

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 WEDNESDAY 27TH MARCH 2019 AT CASTLE HEDINGHAM CLUB AT 7.30PM

Present: Cllrs Hood, Philp, Southgate, Toocaram, Worley, Veater

In the Chair: Cllr Southgate Clerk: Claire Waters

Also Present: Mr David Allen representing the Colne Valley Railway

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Scrivens. The meeting began with the Chairman leading a minutes silence in memory of Cllr Lynne Moffat who passed away unexpectedly and will be sadly missed.

2. MINUTES OF THE PREVIOUS MEETING

2.1 The minutes of 25th February 2019 were approved as a correct record of events and signed by the Chairman.

Proposed: Cllr Hood Seconded: Cllr Worley Agreed unanimously **2.2** The minutes of the public meeting of 25th February were approved as a correct record of events and

signed by the Chairman

Proposed: Cllr Toocaram Seconded: Cllr Veater Agreed unanimously

3. DECLARATIONS OF INTEREST

Cllr Southgate declared an interest in the planning application at Rosemary Farm (item 8) due to previous contact with the applicant through work.

4. PUBLIC FORUM

Mr David Allen representing the Colne Valley Railway wished to speak to the Parish Council on 2 issues:

- Apologies to any residents inconvenienced by the security measures which have been put in place due to a number of recent thefts from the Colne Valley Railway
- A request to the Parish Council to support the Colne Valley Railway in requesting the closure of the layby on the A1017. This is classed as part of the public highway but doesn't meet the minimum sightlines for exiting onto the main road. It is also subject to frequent fly tipping and compromised the security of the railway site. The Parish Council needs to lead the request to Essex Highways for closure of the layby.

Action: The clerk will contact County Cllr David Finch to find out the Highways point of view.

Cllr Worley asked Mr Allen about the new Visitor Centre which is a white building and was supposed to be green according to the plans and screened by trees. Mr Allen agreed to investigate the situation.

5. PROGRESS CHECK

5.1 A resident had asked the Parish Council about their ownership of the village green at Pye Corner, in light of vehicle access needed for landowners to Hoe Lane from Nunnery Street in order to carry out woodland maintenance. The resident's comments were noted but access has always been permitted as long as any damage to the surface of the lane and the green is put right.

Action: The Parish Council will liaise with landowners and keep an eye on any works

6. HIGHWAYS

6.1 Closure of Kirby Hall Road for 4 days from 29th April 2019 for surface dressing **Action**: The clerk will find out the extent of the works and ask for yellow markings by De Vere Primary to be reinstated.

6.2 Colne Valley Railway has asked the Parish Council to request the layby is shut on the Yeldham Road as they feel it is increasing the vulnerability of CVR to theft. Discussed at item 4.

6.3 A resident had reported to the clerk overhanging hedge and tree branches at Sheepcot Road opposite the bowls club, restricting the width of the road.

Action: Following inspection by Cllr Southgate this has been reported to Essex Highways to ask for dead trees to be removed.

7. REPORTS

7.1 Police/Neighbourhood Watch: None

7.2 ECC Report: None

7.3 BDC Report: None. District Cllr H Johnson apologised for absence due to a meeting at BDC.

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

To be determined. Deadline 15th April

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

19/00069/TPOCON Notice of intent to carry out works to trees in a Conservation Area - Reduce and shape 2 Silver Birch tree to previous pruning points (A and B on plan), shape small Flowering Cherry by 3-4 ft

The Silvers Pottery Lane CO9 3EU

No objections

Applications determined:

18/02241/DAC. Application for approval of details reserved by condition 3 of 18/00311/FUL 40A Queen Street CO9 3HA *Application GRANTED*

9. FINANCE

The clerk informed the Council of a letter of thanks from the Hedingham Branch of the British Legion for their donation of a Remembrance Wreath and for supporting the commemoration lunch which raised around £800. The clerk also informed the Council of a clerk expenses claim of £57.69 made in error at the February meeting, which has been corrected by cancelling the Home as Office payment and a proportion of the expenses claim for March 2019.

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

Proposed: Cllr Toocaram Seconded: Cllr Worley Agreed unanimously

Mar-19	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£28.20
DD	British Gas	Electricity Toilets	£17.78
DD	B&CE Holdings	Peoples Pension	£40.67
B/P	P Staff Salaries		£1,392.32
B/P	CH Club	Meetings January & February	
B/P	E C Waters	Home as Office March	£0.00
B/P	E C Waters	Clerk Expenses	£21.45
B/P	MD Landscapes	lscapes Grass Cutting March	
B/P	A&J Lighting	Monthly Charge February	£11.40
B/P	HMRC	Tax/NI	£99.13
B/P	Braintree District Council	Rates, Pump House April	£9.77
B/P	Braintree District Council	Rent, Pump House	£30.00

B/P	A Oakenfull Groundworks	Concrete removal New Park	£480.00
B/P	Play England	2 x Design for Play publication	£30.00

TOTAL in month

£2,923.12

Mar-19	Receipts in Month	Details	Amount
05-Mar	-Mar Claire Waters Parish Meal donation		£25.00
11-Mar	Harvey Darke	ey Darke Inscription Grave 162	
18-Mar	Harvey Darke	Memorial Grave 612	£120.00
26-Mar	Harvey Darke	Inscription Grave 133	£70.00

TOTAL in month

£285.00

Accounts balances at 31 March 2018

	£117,379,81
Nationwide Treasurers Trust	£20,127.46
Cambridge & Counties 95 day	£56,585.93
Unity Trust Deposit account	£25,255.64
Unity Trust Current account	£15,410.78

9.2 Pay Review: Clerk, Village Maintenance and Public Toilets Operative positions

The clerk had prepared a report for Councillors and left the meeting. Due to the introduction of the National Living Wage the National Joint Council for Local Government Services (NJC) has introduced a new pay spine from April 1st 2019. The decisions made were in line with NJC recommendations.

RESOLVED:

PAY AWARD DECISION APRIL 2019			Estimated Annual	
			Increase	Cost:
Clerk New SCP 24 (was SCP 30)	per hour	£14.50	2%	£11,310.00
Use of home as office:	per month	£60.00	£20/mth	£720.00
Public Toilet Maintenance	per month	£156.06	2%	£1,872.72
Village Maintenance	per hour	£9.36	2%	£4,869.07

Proposed: Cllr Hood Seconded: Cllr Toocaram Agreed unanimously

10. PARISH FOOTPATH MAPS

Parish footpaths maps are almost all used up and some footpaths have been re-routed, meaning a re-print is required. The clerk supplied costs of the original printing in 2009/10 and 2011/12, together with details of grants given by the Heritage Society and Essex County Council. Contacting Footpaths England and creating an online footpaths map were suggested.

Action: Cllr Worley will investigate costs and proofs held by the original printers.

Action: The clerk will supply up to date footpath maps and contact Shirley Anglin at ECC Public Rights of Way.

11. MEMORIAL HALL MANAGEMENT COMMITTEE

Next steps required to re-assign the lease as the structure of the Memorial Hall Committee changes to a Charitable Incorporated Organisation (CIO) structure: The clerk had obtained from Atwells Solicitors an estimated quote of £500 + VAT for legal services for completion of the lease re-assignment.

RESOLVED: The Parish Council will pay the necessary legal fee for the lease to be re-assigned

Proposed: Cllr Hood Seconded: Cllr Worley Agreed unanimously

Notification of AGM of Castle Hedingham Village Hall Trustees at the Memorial Hall on Friday 5th

April 2019 commencing at 7.30 pm

Action: Cllr Veater and Cllr Southgate will attend.

12. VILLAGE LITTER PICK

Cllr Worley and the clerk had been in contact with De Vere Primary School to try to co-ordinate a date which fits with the Great British Spring Clean 2019 from March 22nd to April 23rd.. A Scout master had also contacted Village Maintenance to express an interest in the Scouts being involved on an annual basis as they work towards their Community Badge.

RESOLVED: Due to school Easter Holidays and the Parish Council elections in May, it was decided to fix a date for a Village Litter Pick in June.

Proposed: Cllr Southgate **Seconded**: Cllr Worley Agreed unanimously **Action**: The clerk will inform De Vere Primary School head teacher and Village Maintenance staff.

13. CASTLE HEDINGHAM PLAYING FIELD

Cllr Hood presented a report from a meeting of the Playing Field group on Monday 18th March.

13.1To approve a scope for a potential project manager role

RESOLVED: To arrange a meeting with the former Head of Country Parks at Essex County Council who lives locally, is highly experienced and available to take on such a role

Proposed: Cllr Hood **Seconded:** Cllr Southgate Agreed unanimously **13.2**To decide on terms of reference for a Playing Field Committee with devolved powers

Action: Item deferred until the April meeting when more detail of the project and public consultation plans will be available for consideration.

14. CORRESPONDENCE TO NOTE

ECC Essex Libraries Consultation Team: Invitation to Parish and Town Councils affected by tier 3 and tier 4 libraries to submit an Expression of Interest to run community-based library services before 18 June 2019. More information at https://libraries.essex.gov.uk/libraries-consultation/community-library-services/

Action: Clerk to examine the Expression of Interest requirements in more detail and liaise with Sible Hedingham Parish Council.

15. REPRESENTATIVES AND WORKING GROUPS REPORTS

None

16. AGENDA ITEMS FOR NEXT MEETING

Environmental Policy

DATE OF NEXT MEETINGS:

Ordinary Parish CouncilMonday 15 April 2019, 7.30pmCastle Hedingham ClubELECTION DAYThursday 2nd May 2019Memorial HallAnnual Parish CouncilMonday, 20 May 2019, 7.30pmCastle Hedingham ClubAnnual Parish AssemblyWednesday 22nd May 2019Memorial Hall

The meeting closed at 9.40pm

SIGNED (CHAIRMAN) DATE