



**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 23<sup>rd</sup> SEPTEMBER 2019 AT CASTLE HEDINGHAM CLUB AT 7.30PM**

**Present:** Cllrs Doe, Hood, Jordan, Southgate, Tassell, Toocaram, Westrop

**In the Chair:** Cllr Southgate

**Clerk:** Claire Waters

**Also Present:** Cllr H Johnson BDC

Mr Alan Henry, Village Maintenance operative (to item 5)

3 parishioners (2 to item 5)

**1. APOLOGIES FOR ABSENCE**

Cllrs Bayes & Veater apologised for absence.

**1.1** Cllr Veater was granted a leave of absence while she is studying away from the parish.

**Proposed:** Cllr Toocaram

**Seconded:** Cllr Jordan

Agreed unanimously

**2. MINUTES OF THE PREVIOUS MEETING**

The minutes of 19th August 2019 were approved as a correct record of events and signed by the Chairman.

**Proposed:** Cllr Tassell

**Seconded:** Cllr Jordan

Agreed unanimously

**3. DECLARATIONS OF INTEREST**

None

**4. PUBLIC FORUM**

Jayne Laken, previously our village Community Agent, explained her new role covering Braintree District as a coach for United in Kind. The role is funded by Essex County Council and run with Provide (NHS) and the Rural Community Council of Essex (RCCE), with the initial funding running until March 2021. The aim is to make Essex the kindest council in the UK, tackling loneliness and isolation, having positive impacts on physical and mental health and working alongside existing community services and groups. The main focus of the project is on 4 areas of need: elderly people, carers, mental health and learning disabilities. This will involve connecting with organisations and supporting new ideas, as well as working with individuals and connecting up ideas and services in communities. The three strands are Kind Together (encouraging small acts of kindness), Tidy Together (looking after open spaces) and Learn Together (encouraging sharing of skills and knowledge). A Champion from each Parish Council is being sought and local businesses will be encouraged to get involved. It was noted that the project fits well with the aims of the Community Garden project planned for the new Village Park. United in Kind will be advertised locally including in the Parish magazine, and individuals can be referred by their GP or self-refer.

Two residents of Queen Street attended the meeting to ask about progress with the Village Park at the old allotment field by the Social Club and Memorial Hall. There are concerns about cars using the field as a through route to Church Lane. The design of the park was raised as a question, bearing in mind the conservation area and the wish for it to be in keeping with the village. Cllr Southgate confirmed that access for cars will be managed in the design, with invitations to tender being sent out by the end of September. The tender document specifies the need for the design to enhance the environment, and a Planning Officer from Braintree District Council and the Historic Buildings Adviser are advising the Parish Council at an on site meeting this week. Primary school children and their parents and carers have been consulted with about types of play and facilities needed. Further community consultation is planned, including with those residents who live most locally to the site, before work starts in early 2020.

## 5. PROGRESS CHECK

- 5.1** Mr Alan Henry, Village Maintenance Operative, attended to introduce himself to new Councillors. All requests for village maintenance activity can be reported to the clerk

## 6. HIGHWAYS

- 6.1** Damage to the retaining wall along the footpath at Queen Street has been reported to Essex Highways. A pot hole in the footpath near the bridge has been noted and will be reported. It was also noted that the bridge at Queen Street/Station Rd is in need of a coat of paint.
- 6.2** Footpath 15 by the old woodyard at Queen Street has been cut back by Councillors following a concern raised by a resident. Essex County Council have said they will be laying planings at the entrance to this footpath but it was noted by Councillors this will be insufficient to repair the surface. Fallen trees may be removed by ECC at the same time. Cllr Johnson volunteered to cut back tree branches – removal of wood is difficult from this location but it will be set at the side of the path.
- 6.3** Footpath 26 to Pottery Lane. The hedges on both sides of the steps have been cut by the property owners, making the steps more accessible.
- 6.4** Parish Paths Partnership (P3) work on parish footpaths – no development to report.
- 6.5** A footpath audit document created on Google Drive and currently accessible to Footpath Wardens, Village Maintenance and the clerk to update will be shared with Cllr Johnson and all Parish Councillors.

## 7. REPORTS

### 7.1 Police/Neighbourhood Watch:

Cllr Tassell reported membership of the Castle Hedingham Neighbourhood Watch page has now reached 200. In answer to a question from Cllr Doe, he confirmed he has an initial obligation to publicise crime outside the village but agreed this may cause some residents to be anxious and that it should be stressed we are actually a low crime area. Cllr Southgate reported that the Bowls Club was broken into with £90 of damage caused to padlocks but very little taken. A van in St James Street was also broken into with items stolen. Drug related activity by the Scout Hut and the Memorial Hall is being monitored by police.

### 7.2 ECC Report: None

**7.3 BDC Report:** Apologies for absence were received from Cllr Beavis due to a meeting on the Local Plan. Cllr Southgate and the clerk attended a meeting about the BDC Local Plan on September 19<sup>th</sup> at Gosfield.

Cllr Johnson reported cars gathering from 6pm near the Anglian Water plant at Sheepcot Road, leaving evidence of drug taking.

**Action:** The clerk will inform the police.

Cllr Johnson attended the opening day of the Colne Valley Railway, and reported they have been broken into again with items stolen and damage caused. Concern has been expressed at the state of the river nearby. The Environment Agency is visiting to inspect in about 2 weeks.

## 8. PLANNING

*Applications received:*

**19/00238/TPOCON** Notice of intent to carry out works to tree in a Conservation Area - Pollard 1 Locust tree 3 metres lower in height than previous cuts and 1.5 - 2 metres to the remaining limbs, these reductions are based on the previous pollard cuts and not the overall crown size. To leave a pollarded tree 3 metres lower and up to 2 metres narrower than when previously pollarded

Greenwich House 8 Queen Street CO9 3EX

*No objections*

**19/01682/HH** Proposed three bay cart lodge

Green Crofts Sheepcot Road CO9 3AA

*No objections*

*Applications determined:*

**19/00972/FUL** Proposed 3-Bedroom Dwelling

3 Castle Close CO9 3DH

*Application GRANTED*

## 8.2 Consideration of response to Braintree District Council: Draft Local Development Order –

Horizon 120, Great Notley

**Action:** Councillors will review the documents and respond as individuals

**8.3 Consideration of response to the BDC Local Plan Consultation on Garden Communities** which ends at 5pm on 30th September. Residents can respond at

<https://braintree.objective.co.uk/portal/nea/s1tech/> or to [localplan@braintree.gov.uk](mailto:localplan@braintree.gov.uk), or Planning Policy, Braintree District Council, Causeway House, Bocking End, Braintree CM79HB Tel: 01376 552525

**RESOLVED:** To respond in line with the Parish Council decision taken at item 9 of the July Parish Council meeting, requesting that section 2 be adopted and the Garden Communities pursued at a later date.

**Proposed:** Cllr Southgate

**Seconded:** Cllr Toocaram

Agreed unanimously

## 9. FINANCE

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

**Proposed:** Cllr Hood

**Seconded:** Cllr Toocaram

Agreed unanimously

Sep-19	Payments in Month	Details	Amount
SO	Essex Playing Fields Association	Annual Subscription	£25.00
DD	Eon	Electricity New Park	£31.23
DD	British Gas	Electricity Toilets	£11.11
DD	B&CE Holdings	Peoples Pension	£65.98
B/P	Staff	Salaries	£1,476.50
B/P	Alan Henry	Village Maintenance expenses	£6.28
B/P	CH Club	Wine for Annual Parish Assembly	£30.00
B/P	CH Club	Meeting September	£20.00
B/P	E C Waters	Home as Office September	£60.00
B/P	E C Waters	Clerk Expenses	£19.03
B/P	A&J Lighting	Monthly Charge August	£11.40
B/P	HMRC	Tax/NI	£110.13
B/P	M D Landscapes	Grass Cutting August	£871.20
B/P	Smith of Derby	Church Clock service	£252.00
B/P	Cllr G Southgate	Lottery Funding Officer meeting	£9.15
B/P	David Gambell	Joinery repairs CH Club	£985.00
B/P	Liam George	Painting CH Club	£1,375.00
B/P	Liam George	Painting Village Hall	£330.00
B/P	Liam George	Painting & door repair, Toilets	£900.00
B/P	Tim Dixon	Village Park Project Support	£1,000.00
B/P	Braintree District Council	Rates, Pump House September	£5.00

**TOTAL in month**

**£7,594.01**

Sep-19	Receipts in Month	Details	Amount
18-Sep	Harvey Darke	Inscription Grave 200	£70.00

**TOTAL in month**

**£70.00**

### Accounts balances at 23 September 2019

Unity Trust Current account	£12,258.37
Unity Trust Deposit account	£25,364.88
Cambridge & Counties 95 day	£57,486.05
Nationwide Treasurers Trust	£20,147.59
	<b>£115,256.89</b>

**9.2 RESOLVED:** To adopt the 2019 Financial Regulations as recommended by NALC

**Proposed:** Cllr Southgate

**Seconded:** Cllr Toocaram

Agreed unanimously

**9.3** The clerk updated Councillors on progress in finding a new internal auditor. A full brief of the role will be sent to suitable candidates and a decision made by the Parish Council at a future meeting.

## **10. CASTLE HEDINGHAM COMMUNITY SHOP**

The owner of the premises is in support of the suggestion that the building is registered as an Asset of Community Value. This would give the community 6 months to come up with a plan to purchase the building for community use in the event of it being sold, but the owner would have no obligation to accept the community offer. *Agenda item for October meeting.*

## **11. PLASTIC-FREE COMMUNITY**

Cllr Doe and Cllr Jordan reported on an initial meeting of a Castle Hedingham Environmental Action Group. The purpose would be to signpost, inform and gather information about all things green including recycling, repurposing and reusing. It is intended to hold a village meeting to launch the initiative, encouraging input from the wider community including schools and businesses. The Castle Hedingham All Village, Street and Community Matters Facebook page was suggested as another route for publicising the aims and activities.

**Action:** Cllr Southgate and the clerk can provide lists of village groups. Cllr Westrop can make contact with the primary school. Community composting site to be considered for an autumn start.

## **12. CASTLE HEDINGHAM VILLAGE PARK**

Cllr Southgate proposed a vote of thanks to Tim Dixon who had supported the Parish Council through the tendering process and done an excellent job. This was agreed unanimously by Councillors. His work on this stage is now completed and an invoice presented as agreed, but he is available for further support on request if needed.

**12.1** The clerk reported she and Tim Dixon had met with 5 potential suppliers at the site. One of the 5 suppliers has since withdrawn as they are unable to achieve the vision for the space. One supplier had been unable to attend a site meeting but will be sent the project invitation to tender documents. Due to the particular interest shown by nearby residents, it is intended to invite immediate neighbours to a pre-consultation with the Village Park group to discuss the plans.

**12.2** Cllr Hood reported from a meeting with the landlords, Mr & Mrs Lindsay, which was attended by himself and the clerk on 18<sup>th</sup> September. It was agreed that solicitors on both sides would be chased to complete the lease arrangements. It was confirmed verbally that the Memorial Garden is included in the area to be leased to the Parish Council

**Action:** To identify who currently holds the Memorial Garden lease document

**12.3** The final draft of the project invitation to tender documents had been reviewed by Councillors and the project budget confirmed as £50,000 for the play equipment and £50,000 for landscaping, tree/flower planting, fencing and surfacing etc. (subject to successful grant applications). Cllr Tassell had some comments on the contract details and will forward a copy to the clerk. The target date for tender invitations to be issued is Tuesday 1<sup>st</sup> October, for return by Monday 18<sup>th</sup> November.

## **13. CASTLE HEDINGHAM CHRISTMAS TREE**

A resident had spoken to Studio 2 and De Vere Travel who had kindly offered to sponsor a Christmas Tree in the village centre. Buckleys had also kindly offered space and access to electricity for the tree.

**Action:** Cllrs Doe and Tassell will work on this idea together with the resident.

## **14. CORRESPONDENCE TO NOTE**

None

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

- Consideration of registering the Community Shop premises as an Asset of Community Value

**DATE OF NEXT MEETINGS:**

<b>Monday 28 October 2019</b>	7.30pm	Ordinary Parish Council	Castle Hedingham Club
<b>Monday 25 November 2019</b>	7.30pm	Ordinary Parish Council	Castle Hedingham Club
<b>Monday 9<sup>th</sup> December</b> VILLAGE PARK PROJECT TENDERS	7.30pm	POSSIBLE DATE FOR EXTRAORDINARY MEETING	Castle Hedingham Club? To be confirmed
<b>Monday 27 January 2020</b>	7.30pm	Ordinary Parish Council	Castle Hedingham Club

**The meeting closed at 9.50pm**

SIGNED (CHAIRMAN)

DATE