



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 21st SEPTEMBER 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 H Johnson, BDC. Cllr J Beavis BDC from item 7 to item 10
1 parishioner

1. APOLOGIES FOR ABSENCE

Cllr Beavis apologised for late arrival due to a meeting at Gosfield. Cllr Finch sent apologies as he was unable to connect to the meeting via the Zoom link.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 10th August 2020 were approved as a correct record of events and remote arrangements were made for them to be signed by the Chairman

Proposed: Cllr Jordan

Seconded: Cllr Gransden

Agreed unanimously

3. DECLARATIONS OF INTEREST

Cllr Hood declared an interest in item 8, 20/01428/HH & 20/01429/LBC as a neighbour of the property

4. PUBLIC FORUM

None

5. PROGRESS CHECK

5.1 Annual parish tree survey

Mr Rob Worley as Tree Warden had reported on the annual tree survey he had conducted with the tree surgeon. Work is needed to the oak at Crouch Green and the chestnut at Trinity Green, which will be approved once a quote is submitted by the tree surgeon. All other trees are fine, including the cemetery. Two trees at the Memorial Avenue on Sheepcot Road need replacing, Mr Worley is able to replace one with an ash

5.2 Special verge Delvyn's Lane. This has its annual cut as normal in November and Heritage Society members will rake up the cuttings to protect the growth of wild flowers at the verge.

5.3 Village Sign and noticeboards. The Magna Carta board at Forge Green and the War Memorial Board at the cemetery have both been cleaned by Village Maintenance. The War Memorial at St Nicholas Church is also due to be cleaned. The Village Sign at Forge Green needs some painting and renovation, the original designer of the sign has been contacted for a quote for the work.

6. HIGHWAYS

Update on Highways issues and any new problems to report

6.1 Roadworks continue in the village due to installation of fibre broadband. All roadworks information is available on <https://one.network/>. Cllr Gransden suggested that once work is completed, a road sweep is requested to clear debris left and avoid future problems with drain blockage.

6.2 Member-led Pothole Repair Programme 2020 – nomination of priority pothole repairs for Cllr Finch. It was agreed that the footpath at Nunnery Street and the area of Highways land at the entrance to Nunnery Farm were urgently in need of repair. Repair to the damaged drain cover at Nunnery Street will also be requested urgently (see item 6.4). Repairs to the road verges at Rosemary Lane will also be requested.

6.3 Damaged gully Lucas Lane and blocked drain at Majendie Lane: Since Cllr Finch was unable to join the meeting a progress update was not available. The clerk will contact Cllr Finch

6.4 Damaged drain cover, Nunnery Street- See item 6.2

7. REPORTS

7.1 Police/PCSO/Neighbourhood Watch: A police report had been forwarded to Councillors by email. A report had been received from Mr Tony Tassell who co-ordinates the Hedingham Neighbourhood Watch Facebook page. The group now has 356 members with some vetting in place to ensure everyone has a proper local connection. It is now linked to the Suffolk Neighbourhood Watch as this covers more areas local people are concerned with.

7.2 Essex CC report: Cllr D Finch ECC was unable to connect to the meeting so no report given

7.3 Braintree DC report: Cllr Johnson reported:

- **National Planning policy:** some discussions have been held at BDC, changes proposed are both good and bad. Conservation areas should be safe. A concern is that removal of requirement for site notices of planning applications will mean local residents lose their opportunity to comment.
- **Children's play area:** He was pleased to see this enjoyed by so many, and asked if there is any shelter planned for when the weather is colder and wetter. This is under consideration.

Cllr Southgate asked if Cllr Johnson had heard anything from the Leader of BDC, Cllr Butland, regarding clarification of the conditions relating to his offer of £25,000 towards the Village Park. Cllr Johnson had asked twice but so far has received no response.

Cllr Beavis reported:

- **National Planning policy and Local Plan consultation.** This is currently open on Section 1 of the local plan, as always she is keen to see progress with Section 2. However the impact of the White paper on national planning reforms may have a major impact. Officers at BDC say they don't have the detail yet, but community engagement will be front loaded. She will be attending a 3 hour training session on this.
- **Children's play area:** Cllr Beavis asked to go on record with her congratulations to the Parish Council for doing such a great job, and the children appear delighted with the result.
- **Covid-19:** Cllr Beavis had been to Causeway House, most BDC staff are working from home. All services seem to be working well with the exception of Community Bus services which are understandably struggling. Some great work has been done on community resilience, and 3,065 business are now signed up for the BDC newsletter. The latest government statement is awaited. BDC has issued its first street licence, encouraging businesses to work outside if possible.
- **Waste and recycling** There has been an increase in fly-tipping across the district, up by 35% to 252 reported in the last quarter. This week is national recycling week, and BDC are working hard to publicise this and the work they do. The closure of the Basildon recycling plant will have an impact on the amount of waste going to landfill.

8. PLANNING

Applications received:

20/00257/TPOCON Notice of intent to carry out works to trees in a Conservation Area - Sycamore (T1 & T2) Crown reduction of up to 3 metres over the lawn area only (no height reduction) Crown thinning of 25%

Doulton Lodge Pottery Lane CO9 3EU

No objections

20/01428/HH & 20/01429/LBC Proposed replacement of existing garage

1-2 Pottery Lane CO9 3EU

No objections

20/01482/VAR Variation of Condition 2 'Approved Plans' of permission 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

Applications determined: None

8.1 Consultation on National Planning Policy "Planning for the Future"

To consider a Parish Council response to the Government White Paper, deadlines 1st & 29th October.

All residents are entitled to respond as individuals at

<https://www.gov.uk/government/consultations/changes-to-the-current-planning-system>

<https://www.gov.uk/government/consultations/planning-for-the-future> with guidance published here:

<https://www.gov.uk/guidance/planning-for-the-future-explained>.

Action: There are around 30 questions, and Councillors were asked to forward their suggested responses to the clerk via email so she can collate a response on behalf of the Parish Council.

8.2 Consultation on Braintree District Council Local Plan Section 1

To consider a Parish Council response to the BDC Local Plan Section 1 consultation, deadline October 9th

Action: The clerk will respond as before, urging Braintree District Council to focus on Section 2 in order to get the Local Plan adopted and protect the district from speculative development.

9. FINANCE

9.1 The monthly accounts were approved and payments agreed for authorisation. The bank reconciliation had been checked and signed via email by Cllr Gransden. The clerk reported that large invoices for the Village Park have been paid this month leaving the current account low on funds, however a VAT reclaim of £8,974.56 has recently been submitted, with a second claim of more than £7,034.99 to be submitted at the end of September. The second instalment of the precept £14,565 is also due to reach the current account on 24th September.

Proposed: Cllr Hood

Seconded: Cllr Veater

Agreed unanimously

Sep-20	Payments in Month	Details	Amount
DD	Eon	Electricity New Park	£31.23
DD	Bulb	Electricity Toilets	£11.07
DD	B&CE Holdings	Peoples Pension	£65.98
SO	Essex Playing Fields Association	Annual Subscription	£25.00
B/P	Staff	Salaries	£1,562.72
B/P	Alan Henry	Village Maintenance: Secateurs	£9.77
B/P	HMRC	Tax/NI August	£47.11
B/P	E C Waters	Home as Office September	£60.00
B/P	E C Waters	Clerk Expenses Aug 10th - Sep 21st	£43.28
B/P	A&J Lighting	Monthly Charge	£11.40
B/P	BDC	Rates, Pump House	£5.00
B/P	M D Landscapes	Grass Cutting August	£595.20
B/P	Darkins Supply Stores	Village Maintenance Supplies	£18.99
B/P	Miss A C Wood	Internal Audit	£140.00
B/P	PJH Designs	Bracket for sign, Village Park access	£40.00
B/P	Came & Company	Play equipment insurance	£72.23
B/P	Concept Signs	Noticeboards Village Park	£1,020.00
B/P	Stewart Landscapes	Groundworks Village Park	£25,725.85
B/P	Earth Wrights	3rd instalment Village Park 25%	£14,783.10

TOTAL in month

£44,267.93

Sep-20	Receipts in Month	Details	Amount
01-Sep	BDC	Small Business Grant Fund	£10,000.00
07-Sep	Harvey Darke	Inscription Grave 232	£77.00
11-Sep	Village Shop	Loan repayment	£100.00

TOTAL in month

£10,177.00

14-Sep	Unity Trust Bank	Deposit Account Transfer Village Park	£15,000.00
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Accounts balances at 21 September 2020

Unity Trust Current account	£3,837.61
Unity Trust Deposit account	£10,466.77
Cambridge & Counties 95 day	£33,552.30
	£47,856.68

Councillors were reminded that the Cambridge and Counties account has a 95 day notice period for any transfer of funds needed for future work on the Village Park or other projects.

9.2 The Internal Auditor report on the Annual Accountability and Governance Review (AGAR) 2019-2020 was received and noted. There were no urgent actions outstanding and the clerk was thanked for her co-operation by the internal auditor and the Parish Council.

The clerk left the meeting for item 9.3

9.3 Decision on Pay Review for clerk, village maintenance and public toilets operative positions

RESOLVED: The national salary recommended increase of 2.75% will be applied to clerk, village maintenance and public toilet salaries, backdated to 1st April 2020. In recognition of her additional work the use of home as office payment to the clerk will be increased from £60 to £75 per month.

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

9.4 Consideration of the £10,000 Small Business Grant received unexpectedly by the Parish Council at the end of August in relation to the rates bill for the Public Toilets. Possible uses for the funds were discussed, including funding the work already carried out to make the Public Toilets safer (and Covid-19 safe) and future improvements such as an outside tap. Groups and societies affected by Covid-19 as well as village businesses unable to receive a government grant were discussed. As custodian trustee the option for the Parish Council to support Castle Hedingham Club which has been unable to access a grant was proposed. This is a community asset which is open to all and non-profit making – the decision was brought forward from agenda item 11.3

RESOLVED: To grant £2,000 to Castle Hedingham Club

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

10. CASTLE HEDINGHAM VILLAGE PARK

10.1 Final report on the completion of work and opening of the Village Park for public use. Cllr Southgate thanked the Parish Council for all their hard work as the finished result looks fantastic. He had raised a query with the contractor about the path, which has a looser surface than expected. This is a self-binding material and will be rolled again once it has received some heavy rain which will seal the surface. A lock and chain are needed for the Queen Street vehicle gate, Cllr Southgate has secured gates with a cable tie for the time being. Cllrs Hood and Toocaram had been in contact with two boys who had made a bike ramp with the mound of earth intended for the community allotment. All Councillors agreed that their involvement and creation of additional natural play is to be encouraged if possible, maybe moving the location of the community allotment to a lower section of the site.

Action: Members of the Village Park group and the clerk will arrange to meet the boys on site to look at options and carry out a risk assessment.

10.2 Consideration of Stage 2 actions to be taken, including seating installation and tree planting, with donations kindly offered by residents of the parish and further possible grant funding applications. Cllr Jordan had obtained prices for the selected trees, which need to be planted as soon as possible.

RESOLVED: To spend up to £1,200 on selected trees in anticipation of donations from residents

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

Style and location of benches were discussed, with feedback from parents and carers welcomed and already suggesting that the natural look is preferred and a popular seating area would be near the Club/Hall end of the park. More seating will be required as the autumn/winter weather arrives. Also under consideration is a new location for the large litter bin which could be making the disabled toilet

difficult to access, and the dog waste bin which is very close to the path. These can be moved by Village Maintenance.

Action: The Village Park group will consider these issues when they meet at the park (see item 10.1)

Cllr Beavis left the meeting

11. CASTLE HEDINGHAM CLUB AND MEMORIAL HALL

11.1 Review of decision to pay Memorial Hall legal fees to set up as a charitable incorporated organisation (CIO). This decision was made more than 6 months ago so eligible for review in light of changed circumstances. After discussion, this decision was deferred pending clarification requested by Councillors of a number of questions regarding finances and the Memorial Hall CIO constitution.

11.2 Review of nominated Parish Council trustee on Memorial Hall Management Committee in light of their request for Cllr Hood to step down. This decision was also deferred pending clarification of the situation. Cllr Hood is willing to continue as Parish Council representative but it was felt that as the custodian trustee it is important for the Parish Council to have a seat on the management committee.

Action: The clerk will contact the solicitor for advice and the Chairman will contact the Chair of the Memorial Hall committee for a discussion.

Cllr Bayes left the meeting

11.3 Decision on donating a sum from the Parish Council Small Business Grant of £10,000 to Castle Hedingham Social Club. This item had been brought forward and a decision made at item 9.4

12. PARISH EMERGENCY PLAN ANNUAL REVIEW 2020-2021

Cllr Toocaram was thanked for her suggestions which had already been emailed to the clerk. Other Councillors were asked to submit to the clerk by email any suggested updates for the annual review of the Parish Emergency Plan.

13. CORRESPONDENCE TO NOTE

- **GP surgery** – request from parishioner to find out when they might return to a more normal service. The clerk had spoken to surgery staff who had explained the problems with safe public access to the surgery building, which means that physical GP and nurse appointments will remain limited.

Action: The clerk will reply to the resident who raised the query

- **EALC:** Invitation to AGM (Virtual) on Thursday 24th September -Councillors to respond direct.

14. AGENDA ITEMS FOR NEXT MEETING

- Councillors and residents are asked to submit items for the October agenda by 9am on Monday 5th October

DATE OF NEXT MEETINGS: All meetings to be held via Video Conferencing until further notice

Monday 12th October 2020	7.30pm	Ordinary Parish Council	Zoom Video Conferencing
Monday 9th November 2020	7.30pm	Ordinary Parish Council	Zoom Video Conferencing
NO PARISH COUNCIL MEETING IN DECEMBER			

The meeting closed at 9.45pm

SIGNED (CHAIRMAN)

DATE