

Parish of Castle Hedingham 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 8<sup>th</sup> JULY 2024, 7.30PM AT CASTLE HEDINGHAM CLUB

Present:Cllrs Deeks, Doe, Dover, Foulkes, Mowle, WestropIn the Chair:Cllr DoeClerk:Claire WatersAlso present:None

## **1. APOLOGIES FOR ABSENCE**

Cllrs Allen, Smith & Southgate apologised for absence. 1.1. ELECTION OF CHAIR RESOLVED: Cllr Doe was elected to Chair the meeting Proposed: Cllr Deeks Seconded: Cllr Mowle

Agreed unanimously

## 2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of Monday 10<sup>th</sup> June 2024 were approved as a correct record and signed by the Chairman

Proposed: Cllr Foulkes

Seconded: Cllr Deeks

Agreed unanimously

#### **3. DECLARATIONS OF INTEREST**

Cllr Westrop declared an interest in a planning application at item 8 as a near neighbour of the property

4. PUBLIC FORUM None

#### 5. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting.

**5.1. St James Fair at the Village Park: Saturday 27th July 2pm-5pm**. Thanks to everyone taking part, there will be a bar, teas & cakes, BBQ and paella, ice creams, Morris dancing, face painting, treasure trail, tombola and traditional games as well as a variety of stalls including allotment produce, plants, second hand books & games, pet portraits and crochet soft toys. Please email <u>castlehedinghamparishclerk@gmail.com</u> if you wish to run a stall or if you would like to offer help on the day. **Action:** Further publicity will be shared on website, social media and via local posters.

**5.2. RCCE Essex Village of the Year:** Castle Hedingham is very proud to have been presented with a Highly Commended award at the RCCE AGM on 3rd July. Congratulations to our neighbours Great Maplestead who took the title of Essex Village of the Year 2024. The clerk was thanked for their hard work submitting the entry. Planning ahead for a 2025 entry was discussed.

**5.3. De Vere Primary:** A request was agreed to publish World Environment and World Ocean Day student posters on the Parish Council noticeboard at the Memorial Hall, with the competition winner at Kirby Hall Rd noticeboard. The posters will remain in place for about a month.

**5.4. Essex Forest Initiative:** A request from De Vere Primary to consider any Parish Council land available for tree planting was discussed <u>https://www.essex.gov.uk/essex-forest-initiative</u>. These would be small whips and the Parish Council does not own any suitable land. The clerk will respond to De Vere Primary.

#### 6. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

6.1. Station Rd bridge: Cllr Peter Schwier, ECC had been asked to provide an update on the planned bridge works following unauthorised removal of safety barriers on 30<sup>th</sup> June. The barriers are now replaced.
6.2. FP 24 Rushley Green: A footpath bridge repair is needed, this has been reported to Essex PROW reference no 2928424

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#### 7. REPORTS

**7.1. Police/PCSO/Neighbourhood Watch**. Monthly Rural Essex police reports & weekly Neighbourhood Watch newsletters are on the website <u>https://www.castlehedingham.org/community/neighbourhood-watch/</u> **Graffiti at Village Park** crime ref. **42/61810/24.** The clerk is awaiting a call back from the police officer assigned to the case.

**7.2. Essex CC report** – Cllr Schwier apologised for absence. His email updates are shared on <a href="https://www.castlehedingham.org/latest-news/">https://www.castlehedingham.org/latest-news/</a>

**7.3. Braintree DC report** – None

#### 8. PLANNING

#### **Braintree District Local Plan Review**

Parish Councils are being asked for ideas, issues or suggestions to be considered as BDC updates the Local Plan looking forward to 2041. This could include housing, employment, green spaces, transportation, infrastructure or any other aspect of the community. *Comment due 16<sup>th</sup> August* **Action:** Agenda item for August meeting. Castle Hedingham residents are welcome to submit their views to the Parish Council via <u>castlehedinghamparishclerk@gmail.com</u> by Monday 5th August, or attend the Parish Council meeting on 12<sup>th</sup> August and speak for up to 3 minutes in the public forum.

Great Bardfield (Essex) Neighbourhood Plan - Pre-Submission Consultation (Regulation 14) Pre-Submission Consultation Support agreed for the plan

## Applications received:

 24/01190/FUL Retention of 4No. Air-conditioning units on side elevation of barn

 Workshop On Land South Of Rosemary Farm Rosemary Lane
 Comment in line with

 noise mitigation recommendations by Planning Inspectorate. If air conditioning units are approved, request

 condition that all doors and windows should be closed when the workshop is operational.

#### Applications determined

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 *Application PERMITTED* 

**24/00999/NMA** Non-Material Amendment to permission 23/00276/HH granted 29/03/2023 for Erection of detached cartlodge. Amendment would allow change of external materials to match roof materials with proposed solar panels.

Rosemary Barn Rushley Green CO9 3AJ

#### 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 Deeks– see *Appendix 1: Financial Report*Proposed: Cllr Foulkes Seconded: Cllr Doe Agreed unanimously
9.2. EALC Website Accessibility training for the clerk at the cost of £60 + VAT was approved. This is subject to a bursary of 75% of the training cost making £12.50. The bursary application form was signed.
9.3. Cancellation of the Invoco portable telephone number contract from August 2024 was approved. This was used for volunteers during Covid lockdowns at a cost of £1.10/month but is no longer needed.
9.4. It was agreed to submit a BDC Councillors Community Grant application for dog waste bag dispensers. The dispensers will be attached to dog waste bins, and different types were discussed. It was agreed that a sustainable UK made version was the best option. Application to be submitted to Cllrs Beavis and Taylor

#### **10. PUBLIC TOILETS**

**10.1. Door replacement**: No quotes for repair work to Public Toilets baby change door and maintenance cupboard door have been received. **Action**: The clerk will seek alternative quotes for the work. Agenda item for August meeting

#### 11. CASTLE HEDINGHAM CLUB & VILLAGE HALL

**11.1. Roof repair**: Following a meeting at the hall with the roofer, additional work to stop damp at the Village Hall disabled toilet was approved. He aims to commence the roof repair work on Monday 15<sup>th</sup> July. **11.2.** The Village Hall Treasurer's Report June 2024 was noted, with thanks to the Village Hall committee for keeping the Parish Council informed

#### 12. VILLAGE PARK & COMMUNITY ALLOTMENT

12.1. Community Allotment: A financial report and grant funding update had been circulated to Councillors. New tools for the Community Orchard had been purchased in line with the grant budget. A total £1,529.44 capital funding remains from the two BDC Shared Prosperity Fund grants. A further £344.59 remains of the £500 revenue funding – this is to be used for community engagement activities. Action: To agree with Community Allotment group the priorities for the remainder of the grant funding.
12.2. Community Allotment progress report. Cllr Deeks reported that after a wet early season, harvest is now being taken weekly to the Village Shop. Volunteer feedback on the benefit to their enjoyment and wellbeing is excellent, with many regular park visitors also stopping by for a chat when they are working. The Community Allotment website page has been updated, with a photo slideshow added
12.3. S106 funding of £2.623.21 is held by Braintree District Council for actions on the 2024 Potential

**12.3. S106 funding** of £2,623.21 is held by Braintree District Council for actions on the 2024 Potential Open Space Improvements (POSI) plan. It was noted that BDC did not include the rewilding land at New Park on the updated plan, ignoring the Parish Council's 2024 submission. Therefore this money can only be spent on the Village Park. **Action**: Councillors to consider options. Agenda item for future meeting.

## 13. MAGNA CARTA BARONS ASSOCIATION

A celebration in 2025 of the re-issue of Magna Carta in 1225 by Henry III was considered. This was the final form of Magna Carta confirmed and enshrined in English law, with 47 clauses instead of the original 63. It was agreed that since 2025 is not only the anniversary of the end of WWII but also the Centenary of the Royal British Legion, efforts should be concentrated on those events. **Action**: Clerk to respond to Magna Carta Barons, and identify key dates for national celebrations of the end of WWII

#### 14. REWILDING NEW PARK

The Heritage & Environment website page at <u>www.castlehedingham.org</u> has been updated, with a rewilding report from a recent visit by Cllr Dover and a carousel of photos for residents to make contributions. All visitors to the site are welcome to send observations and photos to <u>castlehedinghamparishclerk@gmail.com</u> for inclusion on the website. De Vere Primary has been invited to share feedback from their regular visits.

#### **15. CORRESPONDENCE TO NOTE:**

- Essex Cycling Strategy: Essex County Council Public Consultation closed 7<sup>th</sup> July. Information at https://letstalkessexsustainabletravel.co.uk/essex-cycling-strategy
- **Passenger Transport**: Cllr Doe will attend the online meeting on Monday 15<sup>th</sup> July 10-12noon. She will raise questions about the absence of a choice of bus services and DaRT in Castle Hedingham

## 16. AGENDA ITEMS FOR NEXT MEETING

- Cemetery fees review: The last review was carried out in February 2023
- BDC Local Plan Review: To agree the Parish Council response (see item 8 Planning)
- 2025 Events: Initial consideration of scheduling events to commemorate the end of WWII

#### **17. NEXT MEETING:**

Ionday 12th August 2024 7.30pt	Ordinary Parish Council	Castle Hedingham Club
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#### The meeting closed at 8.35pm

SIGNED (CHAIRMAN)

DATE

# Appendix 1: Financial Report

Jul-24	Payments in Month	Details	Amount
	Npower	Electricity Street lights	£0.00
DD	Octopus Energy	Electricity Toilets	£0.00
DD	Invoco (GOCARDLESS)	Portable telephone number (last payment)	£1.32
DD	Peoples Partnership	Peoples Pension	TBC
DD	Wave	Water Cemetery	£19.27
DD	Wave	Water Toilets	£111.24
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses June 10th - July 8th	£19.09
B/P	Staff	Salaries	TBC
B/P	HMRC	Tax/NI June month 3	TBC
B/P	CH Club	July meeting	£20.00
B/P	BDC	Rates, Pump House	£5.00
B/P	Hedingham Parish Mag	Community Allotment	£90.00
B/P	Clerk expenses: Tinyyo Ltd	Community Allotment Donation boxes	£24.49
B/P	Community Heartbeat Trust	Defibrillator Pads	£194.34
B/P	Darkins	Community Allotment tools	£240.95
B/P	M D Landscapes	Grass cutting June	£1,202.40
B/P	Ernest Doe Sudbury	Community Allotment equipment	£295.00
B/P	EALC	Website accessibility CW	£60.00
		TOTAL in month	£2,358.10

# PAYMENTS AND RECEIPTS FOR AUTHORISATION JULY 2024

Jul-24	Receipts in Month	Details	Amount
	None		
	·	TOTAL in month	£0.00

Accounts balances at 8th July 2024		Interest 2024-25
Unity Trust Current account	£8,268.86	N/A
Unity Trust Deposit account 2.75%	£20,972.91	£111.39
Cambridge & Counties 95 day notice 4.50%	£37,626.53	£1,551.00
TOTAL RESERVES	£66,868.30	
Of which:		
Historic Village Centre infrastructure reserve	£18,370.40	
Community Projects reserve	£8,500.00	
Public Toilet reserve	£5,000.00	
Community Allotment grants 1 & 2 BDC Community Allotment donation Parochial	£2,431.07	
Charities	£0.00	
GENERAL RESERVE (50% of precept is advised)	£32,566.83	
S106 funding remaining at BDC (until 31.5.2030)	£2,623.21	

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# RECONCILED PAYMENTS AND RECEIPTS JUNE 2024

Jun-24	Payments in Month	Details	Amount
	Npower	Electricity Street lights	£0.00
DD	Octopus Energy	Electricity Toilets	£0.00
DD	Invoco (GOCARDLESS)	Portable telephone number	£1.32
DD	Peoples Partnership	Peoples Pension	£0.00
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses May 13th-June 10th	£24.19
B/P	Tony Devenish	Fuel for mower	£27.61
B/P	Staff	Salaries	£2,005.26
B/P	HMRC	Tax/NI May month 2	£204.44
B/P	CH Club	June meeting	£20.00
B/P	BDC	Rates, Pump House	£5.00
B/P	Tracy Finch	Catering, Annual Parish Assembly	£112.50
B/P	Hedingham Castle	Lease Village Park	£250.00
B/P	Hedingham Castle	Lease Memorial Hall	£1.00
B/P	M D Landscapes	Grass cutting May	£1,202.40
B/P	Playsafety	ROSPA inspection	£93.60
	Unity Trust Bank	Service Charge	£18.00
		TOTAL in month	£4,040.32

Jun-24	Receipts in Month	Details	Amount
04-Jun	HMRC	VAT Reclaim	£2,083.28

**TOTAL in month** 

£2,083.28