



Parish of Castle Hedingham

Claire Waters (Parish Clerk)

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NOTICE OF MEETING

Dear Councillor: You are summoned to attend the Annual Meeting of Castle Hedingham Parish Council on **Monday 13th May 2024 at 7.30pm at Castle Hedingham Club, Church Lane** for the purpose of transacting the business set out on the attached agenda.

Signed:

Claire Waters

Clerk to the Council

Date: 6th May 2024

THE PUBLIC AND THE PRESS ARE CORDIALLY INVITED TO ATTEND

AGENDA

1. ELECTION OF CHAIRMAN

1.1. ELECTION OF VICE-CHAIRMAN

Signing of Declarations of Acceptance of Office

2. APOLOGIES FOR ABSENCE

3. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of 8th April 2024

4. DECLARATIONS OF INTEREST

Councillors to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests relating to items on the agenda

4.1. To request Councillors review and update their Registers of Interests and notify the clerk of any changes

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

5.1. To review and readopt the Standing Orders

5.2. To review and readopt the Financial Regulations – please note new NALC Model Financial Regulations are expected to be published during May 2024

5.3. To note the new LGA Model Code of Conduct for Councillors was adopted by Braintree District Council in April 2024. *Agenda item for June Parish Council meeting.*

5.4. To review and confirm membership of committees, representatives and working groups

5.5. To confirm Calendar of meetings for 2024-2025

6. PUBLIC FORUM

15 minutes of public participation. 3 minutes for each contribution

7. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting

7.1. St James's Fair: To consider booking entertainment at the Village Park on Saturday July 27th 2024

8. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

8.1. 20's Plenty for Essex: To note latest responses to a 20s Plenty survey at

<https://www.castlehedingham.org/survey/> Full details of 20s Plenty are at <https://www.20splenty.org/>

8.2. Highway repairs: To note priority potholes at Kirby Hall Road, Rosemary Lane and New Park 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 13th May.

8.3. Highway reports: To note Sudbury Rd overgrown tree and Queen St pavement damage reported, plus verge cut at Station Road footpath requested.

9. REPORTS

9.1. Police/PCSO/Neighbourhood Watch. Graffiti at the Village Park has now been completely removed and has been reported to the police. If anyone has information, please report it under **crime ref. 42/61810/24**

9.2. Essex CC report

9.3. Braintree DC reports

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 24th 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

Comment due 14th May 2024

Applications received, decision to be ratified:

24/00220/FUL & 24/00221/LBC RECONSULTATION 2 Proposed conversion to 1 No. 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

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 to be approved for authorisation and monthly bank reconciliations checked

11.2. To confirm asset register and annual insurance renewal with NFU and Hiscox

11.3. To note receipt of the full report and recommendations from the internal audit on 24th April 2024

11.4. To review and adopt the Financial and Reputational Risk Register for 2024-2025

11.5. Approval of Annual Governance Statement, to be signed by the Chairman and clerk

11.6. Approval of Annual Accounts and Accounting Statements, to be signed by the Chairman and clerk

12. PUBLIC TOILETS

12.1. Door replacement: To consider any quotes received for replacement of baby change & maintenance cupboard doors

12.2. Plumbing maintenance: To note removal of sink plug due to repeated flooding with taps left running in the ladies cubicle. To consider option of installing a single cold self-stopping tap at each cubicle handbasin when sink waste repairs are carried out during the coming year.

13. CASTLE HEDINGHAM CLUB & VILLAGE HALL

13.1. To consider any quotes received for repair to front and rear flat roof of Social Club and rear flat roof of Hall.

13.2. To note receipt of monthly financial statement from Village Hall Committee and decision on secondary glazing at the Village Hall

14. COMMUNITY ALLOTMENT

14.1. Progress report including BDC year 2 Levelling Up Community Garden funding.

15. REWILDING NEW PARK

15.1. To note resident complaints regarding parking obstruction on footpath and damage to rewilding area and consider further actions to be taken. Police and BDC have already been informed about footpath obstruction and abandoned vehicle

15.2. To arrange an on-site meeting of the rewilding group

16. CORRESPONDENCE TO NOTE:

- **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)

17. AGENDA ITEMS FOR NEXT MEETING

18. NEXT MEETING

Monday 20th May 2024	7.30pm	ANNUAL PARISH ASSEMBLY	Village Hall
Monday 10th June 2024	7.30pm	Annual Parish Council	Castle Hedingham Club
Monday 8th July 2024	7.30pm	Annual Parish Council	Castle Hedingham Club

Councillors:	Cllr Julia Allen	Cllr Andy Deeks	Cllr Penny Doe
	Cllr Will Dover	Cllr Beverlee Foulkes	Cllr Stuart Mowle
	Cllr Andy Smith	Cllr Garry Southgate	Cllr Jessica Westrop

Copy to: **County Councillor:** Cllr Peter Schwier
District Councillors: Cllr J Beavis Cllr W Taylor
Essex Police PC James Draper
Neighbourhood Watch VACANT