



Parish of Castle Heddingham
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**MINUTES OF A MEETING OF CASTLE HEDDINGHAM PARISH COUNCIL,
HELD ON MONDAY 9TH OCTOBER 2023, 7.30PM AT CASTLE HEDDINGHAM CLUB**

Present: Cllrs Allen, Deeks, Dover, Foulkes, Mowle (from item 3), Southgate, Westrop.

In the Chair: Cllr Southgate

Clerk: Absent due to illness. Notes taken by Cllr J Allen.

Also present: None

1. APOLOGIES FOR ABSENCE

Apologies for absence were accepted from Cllrs Doe & Smith

2. COUNCILLOR CO-OPTION

RESOLVED: To co-opt Stuart Mowle to the vacant Councillor position.

Proposed: Cllr Southgate

Seconded: Cllr Westrop

Agreed unanimously

Cllr Mowle signed a Declaration of Acceptance of Office and joined the meeting as a Councillor

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of Monday 11th September 2023 were approved as a correct record and signed by the Chairman

Proposed: Cllr Deeks

Seconded: Cllr Foulkes

Agreed unanimously

4. DECLARATIONS OF INTEREST

None

5. PUBLIC FORUM

None

6. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting

6.1. Village Hall representative report: Cllr Deeks as the newly appointed Parish Council representative reported from a Village Hall committee meeting. Improved co-operation between the hall and the social club is being worked on by both committees. A question has arisen about secondary glazing of the Village Hall windows, and whether this is a Village Hall committee or Parish Council responsibility.

Action: *Agenda item for future meeting*

6.2. Village Park footpath: Weed growth along the footpath edges will be reported to Village Maintenance. **Action:** This may be a suitable project for volunteer help.

7. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

7.1. St James Street: Closure of St James Street, took place on 28th September 2023 for repair of pothole by Tennis Club entrance, but the full scheduled repairs to Queen Street could not be completed.

7.2. Sudbury Road: Closure of Sudbury Road, due to commence on 1st November 2023 for 3 days for carriageway patching. <https://one.network/> for details

7.3. Byway 27, Rosemary Lane to Kirby Hall Road: A request has been submitted to Essex Highways to supply used road planings to Kirby Hall Farm who have kindly agreed to spread them to level the surface

7.4. Castle Lane: Blocked drains will be reported to Essex Highways essexhighways.org/tell-us

8. REPORTS

8.1. Police/PCSO/Neighbourhood Watch. Recent police reports and Neighbourhood Watch weekly newsletters are published on the website www.castleheddingham.org/community/neighbourhood-watch/

8.2. Essex CC report – Cllr Schwier ECC sent apologies for absence due to a conflicting meeting

8.3. Braintree DC reports – Cllrs Beavis and Taylor BDC arrived after the meeting closed.

8.4. Wethersfield Airfield: Cllrs Southgate and Foulkes reported on a follow up Microsoft Teams meeting arranged by the Home Office updating local Parish Councils on the asylum centre. 130 asylum seekers are housed there, expected to rise to 400 by the end of October.

9. PLANNING

Applications received:

23/02371/HH Two storey side extension, changes in roof pitch to existing single storey rear element and porch, relocation of main entrance door and proposed provision of hardstanding to facilitate vehicle parking
41 Nunnery Street CO9 3DW *No objections*

23/02379/LBC Proposed removal of internal wall, and raising of ceiling height in kitchen.
9 Pye Corner CO9 3DE *No objections*

23/02431/TPOCON Notice of intent to carry out works to trees in a Conservation Area: Removal of Walnut tree as it is growing through the building
4 Falcon Square CO9 3BT *No objections*

Applications determined

22/03157/OUT Outline application with all matters reserved except access for the redevelopment of builder yard to create up to 598m² start-up employment space (Class E(g))
Land Station Road Castle Heddingham *Application WITHDRAWN*

23/01874/DAC Application for approval of details as reserved by condition 5 of approved application
21/02261/FUL
Castle Heddingham United Reformed Church 32 Queen Street CO9 3HA *Condition 5 DISCHARGED:
Written Scheme of Investigation (WSI), including details for a programme of historic building recording*

23/02215/AGR Application for prior notification of agricultural or forestry development -New machinery store adjoining existing agricultural building
Rushley Green Farm Rushley Green CO9 3AH *Permission REQUIRED*

23/01765/HH Proposed two storey side extension over existing single storey garage, proposed new porch, proposed hardstanding to front garden.
19 Park Vale Close CO9 3DS *Application PERMITTED*

23/02024/TPOCON Works to trees in a Conservation Area: T1 - Cherry - Crown reduction 0.5m T2 - Cherry - Crown reduction 0.5m T3 - Cherry - Crown reduction 0.5m T4 - Hazel – Fell
14 Church Lane CO9 3DA *Application PERMITTED*

23/01944/TPOCON Works to trees in a Conservation Area: Silver Birch-Lightly prune/shape boundary overhangs,1 meter removed. Cherry-Remove overhanging cherry tree branch to boundary line. Bay tree/hedge-face back to boundary line. Yew hedge-to face back to boundary line. Dawn redwood- remove lower 2 branches by 1.2 meters. Acer-lightly hand prune/shape the crown.
Lakeview Pottery Lane CO9 3EU *Application PERMITTED*

10. FINANCE

10.1. 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 Southgate **Seconded:** Cllr Foulkes Agreed unanimously

11. NEW PARK STREET LIGHTS

Correspondence with Npower and UKPN has been ongoing, with the issue escalated to the highest level at both Npower as the energy supplier and with UKPN who manage the Unmetered Supply (UMS). Reinstatement of the energy supply by Npower has been offered at an increased rate per Kwh, together with financial compensation for the error which led to the supply contract being withdrawn. A number of options were carefully considered by Councillors, taking into account the longer-term cost to public funds and only one expression of concern from New Park residents to the lights being de-energised in August

RESOLVED: To leave the street lights “de-energised” for the time being, i.e. in a state where the supply could be reinstated if necessary at a later date. To follow up the offer of compensation from Npower.

Proposed: Cllr Southgate

Seconded: Cllr Dover

Agreed unanimously

12. PARKING IN VILLAGE CENTRE

RESOLVED: It was considered that direction signs to the Memorial Hall car park will not achieve the necessary outcome and will not be progressed further.

Proposed: Cllr Dover

Seconded: Cllr Mowle

Agreed unanimously

13. ENVIRONMENTAL POLICY

RESOLVED: To readopt the Environmental Policy and updated Action Plan

Proposed: Cllr Foulkes

Seconded: Cllr Allen

Agreed unanimously

14. CORRESPONDENCE TO NOTE

Bench sponsorship, Village Park: a donation offered in memory of Ray and Barbara Bird is welcomed, the location and type of bench will be considered by the Village Park working group

Alan Henry retirement: A thank you card for his small retirement gift was received with appreciation.

15. AGENDA ITEMS FOR NEXT MEETING- none

16. NEXT MEETINGS:

Monday 13 th November 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
NO MEETING IN DECEMBER			

The meeting closed at 8.30pm

SIGNED (CHAIRMAN)

DATE

Appendix 1: Financial Report**PAYMENTS AND RECEIPTS FOR AUTHORISATION OCTOBER 2023**

Oct-23	Payments in Month	Details	Amount
DD	Octopus Energy	Electricity Toilets	£20.90
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
B/P	BDC	Rates Pump House	£5.00
B/P	M D Landscapes	Grass Cutting September	£565.20
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses Sept 11th to Oct 9th	£53.96
B/P	CH Club	October meeting	£20.00
B/P	Darkins	Wheelbarrow wheel/jerry can spout	£28.98
B/P	P M Smith	Payroll July-Sept	£57.60
TOTAL in month			£827.96

Oct-23	Receipts in Month	Details	Amount
	None		
TOTAL in month			£0.00

Accounts balances at 9th October 2023

		Interest 2023-24
Unity Trust Current account	£21,002.57	N/A
Unity Trust Deposit account	£10,713.30	£132.31
Cambridge & Counties 95 day	£36,075.53	£810.75
TOTAL RESERVES	£67,791.40	
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	£1,771.91	
GENERAL RESERVE (50% of precept is advised)	£34,149.09	

RECONCILED PAYMENTS AND RECEIPTS SEPTEMBER 2023

Sep-23	Payments in Month	Details	Amount
SO	Essex Playing Fields Assoc.	Annual Membership	£25.00
DD	Octopus Energy	Electricity Toilets	£19.03
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	Peoples Partnership	Peoples Pension	£77.81
DD	Npower	Electricity New Park	£37.55
DD	Wave	Water Toilets	£116.10
DD	Wave	Water Cemetery	£18.34
B/P	BDC	Rates Pump House	£5.00
B/P	M D Landscapes	Grass Cutting August	£1,725.60
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses Aug 14th to Sept 11th	£26.82
B/P	CH Club	September meeting	£20.00
B/P	Staff	Salaries	£1,650.32
B/P	HMRC	Tax/NI August month 5	£198.80
B/P	PKF Littlejohn	AGAR External Audit 2022-23	£378.00
	<i>Community Allotment grant:</i>		
B/P	<i>Alan Henry</i>	<i>Community Allotment Water butt fixings</i>	<i>£6.65</i>
B/P	<i>Clerk: Amazon payment</i>	<i>Sharpie chalk marker pens</i>	<i>£12.95</i>
B/P	<i>Clerk: Amazon payment</i>	<i>Heavy Duty 30L Plant Pots x 18</i>	<i>£77.97</i>
B/P	<i>Clerk: Amazon payment</i>	<i>250l water butts x 2</i>	<i>£159.98</i>
B/P	<i>Clerk: Amazon payment</i>	<i>Chalkboard</i>	<i>£34.99</i>
B/P	<i>Clerk: Amazon payment</i>	<i>Folding chairs x 4 sets</i>	<i>£225.96</i>
B/P	<i>Clerk: Amazon payment</i>	<i>Wildlife camera</i>	<i>£59.99</i>
B/P	<i>Clerk: Amazon payment</i>	<i>SD card for wildlife camera</i>	<i>£18.99</i>
B/P	<i>Clerk: Amazon payment</i>	<i>Chalkboard pens</i>	<i>£8.49</i>
B/P	<i>Clerk: Chalkboards UK</i>	<i>Produce trays Village Shop</i>	<i>£64.76</i>
	Unity Trust	Service Charge	£18.00
TOTAL in month			£5,063.42

Sep-23	Receipts in Month	Details	Amount
01-Sep	Harvey Darke	Memorial Ashes 62 (incorrect)	£396.00
27-Sep	Martin Hardy Son	Purchase & Interment Ashes 52	£238.00
28-Sep	BDC	Precept 2nd instalment	£16,419.00
TOTAL in month			£17,053.00