



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 MAY 2020 BY ZOOM VIDEO CONFERENCE AT 7.30PM**

Present: Cllrs Bayes, Doe, Gransden, Hood, Jordan, Southgate, Toocaram, Veater, Westrop.

In the Chair: Cllr Southgate

Clerk: Claire Waters

Also Present: Cllr J Beavis & Cllr H Johnson, BDC.

1. APOLOGIES FOR ABSENCE

Cllr Jordan apologised for joining the meeting late due to a conflicting Zoom meeting which had overrun. Cllr Finch ECC joined briefly before the meeting start to give a Highways update.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 20th April 2020 were approved as a correct record of events and remote arrangements were made for them to be signed by the Chairman

Proposed: Cllr Toocaram

Seconded: Cllr Gransden

Agreed unanimously

3. DECLARATIONS OF INTEREST

Cllr Westrop declared an interest in a planning application at item 9, but did not need to leave the meeting as this was for information only, not for Parish Council comment.

4. ANNUAL REVIEW OF PROCEDURES (Chairman, Working Groups and Representatives remain unchanged due to postponement of Annual Meeting in accordance with new Regulations)

As permitted in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

4.1 RESOLVED: The amended Standing Orders (Coronavirus 2020) to reflect holding meetings via video conferencing were approved:

- Voting to be carried out by show of hands. Names to be used if video link is lost.
- Agenda and supporting documents to be published on the website www.castlehedingham.org only
- Remote access for public and press to be enabled via link requested from the clerk by email.

Proposed: Cllr Doe

Seconded: Cllr Bayes

Agreed unanimously

4.2 Risk assessment arrangements and business continuity plans for member and staff illness. In the event of clerk illness, Mrs Ann Crisp, clerk to Great Maplestead Parish Council, has agreed to act as emergency deputy clerk.

Action: At the suggestion of Cllr Doe, the clerk will look into backing up files on Google Drive rather than on a USB stick

Action: Cllr Hood asked about current protection for Parish Council reserves in the event of bank failure. The clerk confirmed that reserves had been in 3 deposit accounts to spread the risk, but a large sum is temporarily held in the Unity Trust Bank in preparation for paying ongoing Village Park invoices. The Parish Council is covered under the Financial Services Compensation Scheme for up to £85,000 in any one account.

4.3 The clerk confirmed that with a qualified clerk and over 2/3 of councillors elected, the Parish Council is eligible for the General Power of Competence in 2020-2021 and until the next Annual Council meeting after Ordinary Elections.

4.4 The Calendar of meetings for 2020-2021, adapted for Coronavirus Regulations 2020 was received and noted. The June meeting will take place via Zoom Video Conferencing. The Annual Parish Assembly (May public meeting) is cancelled. Venue for meetings from July onwards will be confirmed at a later date.

Action: The clerk will prepare an Annual Report of the Parish Council's work over the year, to be distributed to all houses by volunteers.

5. PUBLIC FORUM

None

6. PROGRESS CHECK

The clerk had submitted a written report on actions taken in April and early May with delegated powers:

6.1 Public Toilets risk assessed and remain closed for public safety. Disabled toilet still being serviced daily. Hand sanitiser has been placed in the cubicle, together with safety notices asking visitors to use it.

6.2 Public Toilets electricity supply. A switch is in progress from British Gas to Bulb renewable energy. This will save a small amount of money annually as well as being in line with the Environmental Policy.

6.3 Coronavirus Lockdown plan: In light of the recent government update allowing people in England to spend more time outdoors, a potential increase in visitors to the village was raised by Cllr Doe.

Action: This will be monitored by all Councillors and the clerk informed if there is a need for additional Covid-19 safety notices in specific areas of the parish.

6.4 Cllr Jordan reported overflowing dog waste bins. Cllr Southgate and the clerk confirmed that these have already been chased up with BDC and should be emptied on Tuesday this week.

7. HIGHWAYS

7.1 Lucus Lane drain collapse. In a brief visit before the meeting start, Cllr Finch confirmed this had been assessed by Essex Highways as low priority as it is a small drain. The clerk and Cllr Toocaram confirmed that the repair is needed urgently because of a potential danger to pedestrians and dogs.

Action: Cllr Finch will now escalate the repair with ECC Highways department.

7.2 Cllr Southgate reported a leaking drain at Sudbury Hill

7.3 Cllr Bayes asked about continued problems with blocked drains at Castle Lane, which Cllr Finch was chasing to be re-done. A map of all the drains in the village created by Cllr Southgate had been shared with customer services at Highways in the past and had improved communication, but the customer services officer post has since been made redundant

Action: The clerk will share the map with Cllr Bayes in the first instance.

8. REPORTS

8.1 Police/PCSO/Neighbourhood Watch: A police report has been circulated to Councillors by email.

8.2 Essex CC report: None

8.3 Braintree DC report: Cllr J Beavis reported:

- BDC meetings are starting to be held via Video Conferencing. Members of the public can access meetings through the Braintree District Council website and follow meetings on You Tube.
- Kim Cole is the new Head of Governance at BDC, replacing Ian Hunt
- Green bin collection is being reviewed and may shortly start again on a once a month basis
- The Local Plan has been delayed due to the coronavirus pandemic, there is no update
- BDC is reviewing local public transport services and a report is likely in June
- Local communities and key workers have been supported well by BDC, including publicising volunteer efforts in supporting communities. Castle Hedingham Village Shop was one of these.
- Cllr Beavis and her sister Julia Allen-Crockett together with all the Village Shop volunteers were formally thanked by all Councillors for their hard work keeping the Village Shop stocked and open. Cllr H Johnson reported:
- A resident of Crouch Green had reported rumours of BDC making a compulsory purchase of land between Rookwoods and Crouch Green for housing development. Cllr Johnson had investigated and confirm that these rumours are categorically untrue.
- Abandoned Highways signs are still lying on Crouch Green

Action: The clerk will report to Essex Highways – if no action is taken, Village Maintenance will remove

- Cllr Johnson will water the memorial avenue of trees at Sheepcot Road this week
- He has walked the footpaths extensively and all look in good condition
- VE Day celebrations around the village were cheerful and heart warming
- He agreed with Cllr Beavis that BDC are being very supportive of communities, and is pleased to be a resident of Castle Hedingham where the community spirit is so strong.

9. PLANNING

Applications received:

20/00693/AGR Application for prior notification of agricultural or forestry development - Extension on the side of an existing grain store to act as a cover to the concrete wash down area of an already installed bio-bed.

Lawrences Farm Rushley Green CO9 3AJ

Information only, no comment required

Applications determined:

20/00433/COUPA Prior approval for the change of use of agricultural building to a dwellinghouse (Class C3), and for associated operational development - Conversion of existing agricultural buildings to create 3 No. dwellings with integral garages

Herongate Maiden Ley Sheepcot Road CO9 3AA

Prior Approval required, Not Given

Cllr Southgate had walked by this site and witnessed the difficulties with vehicle access. He believes Essex Highways have not yet carried out an on-site visit.

10. FINANCE

10.1 The monthly accounts were approved and payments agreed for authorisation. The bank reconciliation had been checked and signed via email by Cllr Gransden

Proposed: Cllr Hood

Seconded: Cllr Jordan

Agreed unanimously

Apr-20	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£31.23
DD	British Gas	Electricity Toilets	£13.02
B/P	Staff	Salaries	£1,701.74
B/P	HMRC	Tax/NI	£265.94
B/P	E C Waters	Home as Office April	£60.00
B/P	E C Waters	Clerk Expenses Mar 9th to Apr 20th	£30.95
B/P	Attwells Solicitors	Legal Fees Village Park Lease	£1,801.00
B/P	Abacus Accountancy	Year end payroll	£48.00
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	BDC	Rates, Pump House	£0.65
B/P	Abacus Accountancy	Payroll Jan to March	£43.20
B/P	M P Harrington	Repair wall Memorial Hall	£351.58
B/P	M D Landscapes	Grass Cutting March	£1,094.40
B/P	EALC	EALC/NALC Affiliation Fee	£350.19
TOTAL in month			£5,803.30

Apr-20	Receipts in Month	Details	Amount
14-Apr	Braintree District CIC	Village Shop loan repayment	£100.00
30-Apr	Braintree District Council	Precept 1st instalment	£14,920.00
TOTAL in month			£15,020.00

30-Apr	Nationwide Treasurers Trust	Deposit Account Bank Transfer Village Park	£20,173.93
--------	-----------------------------	--	------------

May-20	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£30.22
DD	British Gas	Electricity Toilets	£12.53
DD	Open Spaces Society	Annual Subscription	£45.00
B/P	E C Waters	Home as Office April	£60.00

B/P	E C Waters	Clerk Expenses Apr 20 - May 11	£39.76
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	BDC	Rates, Pump House	£5.00
B/P	M D Landscapes	Grass Cutting April	£1,094.40
TOTAL in month			£1,298.31

May-20	Receipts in Month	Details	Amount
11-May	Harvey Darke	Inscription Grave 224	£70.00
TOTAL in month			£70.00

Accounts balances at 11 May 2020

Unity Trust Current account	£71,366.55
Unity Trust Deposit account	£25,441.40
Cambridge & Counties 95 day	£33,552.30
Nationwide Treasurers Trust	
ACCOUNT CLOSED	£0.00
£130,360.25	

10.2 RESOLVED: The Annual Governance Statement was reviewed by Councillors and approved
Proposed: Cllr Toocaram **Seconded:** Cllr Doe Agreed unanimously

10.3 RESOLVED: The Annual Accounts and Accounting Statements were approved.

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

Cllr Hood asked about the increase in spending on training and administration in 2019-2020 over the previous financial year. The clerk confirmed that the increase was due to around £1,250 in training costs for 5 new Councillors and £780 in printing costs for new Parish Footpath maps in June 2019.

10.4 Remote arrangements will be made for the Chairman to sign the Annual Governance and Accountability return to the Audit Commission.

10.5 Parish Council insurance renewal for 2020– 2021, due by June 1st 2020

RESOLVED: Buildings Insurance for the Memorial Hall, Social Club, Public Toilets and War Memorial To renew with NFU Mutual at a cost of £1,083.16 as this is best value for money and a local service

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

General Parish Council insurance: Initial quotes have been obtained but requested clarification has not yet been received. This will be deferred, with updated information circulated to Councillors by email.

11. CASTLE HEDINGHAM VILLAGE PARK

11.1 Update on project progress. Cllr Southgate confirmed that a revised map with the leased area marked up has now been accepted by Land Registry and signed off by both parties. The lease has been signed by Cllr Southgate on behalf of the Parish Council and we are awaiting confirmation of the landlord's signature in time for the 1st June start date. Hedingham Castle may erect signs confirming that access is by permission from the landlord, this is to be expected. Fencing work may commence in June so the parish grass cutting contractor will be asked to start mowing the village park area. It appears cars are still using the site as a cut through.

Action: Once the gates are installed at the Queen Street entrance, a sign will be needed indicating that vehicle access is for residents only

11.2 Financial report on Village Park project up to May 2020 A brief summary of income and spending to date had been prepared by the clerk, and a purchase order sent to Earth Wrights. It was clarified that landscaping will be carried out by Stewart Landscapes as a contractor to Earth Wrights as agreed, but the fencing would be invoiced directly by Stewart Landscapes to the Parish Council. A revised quote from Earth Wrights with adjustments to the landscaping elements to fit the available budget is still to be agreed.

Action: The clerk will double check all the most recent quotes and decisions made and send a summary to Councillors. Following this a meeting of the Village Park group will be arranged.

11.3 Cllr Hood asked if BDC had clarified their earlier offer of £25,000 towards the Village Park, conditional on sale of an asset at New Park. Cllr Southgate confirmed he had chased this up but there is no firm answer yet.

Action: To continue to request clarification from BDC. On the advice of Cllr Beavis, the clerk will look at the Essex Community Foundation as a source of more immediate funding.

12. CORRESPONDENCE TO NOTE

EALC: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings: updated guidance supplied by AJS First Aid Training Services
<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

EALC: Health and Wellbeing Plans - Online Forum

Thursday 21st May 2020 On Microsoft Teams, start at 10am (log on from 9:50am) till 11am. Learning Outcomes: To have a full understanding of what a Health and Wellbeing Plan is and to have a template plan with ideas to be completed outside the forum. For Clerks and Councillors, booking required.

Action: Cllr Hood and Cllr Doe will join the clerk for this online forum. Clerk to book with EALC

13. AGENDA ITEMS FOR NEXT MEETING

- Pay review for staff, delayed as the NALC pay scales for 2020-2021 have not yet been published.
- Face masks – Cllr Doe and Mandi Dixon have been supplying washable fabric masks to the Village Shop. So far over £500 has been raised in face mask donations to St Helena Hospice.
- Memorial Hall and Club grant funding – Cllr Hood will look into the rates bill for both premises and investigate how Castle Hedingham Club in particular can access emergency grant funding

DATE OF NEXT MEETINGS:

MAY 2020: CANCELLED	ANNUAL PARISH ASSEMBLY		CANCELLED
Monday 8th June 2020	7.30pm	Ordinary Parish Council	Zoom Video Conferencing
Monday 13th July 2020	7.30pm	Ordinary Parish Council	Location to be confirmed

The meeting closed at 8.48pm

SIGNED (CHAIRMAN)

DATE