



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 13th FEBRUARY 2023, 7.30PM AT CASTLE HEDINGHAM CLUB**

Present: Cllrs Doe, Dover, Gransden, Jordan, Smith, Southgate, Toocaram, Veater, Westrop.

In the Chair: Cllr Southgate

Clerk: Claire Waters

Also Present: Cllr P Schwier ECC from item 9 to 10, Cllr H Johnson BDC to item 8
Chairman of Castle Hedingham Tennis Club to item 5

1. APOLOGIES FOR ABSENCE

None.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of Monday 9th January 2023 were approved as a correct record and signed by the Chairman

Proposed: Cllr Gransden

Seconded: Cllr Toocaram

Agreed unanimously

3. DECLARATIONS OF INTEREST – Cllr Westrop declared an interest in a planning application at item 8 as a near neighbour.

4. PUBLIC FORUM

The Chairman of Castle Hedingham Tennis Club addressed the Parish Council, requesting support maintaining the historic boundary wall with St James Street. This was discussed further at item 5.3 which was brought forward by the Chairman to the end of the public forum.

Cllr Doe arrived

5. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting

5.1. Parish Council website & Facebook page: The new website is due to be launched before June 2023.

The Castle Hedingham Parish Council Facebook page is now operational.

Action: Cllrs Dover, Smith and the clerk to arrange a day to work on completing the website for launch

5.2. Parish Council noticeboard: Possible relocation to St James Street village centre

Action: Councillors will assess resident opinions about the noticeboard location. *Agenda item for March meeting*

5.3. RESOLVED: Tennis Club wall. To decline the request for the Parish Council to adopt the St James Street wall, on grounds of setting a precedent of spending public money on privately owned property.

Proposed: Cllr Southgate **Seconded:** Cllr Gransden Agreed by majority vote; 8 for, 1 abstention

Action: In answer to the request to establish a small working party, the Chairman volunteered to discuss with Tennis Club representatives how the Parish Council can support with any funding applications.

6. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

6.1. Road Closure: The intended closure of Queen Street, due to commence on 19th February 2023 for 22 days, appears to have been abandoned and has been deleted from the [one.network](#) map

6.2. Drainage issues: Highways work clearing drains at Lucas Lane has been successful so far with water running freely through the drains again. Village Maintenance are clearing debris as the drainage team claimed it was not their responsibility.

6.3. 20s Plenty campaign: This campaign is for 20mph as the default speed limit for any areas across Essex (and nationally) where pedestrians mix with traffic. De Vere Primary School would like to be involved

Action: Cllr Smith as a Governor at De Vere Primary will liaise with the school on this issue.

6.4. Vegetation and Ditch management by landowners: Cllr Schwier had sent an email asking for landowners to attend to hedges and trees before the start of bird nesting season in March, and to maintain roadside ditches as these are not Essex Highways responsibility.

Action: The clerk was asked to share this on the Village Facebook page

6.5. St James St verge: Following Anglian Water works at St James Street, the verge had not yet been repaired as promised

Action: Clerk to contact Anglian Water to ask when the repair will be carried out

7. REPORTS

7.1. Police/PCSO/Neighbourhood Watch. Neighbourhood Watch weekly newsletters are now published weekly on the new Castle Hedingham Parish Council Facebook page and the Parish Council website. The clerk reported problems with pavement parking at New Park, blocking access for pedestrians and wheelchairs. This has been reported to the police.

7.2. Essex CC report: *Cllr Schwier gave his report after item 9 and before item 10*

- **White Hart Bridge, Poole St Great Yeldham:** Work has been delayed by due to bad weather and unforeseen issues arising. It is anticipated works will be completed by Summer 2023.
- **Finchingfield Bridge:** The planning consultation deadline has been extended to 28th February 2023. <https://www.essexhighways.org/news/finchingfield-bridge---extension-to-planning-application-expiry-date>
- **ECC Budget:** This has been approved at Full Council with a 2% increase for child and adult social care and a 1.5% increase for other areas. Surveys of residents indicate social care is a top priority.
- **ECC Cost of Living help:** A 10-page document has been produced signposting residents to help in all areas of life. This is available on the Castle Hedingham Parish Council website www.castlehedingham.org Warm rooms are being set up in many Essex Libraries including Sible Hedingham Library. This is creating more footfall to libraries and an increase in residents signing up for library membership and using the library as a varied community resource.
- **Potholes:** ECC Cabinet Member Cllr Lee Scott visited Sible Hedingham and many potholes have now been raised as a safety issue. A new pothole repair mix using an element of recycled plastic is being trialled.

7.3. Braintree DC reports: Cllr Beavis apologised for absence. Cllr Johnson reported:

- **40mph SID sign Crouch Green:** He requested the Parish Council ask again for this to be repaired
- **Daffodils at Crouch Green:** He had planted some of the Avenue of Hope daffodils there and asked that the grass cutting contractor be told not to cut them. The clerk confirmed this has been done.
- **Hedinghams Medical Centre:** He understands there are financial difficulties from the NHS side.
- **Riverside Walk:** Along with other issues, he believes the Hedinghams are being neglected and not listened to. There is no feedback which causes frustration in both villages. He believes someone should take responsibility.

- **Proposed prison at Wethersfield Airfield:** No planning application has yet been submitted. Several sites around the country are being considered as options with Wethersfield being a “back up”. Cllr Johnson is on the BDC planning committee so cannot express a view until a planning application is considered in committee. He believes campaigners against the proposals are causing people to be unnecessarily scared. *Cllr Johnson left the meeting*

8. PLANNING

Applications received:

23/00132/LBC Conversion of a downstairs room (formerly a kitchen) into a bathroom. Building of a partition wall with doorway to enclose the room and installation of extractor fan

21 Queen Street CO9 3HA

No objections

23/00276/HH Erection of detached cartlodge.

Rosemary Barn Rushley Green CO9 3AJ

No objections

Applications received: decision to be ratified

23/00002/TPOCON Notice of intent to carry out works to trees in a Conservation Area: 1 x Apple Tree 1m reduction
6 Crown Street 3DB *No objections*

Applications determined

22/02556/FUL Provision of manège
The Warren Kirby Hall Road CO9 3EB *Application PERMITTED*

23/00002/TPOCON Notice of intent to carry out works to trees in a Conservation Area: 1 x Apple Tree 1m reduction
6 Crown Street CO9 3DB *Application PERMITTED*

22/03409/PLD Application for Certificate of Lawfulness for proposed development - installation of a mobile home used as a residential annex.
Rosemary Farm Cottage Rushley Green CO9 3AJ *Application PERMITTED*

22/03404/HH Proposed shed
Kiln Lodge Pottery Lane CO9 3EU *Application PERMITTED*

22/03132/FUL Erection of 1 No. one and a half storey 4 bedroom dwelling house, detached double garage and gardens
Land Adjacent 13 Bayley Street *Application REFUSED*

9. FINANCE

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

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

9.2. RESOLVED: Cemetery Fees: An increase of 3% will be applied to all Cemetery fees from April 2023. This is the first increase since April 2020. The fees will be reviewed every 12 months along with the Parish Council budget.

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

Cllr Schwier arrived and gave his ECC report after item 9 and left before item 10.

10. COMMUNITY ALLOTMENT

10.1. Posters for recruitment of volunteers have been placed in village noticeboards, the Village Shop and the Post Office. A simple volunteer registration form has been created. Any interested residents are welcome to contact Cllr Charlie Jordan charliechpc@gmail.com or call the clerk on 07845 056597

10.2. RESOLVED: A Lone Worker Policy in respect of Community Allotment and other Parish Council functions was adopted

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

10.3. A draft Community Allotment Risk Assessment was reviewed. This will be updated periodically

11. REWILDING NEW PARK

11.1. The work agreement with the Essex Wildlife Trust was agreed and signed by the clerk

11.2. An initial meeting with Essex Wildlife Trust and BDC representatives is planned for 20th February. Cllrs Dover and Veater will represent the Parish Council at the meeting. It was noted that De Vere Primary Forest School would like to be involved, Cllr Smith will liaise between the Parish Council and the school.

12. CASTLE HEDINGHAM VILLAGE HALL

12.1. The change of Village Hall Committee chairman and new trustees were noted. The Parish Council does not currently have a representative on the Village Hall or Social Club committee. It was agreed that appointment to these roles should now be made after the May 2023 Parish Council elections. **The Village Hall AGM will be held on Tuesday March 21st at 7.30pm** and everyone is welcome to attend.

12.2. A damp area at the entrance to the Memorial Hall is thought to be due to a blocked downpipe. Village Maintenance are looking into a possible repair. A window replacement project suggested by the Village

Hall Committee requires 80% of the cost of the work to be raised in order to be eligible for a maximum 20% Platinum Jubilee Village Halls Fund grant, and applications for this round close on March 3rd 2023.

Action: Clerk to respond to the Village Hall committee to identify fundraising proposals and options.

12.3. Relocation of the disabled parking space at the Memorial Hall and signage/markings needed was discussed, and in agreement with the Village Hall committee it was decided not to change the location.

Action: Clerk to investigate options for repainting the disabled space line markings.

13. CORONATION EVENTS MAY 2023

Cllrs Doe and Dover gave an update on Coronation weekend events proposed:

- **Saturday 6th May 2023:** Possible Village Park event & beacon lighting, to be confirmed
- **Sunday 7th May 2023:** “The Coronation Big Lunch” Street Party St James Street
- **Monday 8th May 2023:** “The Big Help Out” volunteering day

Action: Grant funding available from the National Lottery needs to be applied for at least 12 weeks before starting the activities or spending any of the money. Ideas for volunteering projects for the Monday are welcome from all residents *Agenda item for March meeting*

Action: Liaison with other village organisations – all Councillors to consider who else would want to be involved in any of the events. Cllr Smith will liaise with De Vere Primary School who are celebrating their own 50th anniversary of the move to Kirby Hall Road this year.

14. CORRESPONDENCE TO NOTE

Heddinghams Parish Magazine: Following a questionnaire delivered to all households asking if residents would consider paying £10 per year for the Parish Magazine, an update had been received from the editor. This indicated that the Parish Council minutes for Sible Heddingham and Castle Heddingham would no longer be included in future editions of the magazine. To be discussed further with the Parish Magazine team.

Agenda item for March meeting

15. AGENDA ITEMS FOR NEXT MEETING

- Parish Council Noticeboard location
- Electric Car Charging: To reassess options & demand for a charging point at the Memorial Hall
- Coronation weekend: Events and details for any grant application required
- Heddinghams Parish Magazine: Update on plans and inclusion of Parish Council minutes

16. NEXT MEETINGS:

Monday 13th March 2023	7.30pm	Ordinary Parish Council	Castle Heddingham Club
Monday 17th April 2023	7.30pm	Ordinary Parish Council	Castle Heddingham Club
Thursday 27th April 2023	7.30pm	ANNUAL PARISH ASSEMBLY	VILLAGE HALL
Thursday 4th May 2023	PARISH COUNCIL & DISTRICT COUNCIL ELECTION DAY		
Monday 15th May 2023	7.30pm	Annual Parish Council	Castle Heddingham Club

The meeting closed at 9.10pm

SIGNED (CHAIRMAN)

DATE

Appendix 1: Financial Report

Payments and Receipts for authorisation 13th February 2022

Feb-23	Payments in Month	Details	Amount
DD	Npower	Electricity New Park	£34.65
DD	Bulb	Electricity Toilets	£16.82
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	E C Waters	Home as Office February	£75.00
B/P	E C Waters	Office Expenses Jan 9th - Feb 13th	£16.06
B/P	CH Club	February meeting	£20.00
B/P	Staff	Salaries	£1,716.96
B/P	HMRC	Tax/NI January month 10	£118.40
B/P	Darkins	Village Maintenance supplies	£27.49
TOTAL in month			£2,038.10

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

Accounts balances at 13th February 2023

Unity Trust Current account	£9,910.49
Unity Trust Deposit account	£10,532.01
Cambridge & Counties 95 day	£35,264.78
TOTAL RESERVES	£55,707.28
Of which:	
Historic Village Centre infrastructure reserve	£20,000.00
Community Projects reserve	£8,000.00
Public Toilets reserve	£5,000
GENERAL RESERVE (50% of precept is advised)	£22,707.28

Reconciled receipts and payments January 2023

Jan-23	Payments in Month	Details	Amount
DD	Npower	Electricity New Park	£35.78
DD	Bulb	Electricity Toilets	£17.49
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	B&CE now Peoples Partnership	Peoples Pension	£77.81
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	E C Waters	Home as Office January	£75.00
B/P	E C Waters	Office Expenses Dec 15th - Jan 9th	£91.06
B/P	P M Smith	Payroll Oct-Dec	£48.00
B/P	CH Club	January meeting	£20.00
B/P	Janitorial Direct	Pine Disinfectant x 4	£24.52
B/P	Rentokil Initial	Sanitary Disposal	£15.04
B/P	Staff	Salaries	£1,675.73
B/P	HMRC	Tax/NI December month 9	£133.80
B/P	Clarkes of Walsham	4 x sawn oak posts Village Park	£252.00
TOTAL in month			£2,478.95

Jan-23	Receipts in Month	Details	Amount
17-Jan	UK Power Networks	Wayleave Nunnery St	£10.33
26-Jan	HMRC	VAT reclaim	£5,148.02
30-Jan	Harvey Darke	Interment Grave 220	£132.00
TOTAL in month			£5,290.35