

# **Parish of Castle Hedingham Mrs Claire Waters (Parish Clerk)** 25 Bayley Street, Castle Hedingham, Essex CO9 3DG 07845 056597 castlehedinghamparishclerk@gmail.com

## MINUTES OF THE ANNUAL MEETING OF CASTLE HEDINGHAM PARISH COUNCIL, HELD ON MONDAY 20th MAY 2019 AT CASTLE HEDINGHAM CLUB AT 7.30PM

**Present:** Cllrs Doe, Hood, Southgate, Tassell, Veater

In the Chair: Cllr Southgate Claire Waters Clerk:

Also Present: None

#### **ELECTION OF CHAIRMAN**

Cllr Garry Southgate was elected as Chairman

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

Mr Chairman signed a Declaration of Acceptance of Office.

1.1 ELECTION OF VICE-CHAIRMAN

Cllr Toocaram was elected as Vice-Chairman

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

### 2. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Toocaram and Westrop for absence. Mr Philip Gransden who was elected unopposed at the May election will be unable to take his seat due to personal circumstances. Thanks were noted for his helpfulness in enabling the Parish Council to co-opt two Councillors for the vacant seats as soon as possible for the new term, so that a full complement of 9 Councillors can be in place before the June meeting (see item 5).

### 3. MINUTES OF THE PREVIOUS MEETING

3.1 The minutes of 15th April 2019 with the correction of one typing error were approved as a correct record of events and signed by the Chairman.

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

### 4. DECLARATIONS OF INTEREST

- **4.1** Councillors were reminded that their Register of Interest forms need to be returned to the clerk ready for submission to Braintree District Council by 30<sup>th</sup> May.
- **4.2** No declarations of interest relating to items on the agenda.

### 5. CO-OPTION TO FILL COUNCILLOR VACANCY

**5.1 Resolved:** In light of the recent uncontested election on May 2nd, to waive the Co-option Policy for the two current Parish Councillor vacancies

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

**5.2 Resolved:** To co-opt Charlie Jordan to the Parish Council with immediate effect

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

**5.3 Resolved:** To co-opt Peter Bayes to the Parish Council once the 14-day notice period of the second casual vacancy is completed at the beginning of June

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

## 6. ANNUAL REVIEW OF PROCEDURES, COMMITTEES, REPRESENTATIVES AND WORKING GROUPS

- **6.1 Resolved:** With more than 2 thirds elected Councillors and a CILCA qualified clerk, the Parish Council is eligible for the General Power of Competence for the coming 4-year term.
- **6.2** Due to Councillor absence and the 2 vacancies for co-option the decision on representatives and membership of committees and working groups will be deferred to the June meeting
- **6.3** Calendar of meetings for 2019 to 2020 was also deferred to the June meeting

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

### 7. PUBLIC FORUM

No members of the public in attendance. A resident had contacted the clerk to report a yew tree in St Nicholas Churchyard which needs holly growth removing from its base

**Action**: The clerk will ask Village Maintenance to attend to this

### 8. PROGRESS CHECK

**8.1** Broadband improvement options in the Parish

Cllr Doe reported from other annual parish meetings she had attended locally that County Broadband Fibre to the Property (FTTP) work is slow to commence. BT Openreach/Gigaclear projects are being withdrawn in locations committed to County Broadband FTTP.

Action: The clerk will contact County Broadband and other parish clerks to investigate the situation.

#### 9. HIGHWAYS

Cllr Tassell raised a concern about parking along the green verge of the A1017 at Crouch Green obstructing visibility of traffic turning out of Nunnery Street. Various options were discussed to encourage residents to park more safely.

Action: The clerk will contact local Police Officers to find out if they are able to assist.

#### 10. REPORTS

**7.1 Police/Neighbourhood Watch:** None. Cllr Tassell volunteered to revive the village

Neighbourhood Watch group. This would not be a Parish Council responsibility but a separate voluntary role. Cllr Tassell's offer was welcomed with thanks

Action: The clerk will forward to Cllr Tassell contact details for the District Neighbourhood Watch

**7.2 ECC Report:** None. Apologies for absence were received from Cllr Finch

**7.3 BDC Report:** Apologies were received from Cllrs Beavis & Johnson for absence.

#### 11. PLANNING

Applications received:

**19/00691/FUL** Demolition of existing dilapidated relocatable Nursery building (105m<sup>2</sup>) and installation of new modular Nursery building (144m<sup>2</sup>) and associated external works.

Castle Nursery Kirby Hall Road CO9 3EA

No objections

19/00675/LBC & 19/00674/FUL Change of use of Grade II Listed traditional building to two residential dwellings and associated amenity space

Nunnery Farm Barn Nunnery Farm Nunnery Street

No objections

Applications determined:

**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

Application PERMITTED

#### 12. FINANCE

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

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

12.2 The Annual Governance Statement was approved

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

12.3 The Annual Accounts and Accounting Statements were approved

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

**12.4** The Annual Return to the Audit Commission was signed by the Chairman and the Responsible Financial Officer

12.5 The 2019-2020 Street Cleaning Agreement with BDC was signed by the clerk

**12.6 Resolved**: To renew Parish Council buildings insurance with NFU Mutual

**Proposed**: Cllr Doe Seconded: Cllr Veater Agreed unanimously Resolved: To renew Parish Council general insurance with Inspire via Axa through Came & Company

Proposed: Cllr Southgate Seconded: Cllr Tassell Agreed unanimously

**12.7 Resolved**: To accept the least expensive quote from Liam George for completing exterior painting of the Village Hall, Social Club and Public Toilets at £2,095.00. He can begin the work from mid-June. **12.8 Resolved**: To refuse a grant application for £960.00 from Castle Hedingham Tennis Club. No grant budget has been allocated in 2019 – 2020, although in cases of exceptional merit or exceptional need grant funding can be made available from general reserves. The Tennis Club has been the recipient of three Parish Council grants since 2017. Cllr Tassell asked if it would be appropriate to ask for grant applicants' accounts. It was agreed this could be considered for future grant applicants.

May-19	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£30.22
DD	British Gas	Electricity Toilets	£12.09
DD	B&CE Holdings	Peoples Pension	£65.98
B/P	Staff	Salaries	£1,290.24
B/P	CH Club	Meeting May	£20.00
B/P	E C Waters	Home as Office May	£60.00
B/P	E C Waters	Clerk Expenses	£33.72
B/P	A&J Lighting	Monthly Charge May	£11.40
B/P	HMRC	Tax/NI	£61.13
B/P	M D Landscapes	Grass Cutting April	£1,094.40
B/P	R Humphries	Internal Audit	£225.00
B/P	Braintree District Council	Rates, Pump House April/May	£10.00
B/P	NFU Mutual	Insurance Buildings	£1,052.08
B/P	Came & Company	Insurance General	£461.94

**TOTAL** in month £4,428.20

_	May-19	Receipts in Month	Details	Amount
	20-May	Removal of safety matting	Cash Donation Playing Field	£50.00
	20-May	Cllr J Beavis	Cash Donation Parish Meal	£25.00

TOTAL in month £75.00

## Accounts balances at 20 May 2019

257,486.05 220,147.59
257,486.05
25,339.61
20,777.61

#### 13. CASTLE HEDINGHAM PLAYING FIELD

Cllrs Hood and Southgate reported on progress with the project:

- Mr Tim Dixon has produced a draft project initiation plan and met with the clerk to discuss. This is now subject to amendment and approval by the Playing Field group before being forwarded to other Parish Councillors for consideration and comment. Hedingham Castle will also be kept informed.
- Hedingham Castle solicitors have forwarded a "heads of lease" communication for approval. The legal specialist at Attwells solicitors who assisted the Parish Council last year has quoted £1000 and £1200 plus VAT. A land registry fee of £40 would also be payable. Hedingham Castle legal fees may be payable and an annual rent of £250 for a 25 year lease has been offered.

**RESOLVED**: To appoint Will Oakes of Attwells, Colchester as legal adviser for the lease agreement **Proposed**: Cllr Hood **Seconded**: Cllr Veater Agreed unanimously

### **CORRESPONDENCE TO NOTE**

**VE Day 75 8-10 May 2020:** Letter regarding planned celebrations to commemorate VE day in May 2020 Essex County Council: Consultation on changes to the use of Concessionary Bus Passes on Essex County Council run Park and Ride services including the shuttle bus to Broomfield Hospital. The consultation commences from 08 May and will run until 31 July 2019, and is available online at: www.essex.gov.uk/park-and-ride-fares-consultation. Paper copies available at the Sandon, Chelmer Valley and Colchester Park and Ride sites or by Email from passenger.transport@essex.gov.uk. Paper copies will <u>not</u> be available in the local library.

#### 14. **REPRESENTATIVES AND WORKING GROUPS REPORTS:** None

#### AGENDA ITEMS FOR NEXT MEETING **15.**

- Election of Committees and Representatives
- Request from CVR for assistance in closing the layby on the A1017
- Consideration of jointly funding a PCSO with Sible Hedingham Parish Council
- Consideration of draft Parish Council Environmental Policy
- Consideration of a village celebration at the completion of the Village Park project

#### **DATE OF NEXT MEETINGS:**

SIGNED (CHAIRMAN)

**Ordinary Parish Council meeting** Monday, 24 June, 7.30pm Castle Hedingham Club The meeting closed at 9.30pm **DATE**