



Parish of Castle Hedingham
Mrs Claire Waters (Parish Clerk)
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**MINUTES OF A MEETING OF CASTLE HEDINGHAM PARISH COUNCIL,
HELD ON MONDAY 17th OCTOBER 2022, 7.00PM AT CASTLE HEDINGHAM CLUB**

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

In the Chair: Cllr Southgate

Clerk: Claire Waters

Also Present: 5 members of the public to item 5.1

1. APOLOGIES FOR ABSENCE

Cllr Bayes, Dover & Gransden gave apologies for absence. Cllrs Beavis & Johnson (BDC) and Cllr Schwier (ECC) also gave apologies for absence.

2. MINUTES OF THE PREVIOUS MEETING

The minutes the meeting of 8th August 2022 were approved as a correct record and signed by the Chairman

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

The minutes of the meeting of 12th September 2022 were approved as a correct record and signed by the Chairman

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

3. DECLARATIONS OF INTEREST - None

4. PUBLIC FORUM

Members of the public attended to express their views on the Castle Hedingham Cemetery Regulations, which only permit artificial flowers on graves for limited periods at Christmas, Remembrance Sunday and anniversary of death. Three people spoke in favour of a petition to allow artificial flowers and expressed their personal sentiments about how they choose to grieve for their loved ones and their disappointment and distress at the cemetery regulations being enforced. One person spoke to express concern about any increased use of plastic and their feeling that discussion about the issue on Facebook was not the best forum for debate.

5. CASTLE HEDINGHAM CEMETERY

5.1. The petition requesting that artificial flowers are permitted in the cemetery was considered. The following points were raised by Councillors:

- The feelings expressed by members of the public were recognised, with empathy for their concerns
- Castle Hedingham Cemetery is a lawn cemetery and has always been maintained as such. Artificial flowers have not been permitted under the regulations since at least 2008, probably earlier
- The regulations as adopted in February 2022 relaxed the rules on artificial flowers and are in line with the Diocese of Chelmsford recommendations.
- Communication of regulations could have been better and steps are being taken to improve this. A second noticeboard near the newer section of the cemetery was suggested and will be considered.
- In response to questions raised, the process of applying for purchase of grave or ashes plots, interments and erection of memorials was explained by the clerk. This may happen via a funeral director and the lines of communication during that process are being reviewed and improved
- Environmental considerations were discussed including reducing plastic use for future generations
- Any decision made now must be consistent for everyone and enable effective future management of the cemetery.

RESOLVED: To keep the Cemetery Regulations as adopted in February 2022, alongside the current plan of works for cemetery maintenance over the coming months to restore it to looking its best.

Proposed: Cllr Southgate **Seconded:** Cllr Jordan Agreed by majority vote, 5 for 1 abstained

All members of the public left the meeting

5.2. Initial proposals for a “Memorial Garden” with donated shrubs at the cemetery including administration, maintenance, risk assessment and ongoing costs were discussed. The possibility of a flower bed at the Cemetery and/or at the Community Garden growing cut flowers for visitors to help themselves to place on graves was suggested, this idea will be considered further.

Action: Agenda item for next meeting. Financial impact and feasibility of increased Village Maintenance hours to be considered.

5.3. Completion of tree work following fallen branches during a recent storm was noted, with some logs still remaining to be removed shortly. Other Cemetery maintenance work including weed clearance of the path, levelling and seeding newer graves, cutting back brambles and trimming hedges is ongoing or scheduled for later in the autumn

6. PROGRESS CHECK

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

6.1. Public Toilets: The clerk gave an update on progress on sink waste connection repairs, window glass replacement and a lock repair needed at the baby change cubicle.

6.2. Station Rd wood yard: Cllr Beavis had confirmed by email that BDC were not involved in new gates and mounds of earth at entrance, she is investigating further.

6.3. Platinum Jubilee oak tree - Action: The tree will be planted as soon as possible, with a possible dedication ceremony to be planned once it is in place.

7. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

7.1. PROW and Parish Paths Partnership: RESOLVED: Cllr Toocaram was appointed to be the main point of contact with the PROW officer to work on the Parish Paths Partnership (P3).

Proposed: Cllr Jordan **Seconded:** Cllr Southgate Agreed unanimously
Reports have been submitted of bridges and fingerposts needing repair. Residents are able to report issues themselves online at <https://www.essexhighways.org/tell-us/public-rights-of-way-issues>

7.2. Drainage issues: A report sent to Cllr Schwier of drainage issues was reviewed. It was noted that drain work had been carried out over the last week at Lucas Lane and Queen Street. **Action:** Clerk to follow this up with Essex Highways via Cllr Schwier.

7.3. Local Highways Panel applications: Two Castle Hedingham applications are on the scheme list:

- 30mph Gateway signs at village entrances - awaiting funding approval.
- Footway along A1017 Crouch Green to Colne Valley Railway – map of route sent for validation.

7.4. Highways work & bridge repairs, Poole St Great Yeldham: Ongoing bridge repairs were noted, some dates will affect traffic to Colne Valley Railway events. See <https://one.network/> for details.

8. REPORTS

8.1. Police/PCSO/Neighbourhood Watch. Police reports have been circulated to Councillors. In response to a request from PC James Draper for the top 3 village policing priorities, thefts and break-ins, drugs and speeding cars were suggested. The clerk will report back to PC Draper

8.2. Essex CC report – none. Cllr Schwier apologised for absence

8.3. Braintree DC reports – none: Cllrs Beavis & Johnson apologised for absence. Cllr Beavis had sent a brief written report.

9. PLANNING

Applications received:

22/02592/ELD Application for Certificate of Lawfulness for an existing use – Use of bungalow as an independent dwelling for 10+ years.

Four Winds Kirby Hall Road CO9 3EA

No objections

Applications received: Decisions ratified

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

Objection comment submitted

22/02082/HH Change of use of outbuilding for ancillary purposes
Greenwich House 8 Queen Street CO9 3EX *Objection comment submitted*

22/02123/HH Erection of single-storey front extension. Replacement of windows and timber cladding to rear elevation
South Barn Coppingdown Farm Sudbury Road CO9 3AG *No objections*

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 *No objections*

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 *No objections*

22/02240/LBC & 22/02179/HH Replacement rear window
9 Pye Corner CO9 3DE *No objections*

Applications determined

22/01282/VAR Variation of Condition 2 (Approved Plans) of permission 19/00486/FUL granted 01.08.2019 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. Variation would allow for: - Various improvements to design and access
Rosemary Farm Cottage Rushley Green CO9 3AJ *Application PERMITTED*

22/01968/AGR Application for prior notification of agricultural or forestry development - Alteration and extension to existing cartlodge to create additional store, new entrance and greenhouse 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 *PRIOR APPROVAL REQUIRED AND GIVEN*

22/01850/TPOCON Notice of intent to carry out works to trees in a Conservation Area - Reduce all trees around boarder, along Sheepcott road at least 1 meter below electricity cables and shape, Reduce Golden Leylandi by 2 meters, Pollard large deciduous tree in garden to old points, it is dominating garden, possibly Twisted Willows
Trinity Cottage Sheepcot Road CO9 3HB *Application PERMITTED*

22/01537/HH Erection of outbuilding to be used as personal yoga studio
Flaglands Cottage 25 Queen Street CO9 3HA *Application PERMITTED*

10. FINANCE

10.1. The monthly payments were approved for authorisation.

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

10.2. Following completion of the account transfer from Eon to Npower, 9 months' electricity bills for street lights have now been taken by Npower via direct debit on 6th October 2022 at a total cost of £354.95

10.3. External Audit: The conclusion of audit report had been received from PKF Littlejohn with no concerns raised. Conclusion of Audit documents and information for residents about how to view the accounts are published on the website www.castlehedingham.org and on the Parish Council noticeboard
RESOLVED: The report was noted and it was requested that the minutes record thanks to the clerk for the excellent work done in managing the council's governance and accountability procedures over the year

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

10.4. Parish Council Reserves: Following the adoption of the Reserves Policy 2022-23 at the August meeting, earmarked reserves were considered in preparation for the final budget meeting in January 2023. **Action:** Initial agreement that the Historic Village Infrastructure reserve should be retained and the Community Projects reserve should be reinstated. Agenda item for November meeting

10.5. St Nicholas Clock: Following the annual service and investigation of a fault, a quote from Smith of Derby of £2,728 + VAT was considered for pulley restoration of the St Nicholas Church Clock. Grant funding will be difficult to obtain, and it was noted that previous repairs had been generously supported by donations from residents

RESOLVED: To accept the quote and fund the repair from the Historic Village Infrastructure reserve, since the work needs to be done and the cost will only increase if delayed. Residents will be invited to donate towards the cost if they wish

Proposed: Cllr Jordan

Seconded: Cllr Doe

Agreed unanimously

11. CIVILITY & RESPECT PLEDGE

RESOLVED: To sign the 'The Civility and Respect Pledge' as recommended by EALC & NALC, designed to help define the right behaviours within the council, to prevent bullying and to support councils demonstrating high standards of conduct. The pledge was signed by the Chairman

Proposed: Cllr Toocaram

Seconded: Cllr Doe

Agreed unanimously

12. BDC LAND AT NEW PARK

The Chairman and clerk confirmed that a request to include the BDC land at New Park in the Braintree District Council rewilding scheme had been accepted. Further discussions with BDC and communication with residents will be arranged, and local residents will be contacted to ask for their involvement in making an attractive and permanent rewilding area at New Park for the future. *Agenda item for November meeting*

13. BRAMFORD TO TWINSTEAD TEE: TARGETED CONSULTATION

To approve a response to this National Grid consultation which runs from 8th September to 19th October 2022, reflecting changes following the consultation in Spring 2022. Residents can see the proposals and respond to the consultation at www.nationalgrid.com/bramford-twinstead. The plans are also available to view at Sible Hedingham, Halstead and Sudbury Libraries during the consultation period.

Action: Clerk to respond as previously, requesting serious consideration be given by National Grid to longer term plans for an underground solution off-shore for the whole route. This request has also been supported by many East Anglia MPs

14. VILLAGE PARK

14.1. Village Park meeting: Minutes of the meeting of 1st September 2022 & actions arising were noted.

14.2. Community Garden/Allotment: Cllr Jordan is liaising with Jayne Laken on recruiting initial members for a volunteer group. Any residents interested are welcome to contact the Parish Clerk.

14.3. Tree Planting: Castle Hedingham Club had confirmed their donation of £150.00 towards fruit trees for the Community Garden area. **Action:** The clerk will order selected trees up to this value

14.4. Parking at Village Park: Quotes have been requested for installation of posts to manage parking on the grassed areas of the park, as unrestricted parking on the grassed area by attendees to events at the Hall and Club is potentially dangerous to users of the park as well as vehicle owners.

15. CORRESPONDENCE TO NOTE

Community 360: Winter Resilience Bags are being offered again this year, to arrive in early December. 28 have been allocated to Castle Hedingham (10 were distributed last year). Jayne Laken and the clerk are working together on distribution to residents. Contents include blanket, thermos flasks/mugs, torch etc.

16. AGENDA ITEMS FOR NEXT MEETING

- Communications & Social Media Policy, Parish Council Website & possible Facebook page

17. NEXT MEETINGS

Monday 14th November	7.30pm	Ordinary Parish Council	Castle Hedingham Club
		NO MEETING IN DECEMBER	
Monday 9th January	7.30pm	Ordinary Parish Council	Castle Hedingham Club

The meeting closed at 8.55pm

SIGNED
(CHAIRMAN)

DATE

Appendix 1: Financial Report October 2022

Oct-22	Payments in Month	Details	Amount
DD	Npower	Electricity New Park Jan to Aug 2022	£354.95
DD	Npower	Electricity New Park September	£39.44
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
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
TOTAL in month			£4,026.92

Oct-22	Receipts in Month	Details	Amount
03-Oct	Daniel Robinson	Memorial ashes 56	£132.00
07-Oct	Harvey Darke	Ashes scattered grave 203	£165.00
10-Oct	East of England Co-op	Credit error refund	-£226.00
TOTAL in month			£71.00

Accounts balances at 17th October 2022

Unity Trust Current account	£19,098.50
Unity Trust Deposit account	£10,497.99
Cambridge & Counties 95 day	£34,915.63
	£64,512.12

Appendix 2: Reconciled receipts and payments September 2022

Sep-22	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	NIL
DD	Bulb	Electricity Toilets	£16.52
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	B&CE Holdings	Peoples Pension	£74.03
DD	Wave	Water Toilets	£62.56
DD	Wave	Water Cemetery	£11.21
B/P	Staff	Salaries	£1,629.16
B/P	HMRC	Tax/NI August month 5	£106.74
B/P	E C Waters	Home as Office September	£75.00
B/P	E C Waters	Clerk Expenses Aug 8th to Sept 14th	£33.80
B/P	A&J Lighting	Monthly Charge August	£11.40
B/P	CH Club	September meeting	£20.00
B/P	BDC	Rates Pump House Acc:0600015030	£5.00
B/P	M D Landscapes	Grass cutting August & Churchyard work	£1,261.20
B/P	Graham Nicholl	Tree work, St Nicholas	£575.00
B/P	Hedingshams Parish Magazine	Cost of pages April to September 22	£320.58
B/P	Smith of Derby	Annual Service and fault St Nicholas Clock	£352.80
B/P	Janitorial Direct	Toilet Rolls	£137.95
B/P	Cllr G Southgate	Book of Condolence	£25.98
	Unity Trust Bank	Service Charge	£18.00
TOTAL in month			£4,738.25

Sep-22	Receipts in Month	Details	Amount
02-Sep	ECC	Grass Cutting grant	£207.15
05-Sep	Npower	Eon Overpayment	£0.13
29-Sep	BDC	Precept 2nd instalment	£15,251.00
30-Sep	Finchingfield PC	Clerk mobile phone share	£26.10
TOTAL in month			£15,484.38