



**Parish of Castle Hedingham**  
**Mrs Claire Waters (Parish Clerk)**  
**25 Bayley Street, Castle Hedingham, Essex CO9 3DG**  
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**MINUTES OF A MEETING OF CASTLE HEDINGHAM PARISH COUNCIL,  
HELD ON MONDAY 15<sup>th</sup> APRIL 2019 AT CASTLE HEDINGHAM CLUB AT 7.30PM**

**Present:** Cllrs Hood, Philp, Southgate, Toocaram, Scrivens, Veater

**In the Chair:** Cllr Southgate

**Clerk:** Claire Waters

**Also Present:** 2 new Councillors who will take office from 7<sup>th</sup> May.

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Worley.

**2. MINUTES OF THE PREVIOUS MEETING**

**2.1** The minutes of 27<sup>th</sup> March 2019 were approved as a correct record of events and signed by the Chairman.

**Proposed:** Cllr Hood

**Seconded:** Cllr Veater

Agreed unanimously

**2.2** The minutes of the Playing Field group meeting of 9<sup>th</sup> April were approved as a correct record of events and signed by the Chairman

**Proposed:** Cllr Veater

**Seconded:** Cllr Southgate

Agreed unanimously

**3. DECLARATIONS OF INTEREST**

Cllr Southgate declared an interest in the planning application at Crown Street (item 8) as a near neighbour of the property.

**4. PUBLIC FORUM**

None

**5. PROGRESS CHECK**

**5.1** Replacement of St Nicholas churchyard Gate at Church Lane

**Action:** The clerk will contact the resident who is planning to replace the gate to find out any progress.

**6. HIGHWAYS**

**6.1** Request from CVR to apply for the A1017 layby to be closed to traffic.

**Action:** The clerk has not yet received a response from Cllr Finch, but will chase this up. Agenda item for May meeting.

**6.2** Closure of Kirby Hall Road for 4 days from 29<sup>th</sup> April 2019 for surface dressing. The work will extend to Priestfields Farm.

**6.3** Surface of the road breaking up at Nunnery Street bridge has been reported to Essex Highways.

**6.4** New signage on the A1017. Cllr Scrivens commented on the large size of the new countdown signs to the Colne Valley Railway. The 40mph flashing SID signs have now been installed by Essex Highways.

**6.5** Temporary warning signs have been installed at Church Lane to protect pedestrians from speeding traffic, pending a full Highways assessment at the location

**6.6** A pothole at the top of Church Lane will be reported to Essex Highways.

**7. REPORTS**

**7.1 Police/Neighbourhood Watch:** None

**7.2 ECC Report:** None

**7.3 BDC Report:** None.

## 8. PLANNING

*Applications received:*

**19/00486/FUL** Change of use of barn and 2 no holiday lets to form 1 no (C3) dwelling, including extension, alterations and improvement of existing vehicular access.

Rosemary Farm Rushley Green CO9 3AJ

*No objections*

**19/00369/HH** Removal of single storey front & rear extensions. Erection of new, single storey, front & rear extensions. Conversion of roof space to create two bedrooms. Insertion of three dormer windows into west facing roof slope

3 Castle Close CO9 3DH

*No objections*

**19/00633/HH** Alterations, side extension and rear extension, plus an increase in the site area to provide amenity space

20 Crown Street CO9 3DB

*No objections*

*Applications determined:*

**None**

## 9. FINANCE

**9.1** The monthly accounts were approved and payments agreed for authorisation.

**Proposed:** Cllr Veater

**Seconded:** Cllr Hood

Agreed unanimously

Apr-19	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£31.23
DD	British Gas	Electricity Toilets	£11.39
B/P	Staff	Salaries	£1,366.91
B/P	CH Club	Meetings March & April	£40.00
B/P	E C Waters	Home as Office April	£60.00
B/P	E C Waters	Clerk Expenses	£26.12
B/P	A&J Lighting	Monthly Charge April	£11.40
B/P	HMRC	Tax/NI	£60.93
B/P	EALC	Affiliation Fees	£339.18
B/P	Falcon Accountants	Payroll Jan-Mar & Year end	£67.20
<b>TOTAL in month</b>			<b>£2,014.36</b>

Apr-19	Receipts in Month	Details	Amount
	None -		
<b>TOTAL in month</b>			<b>£0.00</b>

### Accounts balances at 15 April 2019

Unity Trust Current account	£10,660.86
Unity Trust Deposit account	£25,339.61
Cambridge & Counties 95 day	£56,585.93
Nationwide Treasurers Trust	£20,127.46
	<b>£112,713.86</b>

### 9.2 End of year financial update and arrangements for internal and external audit

The clerk reported that the end of year bank reconciliation was completed, with just the Nationwide Treasurers Trust interest in the year to be determined. Councillors were provided with a summary of income and expenditure over the year. Mr Roger Humphries will be asked to complete the internal audit as in previous years. The Annual Governance Statement and Annual Return to the external auditor will be agenda items for the May meeting

**9.3** The painter contracted to paint the exterior of the Hall and Club is unable to finish the job due to personal circumstances

**Action:** Clerk to obtain 3 quotes for completion of the work.

## 10. PARISH FOOTPATH MAPS

To decide on a quote of £780.00 from previous supplier F M Litho for updating and printing 1000 Parish Footpath maps, pending approval of the artwork.

**RESOLVED:** To accept the quote on condition the artwork is correct and continue to provide Parish Footpath maps at no charge to the public.

**Proposed:** Cllr Toocaram

**Seconded:** Cllr Scrivens

Agreed unanimously

## 11. CASTLE HEDINGHAM PAROCHIAL CHARITIES

Decision to appoint Mrs S Southgate as a nominative trustee of Castle Hedingham Parochial Charities when her term ends in June 2019. She is willing to serve another 4 year term.

**RESOLVED:** Mrs S Southgate to be appointed as nominative trustee.

**Proposed:** Cllr Toocaram

**Seconded:** Cllr Scrivens

Agreed unanimously

## 12. CASTLE HEDINGHAM PLAYING FIELD

Report from a meeting of the Playing Field group with Mr Tim Dixon, previously Head of Country Parks for ECC. To decide on appointment of Mr Dixon on a fixed fee basis to complete a Project Plan, with the option of engaging his services at further stages of the project if necessary. Following initial advice from Mr Dixon, Cllr Veater had conducted a questionnaire with De Vere Primary pupils which provides excellent information to assist in the creation of a vision for the space. The clerk provided a summary of the Financial Regulations relating to the decision to appoint Mr Dixon and it is not necessary to obtain 3 quotes in this instance due to the specialist nature of the work and the limit to the amount being spent. It was noted that until a lease is in place, the Parish Council should not commit to any large expenditure.

**RESOLVED:** To appoint Mr Dixon to complete a Project Plan at a maximum cost of £1000.

**Proposed:** Cllr Southgate

**Seconded:** Cllr Scriens

Agreed unanimously

## 13. CORRESPONDENCE TO NOTE

**Sible Hedingham Parish Council:** With only 5 Councillors standing for 13 vacancies on the Parish Council, they currently do not have the resources to commit to a Community Library Service

**Sible Hedingham Parish Council:** Enquiry if Castle Hedingham would be interested in joining them in the funding for a Special Constable, at an approximate cost of £1000 a year plus mileage and expenses. The Special has to work 16 hours a month in the area that is funding them. Agenda item for June meeting.

**Parishioner:** Request for Parish Council to finance microphones for St Nicholas Church.

**Action:** The clerk will investigate any change in the rules relating to Parish Councils funding Church expenses, as this is currently not legally permitted but is being challenged nationally.

## 14. REPRESENTATIVES AND WORKING GROUPS REPORTS: None

## 15. AGENDA ITEMS FOR NEXT MEETING

- Election of Chairman
- Election of Committees and Representatives
- Annual Governance Statement and Annual Return to the Audit Commission
- Request from CVR for assistance in closing the layby on the A1017
- Request for grant funding from Castle Hedingham Tennis Club

## DATE OF NEXT MEETINGS:

**DISTRICT COUNCIL ELECTION**

**Thursday 2<sup>nd</sup> May 2019**

**Memorial Hall**

**Annual Parish Council meeting**

**Monday, 20 May, 7.30pm**

**Castle Hedingham Club**

**ANNUAL PARISH ASSEMBLY**

**Wednesday 22<sup>nd</sup> May, 7.30pm**

**Memorial Hall**

**The meeting closed at 9.00pm**

SIGNED (CHAIRMAN)

DATE