

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 9TH MARCH 2020 AT CASTLE HEDINGHAM CLUB AT 7.30PM

Present: Cllrs Bayes, Doe, Gransden, Southgate, Westrop.

In the Chair: Cllr Southgate Clerk: Claire Waters

Also Present: Cllr Johnson, BDC. Cllr Finch, ECC (from item 8 to 9), 1 parishioner

1. APOLOGIES FOR ABSENCE

Cllrs Hood, Jordan, Toocaram & Veater apologised for absence.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 10th February 2020 were approved as a correct record of events and signed by the Chairman.

Proposed: Cllr Doe Seconded: Cllr Westrop Agreed unanimously

3. DECLARATIONS OF INTEREST

None

3.1 Cllr Gransden submitted his Register of Members Interests and signed the Declaration of Acceptance of Office, witnessed by the Clerk

4. PUBLIC FORUM

None

5. PROGRESS CHECK

5.1 The clerk reported that she had attended the first North Essex Parking Partnership "surgery" at Braintree District Council, and was advised that obstruction of footpaths was a matter for the police. The local police officers have now visited New Park on a number of occasions and the parking obstruction has improved. Police will continue to monitor the situation on patrols around the parish.

5.2 St Nicholas Churchyard gate to Church Lane. A resident is planning to make a new gate.

Action: Clerk to contact the resident to ask how this is progressing.

6. HIGHWAYS

- **6.1** Luces Lane drain collapse. This is undermining the brick wall and an urgent inspection has been requested via Cllr Finch, which is expected to happen this week. Cllr Southgate hopes to meet the inspector on site to explain the extent of the problem including the blocked drain at St James Street.
- **6.2** Footpath 25 at Scotch Pastures. The footpath is still passable in appropriate footwear, but the pasture has been removed. Natural England will be contacted for advice.
- **6.3** A resident had requested an update about a volunteer footpath maintenance working party.

Action: A meeting of the Footpath Wardens will be organised and the resident invited to attend.

Action: Cllr Johnson said a similar footpath group operates at Sible Hedingham. The clerk will contact Cllr Nash at Sible Hedingham Parish Council to share information and ideas.

6.4 Gully (drainage) repair at Castle Lane was carried out at the beginning of March but appears to have been limited to filling in one of the drain surrounds at the bottom of the lane. Notifications suggested that the work would be more extensive needing closure of the road.

Action: Clerk find out what other drainage repair work is planned for Castle Lane, if any.

7. REPORTS

7.1 Police/PCSO/Neighbourhood Watch: A written report had been received from PC Wheeler, giving an update on activities in the community and introducing a new PC Karen Scott to the local policing team. **Action:** Local Police Officers will be invited to attend the Annual Parish Assembly in May 2020

7.2 Essex CC report: Cllr Finch arrived and gave his report after item 8 due to his earlier attendance at Sible Hedingham Parish Council meeting. Cllr Finch left before item 9.

The Chairman expressed grateful thanks to Cllr Finch on behalf of the Parish Council for correcting the misunderstanding which led to the refusal of CIF Funding earlier in the year, and making it possible for a £10,000 grant to be awarded this month to the Village Park from the ECC CIF Emergency Fund. Cllr Finch reported on:

- ECC Climate Action Commission has been set up with all political parties, young people and local academics included as members. It has a budget of £5million to investigate and recommend actions on a broad range of environmental improvements in the County.
- Coronavirus precautionary advice is being disseminated across the County. Daily updated information can be found here: https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public
- ECC is hoping for the Chancellor to commit funding in the budget tomorrow for increased demand on Special Educational Needs and Home to School Transport, as well as £13 million for pothole repairs.

Action: In response to concerns raised about the rapidly deteriorating repair to the pothole on Nunnery Street bridge, Cllr Finch asked for details to be sent to him so he can take it up with the contractors who carried out the repair.

7.3 Braintree DC report: Cllr J Beavis sent apologies for absence as she was attending the meeting at Sible Hedingham Parish Council.

Cllr Johnson gave a verbal report:

- Aggressive dogs by footpath at Delvyns Lane have been reported by walkers. They have been advised that if danger to the public is a concern, then this should be reported to the police on 101.
- The pothole repair at Nunnery Street bridge is rapidly deteriorating, leaving the pothole worse than before the repair (please refer to item 7.2, Cllr Finch ECC report)
- Cats eyes have been removed on the A1017 between Hedingham and Great Yeldham, it is not known the reason why
- River Colne is in full spate with large trees down which is not helping the flow. Cllr Johnson offered to contact the Environment Agency on behalf of the Parish Council
- In response to a question by the Chairman about the asset for sale at New Park which is a condition of the offer of £25,000 from Cllr Butland, Leader of BDC, toward the Village Park, Cllr Johnson did not know any more details about what this involves. As yet no reply has been received from Cllr Butland to the query about this matter from the Parish Council following the February meeting.

8. PLANNING

Applications received:

20/00230/HH & 20/00231/LBC Erection of a rear extension and replacement of an existing window in the front elevation with a door

10 Church Lane CO9 3DA

Comment due 24th March

Due to the absence of members of the planning group, a decision was delayed. Comments from Councillors by email are requested by Monday 17th March.

Applications determined:

20/00013/HH Removal of existing upvc framed conservatory and erection of a single storey timber framed side extension.

Newholme Sudbury Road CO9 3AG

Application PERMITTED

19/02290/HH Two-storey (rear) extension, alterations and single storey out-building (ancillary to dwelling)

Rosemary Farm Cottage Rushley Green CO9 3AJ

Application PERMITTED

19/02107/VAR Removal of condition 17 'Pedestrian access' of permission 13/00577/FUL granted 31/10/2013 for: Change of use of former public house to a single family residential dwellinghouse with internal alterations, partial demolition of a single storey extension and the erection of a detached cart barn. Removal of condition would be to stop access to the allotments.

The Rising Sun 71 Nunnery Street CO9 3DP

Application PERMITTED

9. FINANCE

9.1 The monthly accounts were approved and payments agreed for authorisation. The February bank reconciliation was checked and signed by Cllr Gransden

Proposed: Cllr Doe Seconded: Cllr Southgate Agreed unanimously

Feb-20	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	
DD	DD B&CE Holdings Peoples Pension		£65.98
B/P	B/P Staff Salaries		£1,399.96
B/P	B/P CH Club Meeting February		£20.00
B/P	/P E C Waters Home as Office February		£60.00
B/P	E C Waters	Clerk Expenses Jan 13th to Feb 10th	£55.37
B/P	A&J Lighting	Monthly Charge January	
B/P	Graeme Martin	Special Verge Cutting, Parkgate	£95.00
B/P	Initial Hygiene	Sanitary Disposal	£12.17
B/P	B/P Darkins Supply Stores Village Maintenance supplies		£37.15
B/P	B/P Hedingham Heritage Soc Donation: Loan of display boards		£20.00

TOTAL in month £1,808.26

Feb-20	Receipts in Month	Details	Amount
06-Feb	J Beavis	Repayment Village Shop loan	£100.00
07-Feb	Harvey Darke	Interment Grave 232	£120.00
07-Feb	Thompson family	Transfer EROB Grave 232	£90.00
		TOTAL in month	£310.00

Mar-20 | Payments in Month **Details Amount** DD Eon Electricity New Park £29.21 DD British Gas **Electricity Toilets** £15.22 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 £225.00 B/P | Graeme Nicholl Tree Surgery B/P | EALC Internal Audit Training CW £144.00

TOTAL in month £818.13

Mar-20	Receipts in Month	Details	Amount
02-Mar	EALC	CIF Emergency Fund Grant	£10,000.00
02-Mar	r Harvey Darke Interment Grave 165		£120.00
05-Mar	J Beavis	Repayment Village Shop loan	£100.00
06-Mar Cambridge & Counties bank		Transfer from Deposit Account for Village Park funds	£25,000.00
		TOTAL in month	£35,220.00

01-Mar	Cambridge & Counties bank	Interest 2019-2020	£1,066.25

Accounts balances at 9 March 2020

Unity Trust Current account
Unity Trust Deposit account
£45,900.36

£25,416.05

Cambridge & Counties 95 day
Nationwide Treasurers Trust
£20,147.59

£125,016.30

9.2 Decision on appointment of Internal Auditor for 2020

RESOLVED: Ms Ann Wood was selected from 2 quotes received from the EALC list of qualified internal auditors to carry out the 2020 internal audit for Castle Hedingham Parish Council

Proposed: Cllr Gransden Seconded: Cllr Bayes Agreed unanimously

9.3 Decision on scope of Internal Audit for 2020

RESOLVED: The appointment of Ms Wood will be made for a period of 3 years in the first instance. The clerk will liaise with Ms Wood to phase the audit tasks each year over the period to save costs.

Proposed: Cllr Doe Seconded: Cllr Southgate Agreed unanimously

10. CASTLE HEDINGHAM VILLAGE PARK

10.1Cllr Finch was thanked for his assistance with the ECC CIF Emergency Fund grant of £10,000 at item 7.2.

Action: A letter of thanks will also be written with a copy sent to the Grant Funding Officer at EALC. **10.2** Cllr Southgate reported that he had been in contact with the solicitor and was hoping the lease could be signed this week. Earth Wrights, the play equipment supplier, have been very co-operative in allocating space in their schedule for manufacture and installation despite not having formal confirmation.

Action: Cllr Southgate will talk to Mr Jason Lindsay to agree who is responsible for different parts of fencing of the site, clarifying previous discussions.

Action: Cllr Hood will be asked to get a working group together on an agreed date to assist with clearance of dead trees etc. to enable Hedingham Castle access to the Willows, as required in the lease.

10.3 The clerk gave Councillors a copy of the Village Park budget spreadsheet which has been created to track income and expenditure on the project.

RESOLVED: The interest of £1,066.25 earned in the Cambridge and Counties deposit account over 2019-2020 will be added to the Village Park fund

Proposed: Cllr Southgate Seconded: Cllr Gransden Agreed unanimously

11. CASTLE HEDINGHAM CEMETERY

11.1 RESOLVED: The quote from MD Landscapes, the Parish Council grass cutting contractor, of £150.00 to level and turf newer graves in the cemetery was accepted

Proposed: Cllr Doe Seconded: Cllr Bayes Agreed unanimously

- 11.2 Following reports of a dog frequently escaping from a nearby property into the Cemetery, the Village Maintenance operative has been asked to look at what repairs might be made to the Cemetery fence to make it more secure. A decision will be made once he is able to report back to the Burial Board. Visitors are reminded that no dogs are permitted in the Cemetery under any circumstances
- **11.3** Unauthorised items are being removed from graves and ashes plots in the Cemetery, and items of personal value are being left for collection by their owners. This will continue to enable the levelling turfing of newer graves and continued maintenance of the lawn cemetery.

12. ENVIRONMENTAL ACTION GROUP

Cllr Doe proposed that a recycled noticeboard be created to publicise local environmental and recycling news to those people in the Parish who are not on social media. Initially the plan will be to house this in the BeaEco shop at Buckleys.

Action: The clerk will forward to Cllr Doe any emails with environment or recycling news to share

13. CORRESPONDENCE TO NOTE

RCCE: The Essex Warbler has been circulated to Councillors, including details of the 2020 Essex Village of the Year competition. It was agreed that this competition might be worth considering in future years.

NHS Mid and South Essex: A merger is proposed to build a clinically and financially stable future providing the best care for patients. This will take effect from 1st April 2020 and will merge Mid Essex Hospital Services with Basildon & Thurrock and Southend University Hospital Foundation Trusts. **County Broadband:** Hyperfast Broadband (Fibre to the Property) has completed the initial design phase and is engaging with Highways and other stakeholders to seek permissions to start the next phase of build.

14. AGENDA ITEMS FOR NEXT MEETING

- Pay review for staff, delayed as the NALC pay scales for 2020-2021 have not yet been published.
- VE Day. Cllr Westrop asked if any events were being organised to mark the occasion. The Village Park opening is planned to coincide with this if the completion target date can be met. The British Legion had also been planning an event but the exact nature and dates are not yet confirmed

DATE OF NEXT MEETINGS:

Monday 20 th April 2020	7.30pm	Ordinary Parish Council	Castle Hedingham Club	
Monday 11th May 2020	ay 2020 7.30pm Annual Parish Council Castle Hedi		Castle Hedingham Club	
MAY to be confirmed	1		Memorial Hall	
		ASSEMBLY		
Monday 8th June 2020	7.30pm	Ordinary Parish Council	Castle Hedingham Club	

The	meeting	closed	at	9.1	5pm
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SIGNED (CHAIRMAN)

DATE