



## Castle Hedingham Parish Council

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### MINUTES OF A MEETING OF CASTLE HEDINGHAM PARISH COUNCIL, HELD ON MONDAY 9<sup>th</sup> SEPTEMBER 2024, 7.30PM AT CASTLE HEDINGHAM CLUB

**Present:** Cllrs Allen, Deeks, Doe, Dover, Foulkes, Mowle, Smith, Southgate, Westrop

**In the Chair:** Cllr Southgate

**Clerk:** Claire Waters

**Also present:** Cllr Taylor BDC from item 11 to close of meeting.  
1 parishioner to item 5

#### 1. APOLOGIES FOR ABSENCE

None

#### 2. MINUTES OF THE PREVIOUS MEETING

The minutes of the Ordinary Meeting on 12<sup>th</sup> August 2024 were approved as a correct record and signed by the Chairman

**Proposed:** Cllr Deeks

**Seconded:** Cllr Smith

Agreed unanimously

#### 3. DECLARATIONS OF INTEREST

Cllr Allen declared an interest in planning application 23/01388/FUL as a commercial tenant of the applicant. Cllrs Dover and Smith declared an interest in planning application 24/01709/LBC as trustees of the Heritage Centre charity.

#### 4. PUBLIC FORUM

A resident of Falcon Square spoke about planning application 24/01709/LBC at item 8. He had submitted a response to Braintree District Council and wished to make the Parish Council aware of resident concerns around parking, particularly in the evening and overnight as properties change to residential use.

*The resident left the meeting*

#### 5. PROGRESS CHECK

**5.1 Beavers Litter Pick:** Thanks were noted to the Beavers for a litter pick planned for 24<sup>th</sup> September 2024 around the village. Litter picking kit is being organised through Braintree District Council.

**5.2 Dog waste bag dispensers:** Thanks to our District Councillors, a BDC Community grant had paid for 12 dispensers for key points around the village centre and footpaths, with biodegradable bags to fill them. The increase in dog fouling complaints was discussed; this always seems to increase at the end of the school summer holiday. Residents are welcome to contact the Parish Clerk to suggest locations where a bag dispenser might be placed to encourage people to pick up after their dogs. The new dispensers are dog bone-shaped and made in the UK from recycled plastic. The bags are also UK made and biodegradable.

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

**6.1 Footpaths Service Level Agreement (SLA):** Following agreement at the August meeting to an Essex Public Rights of Way SLA at 15p per metre to cut FP25, the clerk gave an update on Essex PROW suggestion of taking responsibility for cutting all the parish footpaths for an annual SLA amount paid to the Parish Council. This could over-stretch village maintenance staff, require more equipment i.e. a ride-on mower and end up costing significantly more than the SLA amount offered. **Action:** Meeting to be arranged with Footpath Wardens to consider costs and feasibility. *Agenda item for October meeting.*

**6.2 Footpath parking New Park:** Feedback from Braintree District Council and the North Essex Parking Partnership (NEPP) had been received on the suggestion of double red lines from Deer Park Close to Sudbury Hill as a way of preventing parking on the pavement and the rewilding area. NEPP advice suggests

that red lines would not be approved but an application under the Essex Act 1987 could be used to enable fines for parking on the grass verge. Pavement parking causing an obstruction for pedestrians is a police matter. **Action:** Cllr Peter Schwier has agreed to look into the Essex Act 1987. *Agenda item for October.*

**6.3 Width restriction query:** To consider in co-operation with Sible Hedingham and Great Maplestead Parish Councils a resident request for width restrictions due to property damage at Alderford Street. A suggestion from Great Maplestead PC that sat nav companies could be contacted was discussed. This could be raised with Essex County Council via the Essex Transport Strategy consultation (agenda item 11)

**RESOLVED:** To support Sible Hedingham Parish Council in any width restriction application they submit.

**Proposed:** Cllr Southgate

**Seconded:** Cllr Mowle

Agreed unanimously

## 7. REPORTS

**7.1 Police/Neighbourhood Watch.** Weekly Neighbourhood Watch newsletters and monthly Essex Police reports are published at <https://castlehedingham.org/community/neighbourhood-watch/>

**7.2 Essex County Council** – Cllr Schwier apologised for absence due to a conflicting meeting. His ECC updates are posted at <https://castlehedingham.org/latest-news/>

**7.3 Braintree District Council** – Cllr Allen passed on apologies from Cllr Beavis for absence due to holiday. Cllr Taylor arrived and reported between items 10 & 11.

- Sible Hedingham Parish Council are starting their meetings at 7pm to enable Cllrs Taylor and Beavis to attend Castle Hedingham meetings by around 8.30pm when time permits.

**RESOLVED:** To change the start time of Castle Hedingham Parish Council meetings to 7.45pm to try to fit in with Sible Hedingham meeting times and enable District Councillors to attend both meetings.

**Proposed:** Cllr Southgate

**Seconded:** Cllr Doe

Agreed unanimously

- BDC Local Plan: Following complaints that the deadline for responses on the local plan were rushed, BDC has cancelled consideration of submitted sites during September meetings. A meeting on 16<sup>th</sup> September is now allocated to consideration of the National Planning Policy Framework, with submitted sites for development not considered until at least 31<sup>st</sup> October.

- Community Safety: Cllrs Beavis and Taylor met with 2 local police officers to discuss low level crime and vandalism in the Hedinghams. There is more speed monitoring being carried out in Sible and Castle Hedingham, but the two police officers have 41 villages to look after. Non-emergency crimes can be reported online or discussed on a live chat at [www.essex.police.uk](http://www.essex.police.uk), or by phoning 101

- Riverside Walk: BDC are now tendering for the work to be completed, with a decision hopefully by the end of September

- Hedinghams Parish Magazine: The new magazine is being well received by residents in both villages. New advertisers are always welcome and can contact the editor at [hedparmag@gmail.com](mailto:hedparmag@gmail.com) for advertising rates.

- Wethersfield Airfield: Cllr Taylor continues to attend WASC and Home Office meetings.

## 8. PLANNING

*Applications received:*

**24/01709/LBC** Conversion of No. 9 from surgery at ground floor to a village museum and meeting room and conversion of living accommodation at first floor to admin and archive storage area. Conversion of No. 10 from surgery to 1 No. dwelling. Repairs and refurbishment of outbuildings, landscaping works and associated operational development

9 & 10 Falcon Square CO9 3BY

*No objections but comment on residents' parking concerns*

**23/01388/FUL RECONSULTATION:** Erection of 1 No. two storey 3 bedroom dwelling house, detached double garage and gardens

Land Adjacent 13 Bayley Street

*Objection: No change from previous comments*

**24/01738/TPOCON** Notice of intent to carry out works to trees in a Conservation Area: Conifer in back garden to be cut down

Goston Mount Pottery Lane CO9 3EU

*No objections*

**24/01908/TPOCON** Notice of intent to carry out works to trees in a Conservation Area: Tree 1. Lime tree - Cut back to old points removing approximately 2 meters new growth Tree 2. Willow tree - Cut back to old points removing approximately 3 meters new growth  
22 Queen Street Castle Hedingham CO9 3EZ *No objections*

*Applications determined*

**24/01419/VAR** Application for variation of conditions 2 and 3 of planning permission 23/00276/HH for the erection of detached cartlodge. Variation would allow the change in materials.  
Rosemary Barn Rushley Green CO9 3AJ *Application PERMITTED*

### **8.1 BRAINTREE DISTRICT COUNCIL LOCAL PLAN REVIEW**

The consultation on the BDC Statement of Community Involvement was discussed, due by 5pm Thursday 10<sup>th</sup> October 2024. A revised timetable for the BDC Local Plan review consultation has been published [www.braintree.gov.uk/planning-building-control/local-plan-review-2/2](http://www.braintree.gov.uk/planning-building-control/local-plan-review-2/2). All information on Castle Hedingham sites including the Castle Hedingham Parish Council response is at [www.castlehedingham.org](http://www.castlehedingham.org).  
**Action:** Further discussion with planning professionals to be carried out before comments submitted.

## **9. FINANCE**

**9.1** The monthly payments were approved for authorisation. See *Financial Report Appendix 1*.

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

## **10. CASTLE HEDINGHAM CEMETERY FEES REVIEW**

**RESOLVED:** The recommendations of the Burial Board from a cemetery fee review meeting on August 19<sup>th</sup> were accepted. The new Cemetery Fees from 1<sup>st</sup> October will be published at [www.castlehedingham.org](http://www.castlehedingham.org).

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

*Cllr Taylor arrived and gave the BDC report, see item 7.3.*

## **11. ESSEX TRANSPORT STRATEGY**

The draft Parish Council response to the Essex Transport Strategy public consultation was agreed.

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

The consultation is open to all members of the public until 22<sup>nd</sup> September. See <https://consultations.essex.gov.uk/essex-highways/essex-transport-strategy/>

## **12. CASTLE HEDINGHAM TO SUDBURY NEW 60 BUS SERVICE**

The new Flagfinders service 60 Braintree-Hedinghams-Sudbury operating Monday to Friday was welcomed. Timetables for the Castle Hedingham to Sudbury section have been published on [www.castlehedingham.org](http://www.castlehedingham.org) and posted in noticeboards, the Village Shop and on village Facebook pages. Cllr Deeks reported using the service to Sudbury a number of times, and has been told that the timetable may be subject to some minor amendments to ensure it is punctual. Full timetables will be published when the final version is received from the bus operator.

## **13. VE DAY 2025**

Thursday 8th May 2025 is the 80th Anniversary of VE Day which marked the end of the war in Europe and WWII as a whole. National plans include the lighting of Beacons and Lamp Lights of Peace at 9.30pm, the raising of a VE Day flag at 9am and parties of celebration throughout the day.

**RESOLVED:** To mark the day with village events in co-operation with the Village Hall, Social Club and other local groups. Cllr Doe will chair a sub-committee, with the support of Cllrs Dover and Smith.

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

**Action:** Clerk to contact Village Hall & Social Club committees to save the date. Other village groups and organisations to be informed as plans progress.

#### 14. REWILDING NEW PARK

Grass cutting & raking in stages by Village Maintenance had been tried out this year, and sincere thanks were noted to Peter Cook who had completed the cutting and raking voluntarily during August. It was agreed that last year's arrangement of having M D Landscapes carrying out a cut and collect would be more cost-effective and efficient for future years. Installation of wooden posts for parking prevention will be completed soon. A young resident of the village has been making regular visits to the rewilding area and recording his findings. The Parish Council is delighted it gives him pleasure to visit and also for the excellent records he has kept. His observations since March 2024 are at [www.castlehedingham.org/heritage](http://www.castlehedingham.org/heritage)

#### 15. CORRESPONDENCE TO NOTE:

**15.1 Village Park parking request:** A request to use the Village Park for vehicle parking on Saturday 28<sup>th</sup> September for a Macmillan fundraising event at the Village Hall was considered. It was agreed that traders only can use the park to arrive at 9am and finish by 1pm, on condition there is a volunteer traffic marshal directing vehicles and approval from the Parish Council insurers.

**15.2 Letchwood Clerk of the Year 2024.** The Chairman reported that he had submitted an entry for this new Essex Association of Local Council's award in honour of Mike Letch, a highly respected clerk, auditor and trainer who died unexpectedly earlier this year. He was pleased to report that the clerk and Parish Council representatives had been invited to the awards ceremony on 26<sup>th</sup> September.

#### 16. AGENDA ITEMS FOR NEXT MEETING

#### 17. NEXT MEETING

<b>Monday 14th October 2024</b>	<b>7.45pm</b>	<b>Ordinary Parish Council</b>	<b>Castle Hedingham Club</b>
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The meeting closed at 9.15pm

SIGNED (CHAIRMAN)

DATE

**Appendix 1: Financial Report****PAYMENTS AND RECEIPTS FOR AUTHORISATION SEPTEMBER 2024**

<b>Sep-24</b>	<b>Payments in Month</b>	<b>Details</b>	<b>Amount</b>
	Npower	Electricity Street lights	£0.00
DD	Octopus Energy	Electricity Toilets 01 Mar to 31 Jul	£87.48
S/O	Essex Playing Fields Ass	Annual membership	£25.00
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses Aug 12th-Sep 9th	£18.69
B/P	E C Waters	BDC grant Dog bag dispensers	£182.20
B/P	CH Club	September meeting	£20.00
B/P	BDC	Rates, Pump House	£5.00
B/P	BDC	Bins St James Fair	£45.63
B/P	M D Landscapes	Grass cutting August	£523.20
B/P	Rentokil Initial	Sanitary Disposal	£18.19
<b>TOTAL in month</b>			<b>£1,190.70</b>

<b>Sep-24</b>	<b>Receipts in Month</b>	<b>Details</b>	<b>Amount</b>
03-Sep	BDC	Cllrs Community Grant	£166.20
<b>TOTAL in month</b>			<b>£166.20</b>

**Accounts balances at 9th September 2024**

		<b>Interest 2024-25</b>
Unity Trust Current account	£3,363.64	N/A
Unity Trust Deposit account 2.75% (2.6% from 5th Nov)	£13,972.91	£111.39
Cambridge & Counties 95 day notice 4.50%	£37,626.53	£1,551.00
<b>TOTAL RESERVES</b>	<b><u>£54,963.08</u></b>	
Of which:		
Historic Village Centre infrastructure reserve	£13,988.18	
Community Projects reserve	£8,500.00	
Public Toilet reserve	£5,000.00	
Community Allotment grant BDC	£1,874.03	
Community Allotment donation Parochial Charities	£0.00	
<b>GENERAL RESERVE (50% of precept is advised)</b>	<b><u>£25,600.87</u></b>	
S106 funding remaining at BDC (until 31.5.2030)	£2,623.21	

## RECONCILED PAYMENTS AND RECEIPTS AUGUST 2024

<b>Aug-24</b>	<b>Payments in Month</b>	<b>Details</b>	<b>Amount</b>
	Npower	Electricity Street lights	£0.00
DD	Octopus Energy	Electricity Toilets	£0.00
DD	Peoples Partnership	Peoples Pension	£48.14
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses July 8th - Aug 12th	£41.64
B/P	Staff	Salaries	£1,883.55
B/P	HMRC	Tax/NI July month 4	£204.64
B/P	CH Club	August meeting	£20.00
B/P	BDC	Rates, Pump House	£5.00
B/P	P M Smith	Payroll	£57.60
B/P	James Clark	Hall & Club Roof prepayment	£1,200.00
B/P	James Clark	Hall & Club Roof balance	£3,182.22
B/P	PKF Littlejohn	External Audit	£378.00
B/P	Darkins	Village Maintenance	£50.35
B/P	M D Landscapes	Grass cutting July	£1,202.40
B/P	Cloud Next	Hosting castlehedingham-pc.gov.uk	£59.99
<b>TOTAL in month</b>			<b>£8,408.53</b>

<b>Aug-24</b>	<b>Receipts in Month</b>	<b>Details</b>	<b>Amount</b>
06-Aug	Daniel Robinson	Memorial Ashes 33	£136.00
09-Aug	Harvey Darke	Memorial Ashes 47	£136.00
30-Aug	Harvey Darke	Interment ashes 47	£136.00
<b>TOTAL in month</b>			<b>£408.00</b>