to have the full support of Braintree Councillors for her motion. Recommendations are coming out including Warm Spaces, with other support to come
- **Braintree Planning:** the 5 year housing supply has been lost which is of great concern, including impact on a planning appeal for 200 more homes in Halstead. The 5 year supply is affected every time an approved development stops, e.g due to supply issues.
- **Riverside Walk:** a meeting is being set up between BDC and Sible Hedingham Parish Council
- **Hedinghams Medical Centre:** she has submitted written questions about the reasons for the delay and will update at the next meeting. The surgery at Falcon Square has had their lease extended but only for a maximum of a further 12 months

Cllrs Schwier, Johnson & Beavis left the meeting

9. PLANNING

Application received (after publication of the agenda):

22/02556/FUL Provision of manège

The Warren Kirby Hall Road CO9 3EB

No objections

Applications determined

22/02221/FUL Retrospective change of use from agricultural to commercial B2 use for the purposes of vintage vehicle and vintage agricultural machinery repairs and workshop

Workshop On Land South Of Rosemary Farm Rosemary Lane

Application REFUSED

22/01554/LBC & 22/01553/FUL Conversion of existing barn to 1No. one-storey 3-bedroom dwelling

Nunnery Farm Barn Nunnery Farm Nunnery Street

Application PERMITTED

22/02240/LBC & 22/02179/HH Replacement rear window

9 Pye Corner CO9 3DE

Application PERMITTED

22/02123/HH Erection of single-storey front extension. Replacement of windows and timber cladding to rear elevation. |

South Barn Coppington Farm Sudbury Road CO9 3AG

Application PERMITTED

22/02082/HH Change of use of outbuilding for ancillary purposes

Greenwich House 8 Queen Street CO9 3EX

Application PERMITTED

22/01588/OUT Application for Outline Planning Permission will all matters reserved for: Erection of 1No. single-storey dwelling & garage for agricultural smallholding

Land Behind 118 Nunnery Street

Application REFUSED

22/02311/TPOCON Notice of intent to carry out works to trees in a Conservation Area - Leyland Cypress (T1 & T2) Fell trees and grind stumps Oak (T3) Crown reduction of 2 linear metres to the branches growing towards the house. Hazel (T4) Coppice to 2 metres. Birch (T5) 1.5-2 linear metre reduction to the elongating branches to balance the shape (3-4 branches). Weeping Birch (T6) Crown lift for 1-1.5 metres of clearance of the neighbouring roof

Kiln Lodge Pottery Lane CO9 3EU

Application PERMITTED

22/02210/TPOCON Notice of intent to carry out works to trees in a Conservation Area:- T1 - Hazel - Coppice to ground level T2 - Holly - Fell - Growing close to 3m boundary wall, low amenity value T3 - Silver Maple Pollard - re-pollard to previous pollard points and regularly maintain

5 King Street CO9 3ER

Application PERMITTED

10. FINANCE

10.1. The monthly payments were approved for authorisation. The monthly bank reconciliations were checked and signed by Cllr Gransden.

Proposed: Cllr Veater

Seconded: Cllr Toocaram

Agreed unanimously

A donation of £100 from a resident towards the Church Clock repair was noted with grateful thanks. The clock pulley repair at a cost of £2,728 + VAT will be funded from Parish Council reserves, but donations from residents are most welcome if they wish, please contact the Parish Clerk at

castlehedinghamparishclerk@gmail.com or on 07845 056597 for Parish Council bank details.

10.2. The national pay award backdated to April 2022 and its implications for staff pay was noted. The clerk pay increase is applied automatically as a contractual salary scale

RESOLVED: To pay the recommended top of the scale hourly rate for Village Maintenance staff.

Proposed: Cllr Southgate

Seconded: Cllr Toocaram

Agreed unanimously

RESOLVED: To review Public Toilet caretaking element of pay as this is calculated differently, for approval in time for December payroll

Proposed: Cllr Southgate

Seconded: Cllr Gransden

Agreed unanimously

10.3. Parish Council Reserves: In preparation for the final budget meeting in January 2023, Councillors were asked to consider any additional ringfenced or earmarked reserves to be held. Historic Village Infrastructure reserve and Community Projects reserve have already been suggested.

10.4. Castle Hedingham Village Hall: The Social Club and Village Hall are linked by a common electrical supply. The Hall Trustees would like their own separate meter which involves UKPN and a cost. They have asked whether the PC would consider making contribution towards the cost (as yet unknown).

RESOLVED: On the basis of the information given, the request will be declined

Proposed: Cllr Southgate

Seconded: Cllr Gransden

Agreed unanimously

11. COMMUNICATIONS & SOCIAL MEDIA

11.1. RESOLVED: Communications & Social Media Policy:

This new policy covering communications and social media for Councillors and Parish Council staff was adopted. Advice from a Local Government Association seminar on online abuse and safe use of social media was shared with Councillors

Proposed: Cllr Gransden

Seconded: Cllr Dover

Agreed unanimously

11.2. Parish Council Website: The clerk and Cllr Dover updated Councillors on the new website and plans for launch and replacement of the old website.

11.3. Facebook and other social media: To consider use of Facebook and Twitter

RESOLVED: To create a Castle Hedingham Parish Council Facebook page. This will be operated in line with the requirements of the Communications and Social Media policy. It will direct viewers to the Parish Council website rather than seeking to replace it, and will be primarily used for information sharing..

Proposed: Cllr Dover

Seconded: Cllr Gransden

Agreed unanimously

12. TRANSPORT EAST RURAL MOBILITY SURVEY 2022

Action: Cllr Doe as Transport Representative will forward to the clerk any additional suggestions for responding to this survey. One response is requested per Parish Council by 16th December 2022

Cllr Jordan left the meeting due to a family commitment

13. CASTLE HEDINGHAM CEMETERY

Hedge cutting and removing lower branches on an apple tree is planned for Tuesday 15th November.

RESOLVED: To accept the quote from M D Landscapes to carry out winter maintenance work at the cemetery. Depending on the number of days needed, this will cost up to £2,000 including waste removal.

Proposed: Cllr Toocaram

Seconded: Cllr Gransden

Agreed unanimously

14. VILLAGE PARK

14.1. Community Allotment: The clerk gave a brief update on plans for establishment of a volunteer group. Together with item 14.2 this will be given more time for consideration at the January meeting.

14.2. Tree Planting: To consider further tree planting plans and tree planting map

14.3. Parking at Village Park: Two quotes had been received for posts to deter parking on the grassed areas of the park, but need to be revised to meet exact requirements

Action: Cllr Gransden, Cllr Jordan and the clerk will meet at the park to revise the plan.

15. CORRESPONDENCE TO NOTE

ECC Community Winter Warmth and Welcome Spaces Fund grants of up to £1,000 to create safe spaces which are free to the Essex public this winter. Groups and organisations can apply, visit <https://ealc.gov.uk/winter-warmth-and-welcome-spaces-fund/>. Sible Hedingham Library is running a scheme, as is the Baptist Church in Sible Hedingham

ECC budget for 2023/24 public consultation is open until Monday 28 November. Everyone can take part in the consultation here: <https://survey.euro.confirmit.com/wix/7/p350931054797.aspx?ebrm=1&l=9>

16. AGENDA ITEMS FOR NEXT MEETING

- **Braintree District Council Open Spaces Action Plan.** This key document is used by the Local Planning Authority to justify seeking S.106 monetary contributions for Public Open Space improvements across the district. Updates for 2023 are due by 27th January 2023

17. NEXT MEETINGS

The Calendar of Meetings for 2023 was reviewed. The normal second Monday in the month meetings in April and May 2023 will be rescheduled due to Bank Holidays. The April meeting will be held on the 3rd Monday, 17th April. The Annual Parish Assembly is usually in May, but next year will be held before Parish Council elections on 4th May as it includes a review of the past year's work of the Parish Council.

NO MEETING IN DECEMBER			
Monday 9th January 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 13th February 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 13th March 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 17th April 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club

The meeting closed at 9.52pm

SIGNED (CHAIRMAN)

DATE

Appendix 1: Financial Report November 2022

Nov-22	Payments in Month	Details	Amount
DD	Npower	Electricity New Park	£43.47
DD	Bulb	Electricity Toilets	£21.08
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
B/P	E C Waters	Home as Office November	£75.00
B/P	E C Waters	Clerk Expenses Oct 17th to Nov 14th	£16.06
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	CH Club	October meeting	£20.00
B/P	M D Landscapes	Grass cutting October	£1,202.40
B/P	Ironmongery Direct	New lock, Baby change toilet	£19.32
B/P	Graham Nicholl	Damaged Oak tree, Cemetery	£500.00
B/P	Darkins	Toilet Seat	£17.99
CHQ	Royal British Legion	Remembrance Wreath	£60.00
TOTAL in month			£1,988.04

Nov-22	Receipts in Month	Details	Amount
07-Nov	Daniel Robinson	EROB/Interment/Memorial Grave 299	£506.00
14-Nov	Mrs P Cooke	Donation Church Clock repair	£100.00
TOTAL in month			£606.00

Accounts balances at 14th November 2022

Unity Trust Current account	£15,776.05
Unity Trust Deposit account	£10,497.99
Cambridge & Counties 95 day	£34,915.63
	£61,189.67

Appendix 2: Reconciled receipts and payments October 2022

Oct-22	Payments in Month	Details	Amount
DD	Npower	Electricity New Park	£354.95
DD	Npower	Electricity New Park September	£39.44
DD	Bulb	Electricity Toilets - paused	NIL
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	B&CE Holdings	Peoples Pension	£74.03
B/P	Staff	Salaries	£1,671.43
B/P	Alan Henry	Village Maintenance expenses	£50.44
B/P	HMRC	Tax/NI September month 6	£94.34
B/P	E C Waters	Home as Office October	£75.00
B/P	E C Waters	Clerk Expenses Sept 14th to Oct 17th	£17.56
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	CH Club	October meeting	£20.00
B/P	BDC	Rates Pump House Acc:0600015030	£5.00
B/P	M D Landscapes	Grass cutting September	£1,310.40
B/P	P M Smith	Payroll July, August and September	£48.00
B/P	Rentokil Initial	Sanitary Disposal	£15.04
B/P	PKF Littlejohn	External Audit	£240.00
B/P	RCCE	Membership Fee 2022-23	£72.60
B/P	Cllr J Toocaram	Diesel for green waste disposal	£20.00
B/P	Pomona Fruits	Fruit trees Community Allotment	£152.10
TOTAL in month			£4,273.05

Oct-22	Receipts in Month	Details	Amount
03-Oct	Daniel Robinson	Memorial ashes 56	£132.00
07-Oct	Harvey Darke	Ashes scattered grave 292	£165.00
10-Oct	East of England Co-op	Interment credit ERROR returned	-£226.00
25-Oct	Harvey Darke	Interment grave 203	£396.00
TOTAL in month			£467.00