



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 20TH APRIL 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 Johnson, BDC. Cllr Finch, ECC (to item 8)

1. APOLOGIES FOR ABSENCE

None

2. PARISH COUNCIL CHANGES DUE TO CORONAVIRUS PANDEMIC

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

2.1 RESOLVED: To forego the Annual Meeting of the Parish Council and defer to May 2021 (or earlier if Government distancing rules are relaxed) the election of a Chairman, leaving the current chairman in post.

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

2.2 RESOLVED: To leave all other group membership and representative duties as they currently stand, with the exception of formally appointing Cllr Gransden as Footpath Warden.

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

2.3 RESOLVED: To amend the Standing Orders to reflect holding meetings via video conferencing which is now permitted under the new regulations, namely:

2.3.1. Voting to be carried out by show of hands. Names to be used if video link is lost.

2.3.2. To meet legal requirements of public notice, agenda and supporting documents will be published on the website www.castlehedingham.org only, not village noticeboards or social media.

2.3.3. Remote access for public and press to be enabled via link requested from the clerk by email.

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

2.4 RESOLVED: To maintain the delegation of power to the Clerk (LGA 1972 section 101), which was agreed by email on March 25th to enable prompt decision making and crisis response in the absence of Parish Council meetings.

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

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 9th March 2020 and the extraordinary meeting of 14th April were approved as a correct record of events but due to social distancing not signed by the chairman.

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

4. DECLARATIONS OF INTEREST

None

5. PUBLIC FORUM

None

6. PROGRESS CHECK

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

6.1 Public Toilets closed for public safety. Disabled toilet still accessible for delivery drivers with radar key and being serviced daily.

6.2 Clerk, Chairman and other Councillors attended an initial volunteers meeting outside at the Bell.

2020 Village Volunteer Group established to support those self-isolating. 42 volunteers have registered via a Google Forms contact sheet which is shared with group administrators.

6.3 Jayne Laken of United in Kind is our village contact for support for the most vulnerable and isolated residents on **07458 300903** or by email jayne.laken@ceessex.org.uk

6.4 Issue 1 of COVID-19 information leaflet created with the help of Jayne Laken and distributed to all houses in the parish in March by 2020 Village Volunteers.

6.5 Central phone line established via **Mrs Brenda Beadle on 07922 097430** for residents who need to access 2020 Village Volunteer support. This is working well in co-ordinating collection of prescriptions and essential shopping for isolating residents. Anyone in Castle Hedingham who should be staying at home is encouraged to call – a local volunteer will be assigned to help them get what they need.

6.6 Issue 2 of COVID-19 update distributed by volunteers to all village houses in early April

6.7 Castle Hedingham Village Shop is operating well on a reduced number of volunteers and daily stock added by Cllr Jo Beavis. Card payments can be taken by phone, and volunteers are helping with local deliveries. Customers are encouraged to phone the shop on 01787 462104 to check stock availability or to place and order for collection.

6.8 Increased dog fouling was reported in the early days of social distancing restrictions. Village Maintenance sprayed with orange biodegradable paint. Feedback positive and dog fouling reduced.

6.9 Cllr Doe and a number of local residents have been making washable face masks which are available from Castle Hedingham Village Shop in return for a donation to St Helena Hospice. Cllr Doe has also made sets of scrubs for Castle Hedingham surgery.

6.10 Some residents who are receiving **food parcels from the Government** are able to get food either by home delivery from a supermarket or family and so would like to give their parcel to someone who needs it more. Jayne Laken 07458 300903 or jayne.laken@ceessex.org.uk is our village contact if this applies to any Castle Hedingham resident, she will collect and re-allocate the food parcel to someone local.

7. HIGHWAYS

7.1 Lucus Lane drain collapse. This has been inspected by Essex Highways and a plan sent by email to the Chairman but in a format which can't be opened or forwarded to the clerk. The Highways officer concerned is not responding to emails. Cllr Finch reported that Highways teams are expected to be working again from 1st May once full social distancing measures have been put in place.

Action: Cllr Finch will contact the Highways department about Lucas Lane repairs and asked Cllr Southgate to try forwarding the Highways plan to him.

8. REPORTS

8.1 Police/PCSO/Neighbourhood Watch: The clerk has been contacted by residents who are concerned about businesses breaching social distancing regulations. This is a police matter should be reported on the police non-emergency number 101, or online at <https://www.essex.police.uk/tua/tell-us-about/c19/tell-us-about-possible-breach-coronavirus-measures/>

8.2 Essex CC report:

Cllr David Finch reported on work being done by Essex County Council to protect vulnerable businesses and staff who are providing home care and residential care. ECC have guaranteed advance payments for the next 4 months and have allocated an additional £18 million to residential care and £11 million to home care. Provision is being made in case hospital discharges exceed capacity, including 3 hotels which are being set up to care for discharged patients. Another £1.5 million has been invested in "at home" devices to support socially isolated people. Mortuary services are receiving a £10 million investment including the establishment of a mortuary at the Chelmsford park and ride. Measures are being put in place as far as possible to enable people to say a respectful goodbye to loved ones.

Waste and recycling centres and Country Parks have been closed due to people breaching social distancing requirements. They will remain closed until safe procedures and systems can be implemented. Cabinet meetings are continuing via video conferencing and working on recovery plans. Although the situation has caused a high level of ECC income to be lost, the council is in the top 10 in the country for efficiency and good management so is in a good place. Lifting of restrictions will most likely happen in a phased manner.

The Essex Welfare Service has been established to support the most vulnerable people who are unable to access local support. So far about 2,500 people have been helped. Over 4,000 volunteers have offered to help and the service is currently working with around 1,750 of them.

In answer to a question from Cllr Bayes, Cllr Finch said there had not been a noticeable increase in fly tipping as a result of closure of waste and recycling centres.

Lastly, Cllr Finch reported that Children's Services are receiving an increased number of referrals from families who are struggling with lockdown restrictions, and there are indications that there is an increase in incidents of domestic violence and abuse.

8.3 Braintree DC report: Cllr J Beavis chose to contribute to the meeting by written report:

"I have been hugely impressed by the level of volunteers in the village supporting those most in need due to issues of isolation. Over the next two months I will continue to forward updates through the village Facebook page. Brilliant work by Claire on forwarding the Essex Coronavirus Action updates. United in Kind, via Jayne, is also working very well with lots of compliments. Another huge well done to Parish Councillor Penny Doe for the brilliant work in making the face masks for the village shop and scrubs for the NHS. There are many, many great examples of other thanks to parishioners of the village working tirelessly to support others. Castle Hedingham punches above its weight again." Cllr Beavis was thanked on behalf of the whole parish for the essential service being provided by the Village Shop.

Cllr Johnson gave a verbal report:

- Village Walks were stopped in the early stages of the pandemic, but he continues to walk the local footpaths and is pleased to see other walkers are observing social distancing.
- Work has been carried out on the A1017
- A couple of bonfires have been lit – residents are asked by Braintree District Council not to light bonfires to dispose of garden or other waste.
- A speed watch sign has been in place on Crouch Green for a number of weeks. Cllr Southgate confirmed this is not a Castle Hedingham Parish Council sign so may be Sible Hedingham Parish Council's property
- In answer to a question from the Chairman, Cllr Johnson confirmed that BDC is looking at reinstatement of garden waste collections but there is no firm date yet.

Cllr Johnson & Mrs Johnson were congratulated on their forthcoming Golden Wedding anniversary, for which their celebration plans have had to be put on hold.

9. PLANNING

Applications received:

20/00514/LBC proposed removal of an internal pier and high level section of wall & **20/00517/VAR** Variation of Condition 2 'Approved Plans' of permission 18/01956/FUL & 18/01957/LBC granted 08/01/2019 for the demolition of conservatory and construction of new single storey rear extension to existing outbuilding within the curtilage of a listed building. Amendment would allow alterations to the approved plans

38 St James Street CO9 3EW

No objections

20/00510/LBC Proposed installation of two low level windows to the north west elevation

9 St James Street CO9 3EN

No objections

20/00488/PLD Replacement windows

Doulton Lodge Pottery Lane CO9 3EU

For information only, comment not required

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.& **20/00434/FUL** Demolition of existing house, garage and agricultural building and erection of one dwelling and ancillary facilities and the change of use of associated land to garden, amenity and grazing land.

Herongate Maiden Ley Sheepcot Road CO9 3AA

Objection: Access, scale, contaminated land

20/00082/TPOCON Notice of intent to carry out works to tree in a Conservation Area - Reduce Box Elder to previous points approx. 2-3 metres at most

13 Bayley Street CO9 3DQ

No objections

*Applications determined:***20/00048/LBC** Internal alterations to kitchen

1 Falcon Square CO9 3BS

*Application PERMITTED***20/00108/DAC** Application for approval of details reserved by condition 3 of approval 19/01401/LBC - joinery details

26 St James Street CO9 3EW

Application PERMITTED

20/00355/NMA Non-Material Amendment to permission 19/00691/FUL granted 26.06.2019 for:
 Demolition of existing dilapidated relocatable Nursery building (105m2) and installation of new modular Nursery building (144m2) and associated external works. Amendment would allow:-Revised layout of external access steps and associated consequential re-positioning of door and windows on East Elevation and change in size of one window on South Elevation

Castle Nursery Kirby Hall Road CO9 3EA

*Application PERMITTED***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 Veater

Agreed unanimously

Mar-20	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£29.21
DD	British Gas	Electricity Toilets	£15.22
DD	B&CE Holdings	Peoples Pension	£65.98
B/P	Staff	Salaries	£1,325.16
B/P	Alan Henry	Protective Footwear	£19.99
B/P	HMRC	Tax/NI	£110.53
B/P	CH Club	Meeting March	£20.00
B/P	E C Waters	Home as Office March	£60.00
B/P	E C Waters	Clerk Expenses Feb 10th to Mar 9th	£135.27
B/P	A&J Lighting	Monthly Charge February	£11.40
B/P	Cllr G Southgate	Village Maintenance Expenses	£67.50
B/P	Graeme Nicholl	Tree Surgery	£225.00
B/P	EALC	Internal Audit Training CW	£144.00
B/P	Cllr G Southgate	Village Shop moving expenses	£22.95
B/P	Hedingham School	Village Leaflet Covid-19	£23.00
B/P	Attwells Solicitors	Legal Fees Village Park Lease	£1,320.00
B/P	E C Waters	Printer toner and paper	£674.89
TOTAL in month			£4,270.10

Mar-20	Receipts in Month	Details	Amount
02-Mar	EALC	CIF Emergency Fund Grant	£10,000.00
02-Mar	Harvey Darke	Interment Grave 165	£120.00
05-Mar	J Beavis	Repayment Village Shop loan	£100.00
18-Mar	Mr N Drury	Transfer EROB Grave 224	£90.00
27-Mar	Harvey Darke	Ashes interment Grave 224	£360.00
TOTAL in month			£10,670.00

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 (including £250 rent, year 1)	£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			£5,755.30

Apr-20	Receipts in Month	Details	Amount
14-Apr	Braintree District CIC	Village Shop loan repayment	£100.00
TOTAL in month			£100.00

Accounts balances at 20 April 2020

Unity Trust Current account	£38,536.04	
Unity Trust Deposit account	£25,441.40	
Cambridge & Counties 95 day	£33,552.30	
Nationwide Treasurers Trust	£20,147.59	(Interest yet to be added)
£117,677.33		

10.2 Pay review for Staff to be deferred until May Parish Council meeting as the NALC pay scales for 2020-2021 have not yet been published. The clerk reported that the Annual Accounts should be ready for review at the May Parish Council meeting

11. CASTLE HEDINGHAM VILLAGE PARK

11.1 Update on current situation with the project progress. The play equipment supplier, Earth Wrights, will not be commencing installation until summer at the earliest due to Coronavirus travel constraints.

11.2 To decide on signing the final draft lease on the Village Park following the clarification of fencing responsibilities discussed at an extraordinary meeting of the Parish Council on April 14th. Cllr Southgate reported on correspondence with Mr Jason Lindsay and solicitors confirming the landlord's approval for the Parish Council to decide on fencing. For the benefit of new Councillors, Cllr Hood clarified two clauses in the lease. Although there is no permission as tenant to object to development on adjoining land at Church Lane, the Parish Council is still able to comment on future planning applications on the land as a statutory consultee. There is also a legal requirement to gain written permission from the landlord for any development work or planting at the Village Park but the immediate and future plans so far have been met with enthusiastic support from Mr & Mrs Lindsay.

RESOLVED: To proceed with signing the lease, with a start date of 1st June. Cllr Southgate was nominated as the signatory, approved and witnessed by the clerk

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

11.3 To agree the final quote from Stewart Landscapes, revised following discussion at April 14th meeting.

RESOLVED: To accept the revised quote from Stewart Landscapes, who can install the fencing as a separate project from the overall landscaping and will be able to start work in June

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

Cllr Garry Southgate was thanked for all his hard work in bringing this matter to a successful conclusion.

12. CORRESPONDENCE TO NOTE

ECC: Delivering essential supplies to those most at risk

Do you need help getting food, medicine and essential supplies while you're self-isolating?

The Essex Welfare Service is delivering essential supplies to those most at risk. If you're over 70, pregnant or have underlying health issues, and you don't have help from friends, family or local support, the Essex Welfare Service can help. Visit www.essexwelfareservice.org.uk or contact us on **0300 303 9988**. The helpline is open Monday to Friday from 8am to 7pm and Saturday to Sunday from 10am to 2pm.

13. AGENDA ITEMS FOR NEXT MEETING

- Pay review for staff, delayed as the NALC pay scales for 2020-2021 have not yet been published.

DATE OF NEXT MEETINGS:

Monday 11th May 2020	7.30pm	Ordinary Parish Council	Zoom Video Conferencing
MAY 2020: CANCELLED	ANNUAL PARISH ASSEMBLY		CANCELLED
Monday 9th June 2020	7.30pm	Ordinary Parish Council	Location to be confirmed

The meeting closed at 8.32pm

SIGNED (CHAIRMAN)

DATE