



Parish of Castle Hedingham
Mrs Claire Waters (Parish Clerk)
25 Bayley Street, Castle Hedingham, Essex CO9 3DG
07845 056597 castlehedinghamparishclerk@gmail.com

**MINUTES OF A MEETING OF CASTLE HEDINGHAM PARISH COUNCIL,
 HELD ON MONDAY 11th SEPTEMBER 2023, 7.30PM AT CASTLE HEDINGHAM CLUB**

Present: Cllrs Allen, Deeks, Doe, Dover, Foulkes, Smith, Southgate, Westrop.
In the Chair: Cllr Southgate
Clerk: Claire Waters
Also present: Cllr P Schwier ECC between items 8 & 9
 One parishioner (excluding item 11)

1. APOLOGIES FOR ABSENCE

None

1.1. Councillor Vacancy: A notice of Casual Vacancy received no requests for an election, which means it can be filled by co-option. A notice advertising the vacancy will be published on village noticeboards and the website www.castlehedingham.org Anyone interested is welcome to contact the Parish Clerk

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of Monday 14th August 2023 were approved as a correct record and signed by the Chairman

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

3. DECLARATIONS OF INTEREST

None

4. PUBLIC FORUM

None

5. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting

5.1. New Park rewilding area: A report from the site meeting on 31st August with the Essex Wildlife Trust and BDC officer had been sent to Councillors. An autumn cut and rake is planned during September.

5.2. Anglian Water River Positive Scheme: Initial feedback on applications to the scheme indicates that landowners and other interested parties need to be involved for a full application.

Action: Clerk to contact landowners for both schemes. Cllr Andy Smith will work with the clerk on this.

5.3. Hedinghams Parish Magazine: The clerk's report of a meeting on 17th August with Sible Hedingham Parish Council representatives and the parish magazine editor had been circulated to Councillors. There is no further action to be taken by Castle Hedingham until plans are agreed by the Sible Hedingham committee which proposes to take responsibility for the magazine from March next year.

5.4. New Park Street Lights: Two items of correspondence had been received from New Park residents and circulated to Councillors, one in support and one expressing concerns. The concerns will be taken into account while alternative options are looked into. The 4 New Park street lights were disconnected on 29th August and UKPN and Npower informed that the UMS energy supply is terminated for the time being.

6. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

6.1. ROW/3316971 Footpath 25 Castle Hedingham Public Path Diversion Order 2022 Notification of a local public enquiry to be held by the Planning Inspectorate, date to be confirmed. The Rights of Way (Hearings and Inquiries Procedure) (England) Rules 2007, can be found at Annex A of the booklet Guidance on procedures for considering objections to Definitive Map and Public Path Orders in England.

Action: Cllr Westrop agreed to represent the Parish Council at the public enquiry. Cllr Schwier ECC will also be asked if he plans to attend, as he took an interest in the issue.

- 6.2. Footpaths 26 & 38 New Park/Pottery Lane/Sheepcot Rd:** Responses from some residents were noted, confirming trees/vegetation had been cut back or booked for autumn. Not all had replied. A request for the Old Vicarage to cut back the front hedge at Queen Street had been received, the residents will be contacted and made aware that it is restricting visibility of the road sign at the traffic calming section.
- 6.3. St James Street:** Closure of St James Street, due to commence on 27th September 2023 for 3 days for carriageway patching. A request to remove Church Ponds and Castle Lane from the publicised diversion route has been actioned – for details see <https://one.network/?tm=134907252>
- 6.4. Sudbury Road:** Closure of Sudbury Road, due to commence on 1st November 2023 for 3 days for carriageway patching. See <https://one.network/> for details
- 6.5. Sheepcot Rd:** A report has been submitted to Essex Highways requesting the trees just past the Queen Street junction are cut back
- 6.6. Station Road verge:** A further cut and clearance along the side of the footpath at Station Road will be done as soon as it can be arranged.

7. REPORTS

- 7.1. Police/PCSO/Neighbourhood Watch.** A recent police report will be forwarded to Councillors
- 7.2. Essex CC report – Cllr Peter Schwier** arrived after item 8 and gave his report. He left before item 9
- **RAAC:** An update on reinforced aeriated concrete issues in Essex had been circulated. The positive actions of ECC in dealing with the issue had been seen on a visit by Gillian Keegan Secretary of State for Education and had been shared with other Councils
 - **Essex Energy Switch 2023:** Register online at <https://bigcommunityswitch.co.uk/essex/landing> or call 0800 048 8439 to register and receive correspondence by post. Lines are open Monday to Friday, 8am to 5.30pm. You will need a recent energy bill to sign up.
 - **Chelmsford Park & Ride:** the cost has been reduced from 1st September to encourage use
 - **ECC Community Grant:** This is now open for capital spending (not revenue) grants in the Heddinghams. Apply to
 - **Ofsted:** ECC Childrens Social Care gained an “outstanding” report. The service was assessed as outstanding in every category measured and is the only Council in the country to achieve this.
- 7.3. Braintree DC reports - Cllrs J Beavis & W Taylor** BDC apologised for absence due to a Sible Heddingham Parish Council meeting.

8. PLANNING

Applications received:

23/01983/LBC Re paint exterior of property including front door and side gates, leaving all exposed beams
Blue Boar House 24 St James Street CO9 3EW *No objections*

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 *Decision ratified: No objections but query no reason given to fell Hazel tree*

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 *Notification only, comment not required*

Applications determined

23/01892/AGR Application for prior notification of agricultural or forestry development- Steel Portal frame lean-to on the side of an existing grain store
Little Lodge Farm Sudbury Road CO9 3AG *Permission Not Required*

23/01579/LBC & 23/01578/HH 1 half storey rear extension, Insertion of 3no windows and new first floor partitions. Replace concrete render to external walls with lime-based render
14 St James Street CO9 3EN *Application PERMITTED*

22/03166/LBC & Proposed change of use from restaurant (Class E(b) to private dwelling (Class C3)
The Old Moot House, 1 St James Street CO9 3EJ *Application PERMITTED*

9. FINANCE

9.1. 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

9.2. **Annual Governance & Accountability Review, Conclusion of Audit:** The External Auditor certificate and conclusion of audit was confirmed, with no issues raised. The audit documents are on the Parish Council noticeboard. Full audit documents and internal audit report are available to view on the website www.castlehedingham.org

10. PARKING IN VILLAGE CENTRE

10.1. Responses from businesses, the surgery and Tennis Club to a letter sent were noted with thanks.

Action: The parking group will look into locations for signs directing to parking at the Memorial Hall.

11. VILLAGE MAINTENANCE & PUBLIC TOILETS RECRUITMENT

RESOLVED: To hold this item in private session due to the confidential staff issues discussed.

Proposed: Cllr Deeks

Seconded: Cllr Doe

Agreed unanimously

11.1. **RESOLVED:** To make a job offer for the Village Maintenance vacancy

Proposed: Cllr Southgate

Seconded: Cllr Westrop

Agreed unanimously

11.2. **RESOLVED:** To make a job offer for the Public Toilets vacancy

Proposed: Cllr Southgate

Seconded: Cllr Westrop

Agreed unanimously

12. COMMUNITY ALLOTMENT

12.1. The clerk gave a verbal report on progress with the UK Shared Prosperity Fund grant spending:

12.2. **RESOLVED:** To approve a grant application to the Community Gardens and Open Spaces Fund

Proposed: Cllr Southgate

Seconded: Cllr Foulkes

Agreed unanimously

13. CORRESPONDENCE TO NOTE

Essex County Council: Opportunity for local councillors to attend a free Local Climate Engagement training event, on **27th September at 16:00 – 18:00**. This will be run as a hybrid event with a limit of 30 spaces available for councillors to attend the meeting in person at County Hall, Chelmsford or joining the meeting through Teams / Zoom.

Action: Clerk to forward details to Councillors – attendance would help inform the review of the Environmental Policy which is due at the October meeting

14. AGENDA ITEMS FOR NEXT MEETING

- Environmental Policy review
- Signage directing to parking at Memorial Hall
- 2nd Rural Braintree Community Engagement Event – feedback from Cllr Doe who is representing the Parish Council at this event in Ridgewell

15. NEXT MEETINGS:

Monday 9 th October 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 13 th November 2023	7.30pm	Ordinary Parish Council	Castle Hedingham Club
NO MEETING IN DECEMBER			

The meeting closed at 8.48pm

SIGNED (CHAIRMAN)

DATE

Appendix 1: Financial Report**PAYMENTS AND RECEIPTS FOR AUTHORISATION 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	tbc
DD	Npower	Electricity New Park	£37.55
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	E C Waters	Clerk Salary	tbc
B/P	Alan Henry	Village Maintenance & Public Toilets	tbc
B/P	Clive Clark	Village Maintenance	tbc
B/P	HMRC	Tax/NI August month 5	tbc
B/P	PKF Littlejohn	AGAR External Audit 2022-23	£378.00
TOTAL in month			£2,288.32

Sep-23	Receipts in Month	Details	Amount
01-Aug	Harvey Darke	Memorial Ashes 62 (incorrect)	£396.00
TOTAL in month			£396.00

Accounts balances at 11th September 2023

		Interest 2023-24
Unity Trust Current account	£9,383.99	N/A
Unity Trust Deposit account	10,641.03	£59.59
Cambridge & Counties 95 day	£36,075.53	£810.75
TOTAL RESERVES	£45,459.52	
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	£2,324.49	
GENERAL RESERVE (50% of precept is advised)	£11,264.63	

RECONCILED PAYMENTS AND RECEIPTS AUGUST 2023

Aug-23	Payments in Month	Details	Amount
DD	Npower	Electricity New Park	£38.01
DD	Octopus Energy	Electricity Toilets	£19.33
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	Peoples Partnership	Peoples Pension	£77.81
B/P	BDC	Rates Pump House	£5.00
B/P	M D Landscapes	Grass Cutting June	£1,202.40
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses July 10th to August 14th	£20.42
B/P	CH Club	August meeting	£20.00
B/P	Staff	Salaries	£1,751.16
B/P	HMRC	Tax/NI July month 4	£384.80
B/P	Rentokil Initial	Sanitary Disposal	£16.55
B/P	RCCE	Annual Membership	£72.60
TOTAL in month			£3,695.80

Aug-23	Receipts in Month	Details	Amount
01-Aug	Harvey Darke	Purchase & Interment Ashes 61	£385.00
TOTAL in month			£385.00