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 11th JANUARY 2021 AT 7.30PM BY ZOOM VIDEO CONFERENCE

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 from item 9 to item 11, Cllr J Beavis BDC from item 9 to 10

1. APOLOGIES FOR ABSENCE
None

2. MINUTES OF THE PREVIOUS MEETING
The minutes of the meeting of 9th November 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 Toocaram Agreed unanimously

3. DECLARATIONS OF INTEREST
Cllr Southgate declared an interest in item 8, a planning application for his own property. Cllrs Doe, Toocaram and Westrop declared an interest in item 12 as relatives/neighbours of interested landowners.

4. PUBLIC FORUM
None

5. PROGRESS CHECK
5.1 Electric Car Charging point: An enquiry from a resident had been received. Grant funding may still be available but 25% of the cost needs to be financed and local need clearly demonstrated
Action: The clerk & Cllr Southgate will take steps to assess local demand for electric car charging points
Action: Cllr Gransden will find out in more detail if funding is still available and how it is accessed.
5.2 Village Sign at Forge Green David Le Versha, the original designer, quoted a cost capped at £500 for a thorough and complete overhaul. The sign will be removed while work is under way.
RESOLVED: To accept the quote for refurbishment of the Village Sign
Proposed: Cllr Southgate **Seconded**: Cllr Toocaram Agreed unanimously

6. HIGHWAYS
A Highways update had been received from Cllr Finch by email, and will be forwarded to Councillors
6.1 Roadworks continue in the village due to installation of fibre broadband. All roadworks information is available on https://one.network/.
6.2 Footpath 16 Station Road to Maiden Ley – tree trunks fallen across the footpath are passable, but action will be taken to ask landowners to remove them.

7. REPORTS
7.1 Police/PCSO/Neighbourhood Watch: Neighbourhood Watch reports received by email were forwarded to Councillors. Cllr Southgate reported Covid-19 vaccination scams across the UK and advised residents to be vigilant. Scams can be reported to https://reporting.actionfraud.police.uk
7.2 Essex CC report: Cllr D Finch ECC sent a written report and apologies for absence due to other Parish Council meetings.

- As you know we are in full Lockdown – please follow guidelines on this link here and the position of lockdown https://www.essex.gov.uk/news/lockdown-essential-to-protect-nhs-and-us-all-a-statement-from-cllr-david– also here is a link for the latest data in Essex https://www.essex.gov.uk/news/latest-covid-data-for-essex-7-jan

- Covid is rapidly on the rise and Braintree district has the highest rate in the County, please continue to follow the guidance on "Hands Face Space". There has been a lot of lobbying by the Braintree Leader around the vaccination centre in the distribution of the vaccine and I fully support the Leader of Braintree. I will be receiving weekly updates about the roll out of vaccine in Essex with you will receive this via the EALC. (please see attached)
- Working through the budget proposal this will go to February Council. The paper is going for formal approval to Cabinet on the 19th January. Should you or anyone wish to join and observe the Cabinet meeting, this is available via this zoom link https://cmis.essex.gov.uk/essexcmis5/CalendarofMeetings/tabid/73/ctl/ViewMeetingPublic/mid/410/Meeting/4496/Committee/36/SelectedTab/Documents/Default.aspx
- A1124 update – Farmers meeting took place last week and work has been agreed to commence on the 18th January.
- Flooding – An update was sent from the ECC flooding team.

7.3 Braintree DC report: Cllrs Beavis and Johnson arrived at item 9 and gave their report between items 9 & 10. Cllr Johnson reported:
Vaccination Centres are being planned at St Michael's Braintree and Halstead, due to open shortly
Additional Mortuary space is being planned for across the district
Brick Hill rubbish: Across from Memories towards High Street Green there is an ongoing problem with dumped litter. Sible Hedingham Village Maintenance is planning to tackle the latest issue. Problems too large for village maintenance, including fly tipping, can be reported to Braintree District Council https://www.braintree.gov.uk/streets-transport-parking/report-littering/1
Road closure A1017 Sible towards Braintree – from 22nd to 27th January for carriageway patching.
Cllr Beavis reported:
Highways Foxborough Hill A1124 is being pumped, and the flood is planned to be alleviated completely
Vaccination Centres: Further open venues including Halstead will be announced this week. Chelmsford City Racecourse is a mass vaccination centre. Earls Colne vaccination centre is benefiting from many volunteers with safe distancing, car parking and helping the vaccination operations run smoothly.
Budget: ECC are trying to set any rates increases as low as possible including social care
Finance: Some funding is still available in the Hedinghams Councillor Community Grant and Cllrs Beavis & Johnson are keen to use it to support village projects.
Mortuary services: A large scale operation in Chelmsford is not planned as it was in March 2020, but ECC is now working with funeral services for more localised mortuary support.

8. PLANNING

Applications received:
20/02003/FUL Subdivision of the site and creation of a new dwelling
The Coach House Rear Of 37 St James Street CO9 3EW *No objections, however concerns will be expressed about associated increased parking at Forge Green which is public highway and could inhibit access to properties for emergency vehicles.*

Applications received since November meeting: decisions ratified
20/01736/LBC Installation of a satellite dish**.**
14 Crown Street CO9 3DB *Joint and several interest declared* *No objections*
20/01864/HH Replacement flue.
Doulton Lodge Pottery Lane CO9 3EU *No objections*
20/02024/LBC Installation of security cameras
Astles 1 Pye Corner CO9 3DE *No objections*
20/00431/TPOCON Notice of intent to carry out works to trees in a Conservation Area –
11 Queen Street & 2 St James Street CO9 3EJ *No objections*
20/00421/TPOCON Notice of intent to carry out works to tree in a Conservation Area - Willow (T1) Crown reduction, 5 metres off the height and 3 metres off the remainder of the crown.
3A Crown Street CO9 3DB *No objections*
20/00423/TPOCON Notice of intent to carry out works to trees in a Conservation Area -
Harveys Pottery Lane CO9 3EU *No objections*

Applications determined:
20/00434/FUL Demolition of existing house, garage and agricultural building and erection of one dwelling and ancillary facilities and the change of use of associated land to garden, amenity and grazing land
Herongate Maiden Ley Sheepcot Road CO9 3AA *Application REFUSED*
20/00134/LBC & 20/00133/FUL Restoration and conversion of the building into a 2-bedroom private residential dwelling
Post Office 5 St James Street CO9 3EJ *Application PERMITTED*

8.1 BRAINTREE PLANNING SCHEME OF DELEGATION
BDC minutes 7th December detailing decision on revised scheme of delegation are available here https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/816/Committee/2/Default.aspx

9. FINANCE
9.1 The monthly accounts were approved and payments agreed for authorisation. The bank reconciliation was checked and signed via email by Cllr Gransden.
Proposed: Cllr Toocaram **Seconded**: Cllr Veater Agreed unanimously

9.2 Consideration and approval of Parish Council budget for financial year 2021 – 2022
The clerk reported that the budget had been prepared taking into account increased costs of maintaining the Village Park and Covid related safety measures for the public toilets. In answer to a question from Cllr Doe, it was confirmed that £144 of the 2020 budget of £150 for the cancelled Annual Parish Assembly was spent on printing Covid support information in June and delivering to all village homes.
RESOLVED: To approve the budget for the financial year 2021-2022
Proposed: Cllr Gransden **Seconded**: Cllr Hood Agreed unanimously

9.3 Consideration and approval of precept claim for financial year 2021 - 2022
In order to balance the budget and avoid using reserves, it would be necessary to increase the Parish Council precept by 7%. However since many residents will have been impacted by the difficult economic circumstances in 2020, discussions focused on increases between 0% and 4%. Apart from economic pressures for residents and greater local responsibilities for Parish Councils, factors taken into account included reduction in government grants to Parish Councils since 2015 (now zero since 2019) and the possibility that government may introduce "referendum principles" to Parish Councils in future years preventing a precept increase of over 2% without a local referendum. Such a referendum would add an unwanted cost and increase the precept by an even higher percentage. The clerk reported that while a large proportion of the Parish Council reserves had been spent on the Village Park in 2020, the level of general reserves was still strong enough to support a lower precept increase and budget deficit.
RESOLVED: To request an increase on the precept of 2%, which means the annual cost to a Band D property will be £60.65 next year. This represents an increase of 2p per week for the average household.
Proposed: Cllr Gransden **Seconded**: Cllr Hood Carried by majority vote

10. CASTLE HEDINGHAM VILLAGE PARK AND OPEN SPACES ACTION PLAN
10.1 Consideration of Village Park group suggestions for seating options. Sponsorship to be invited from residents. An Essex based supplier had been selected which manufactures from sustainable Iroko hardwood. Two seats with a back and two bench seats without a back had been chosen for the play area.
RESOLVED: To set donations at £1000 for each seat with a back, and £600 for each bench seat. This will cover the cost of the seat, delivery and installation and a commemorative stainless-steel plaque. The sponsored seat will be guaranteed to remain in place for 10 years, after which the Parish Council may remove the seat if necessary and put the commemorative plaque elsewhere or return it to the sponsor.
Proposed: Cllr Southgate **Seconded**: Cllr Gransden Agreed unanimously
RESOLVED: To contribute £250 to a seat in memory of Lynne Moffat, who served on the Parish Council for many years. Lynne Moffat's family will contribute the remaining amount
Proposed: Cllr Southgate **Seconded**: Cllr Gransden Agreed unanimously

10.2 Decision on proposed purchase of shipping container for storage at an estimated cost of up to £2,500 The container would be sited on the verge between the Memorial Hall car park and Ruffles Yard, with an opening each end so it can be used by a community gardening group at the park as well as Village Maintenance. All has been measured and there is enough space available, including for delivery. The clerk had obtained three quotes, and Cllr Gransden had also provided contact details of a local supplier who may offer a competitive price and will have local knowledge of the delivery logistics.
RESOLVED: To purchase a "single use quality" dark green shipping container with double doors for a cost of up to £2500 + VAT
Proposed: Cllr Gransden **Seconded**: Cllr Jordan Agreed unanimously
10.3 Decision on quotes for tree work and fencing between the rear Memorial Garden area and Ruffles Yard. A working party planned for further clearance of the area will have to be postponed again due to tighter Covid restrictions
RESOLVED: To accept the quote of the Parish tree surgeon Graham Nicholl for additional tree clearance at the Memorial Garden area of the Village Park.
Proposed: Cllr Southgate **Seconded**: Cllr Jordan Agreed unanimously
RESOLVED: To accept the quote from Kevin Shears to install fencing where scrub has been cleared between the Village Park and Ruffles Yard. In response to a concern from Cllr Jordan, Mr Shears will be asked to match the existing fencing between the park and the Ruffles Yard gardens.
Proposed: Cllr Southgate **Seconded**: Cllr Jordan Agreed unanimously
10.4 To agree revisions needed to the Castle Hedingham entry of the Open Spaces Action Plan
Cllr Southgate had received an email from Mr Lindsay asking that the Parish Council did not request additional designations to the Village Park land. The Parish Council has no plans to do so. The Open Spaces Action Plan is the document which determines use of S106 funding held by Braintree District Council for open spaces in the parish. S106 money from developers now only applies to planning applications of 10 properties or more, and at present there are no plans known for this size of development in Castle Hedingham. Existing S106 funding held by BDC for Castle Hedingham amounts to £1,847.47 available now, with a further £1,967.40 being paid by instalments and due to be available in June 2021.
Action: To delete references to the Hedingham Castle owned land at New Park, but retain references to BDC land at New Park as this is in public ownership. To update references to the Village Park land to reflect the excellent progress over the last 12 months and update requirements for future development including the Community garden/allotment, seating, fencing, hedging and tree planting. To delete references to other open space in the parish. A draft of the revisions will be sent to Councillors for approval, deadline for submission 1st February 2021.

11. CASTLE HEDINGHAM VILLAGE HALL

The Village Hall CIO had suggested changes to the Deed of Adherence which had been checked and advised on by the solicitor. The clerk is checking with the buildings insurer, NFU, if the proposed changes affect the insurance policy. In answer to a question from Cllr Veater, Cllr Hood as Parish Council representative on the Social Club committee confirmed that the Village Hall CIO statement regarding splitting the cost of maintenance of the lobby with the Club was understood and had been done in the past.
RESOLVED: If NFU confirm that the Deed of Adherence will not affect the buildings insurance, to agree and complete the amendment to the Village Hall lease with the revisions proposed by the Village Hall CIO
Proposed: Cllr Southgate **Seconded**: Cllr Toocaram Agreed unanimously

12. FOOTPATH 25 PYE CORNER TO RUSHLEY GREEN

Cllrs Doe, Toocaram and Westrop declared an interest and left the meeting. Due to technical problems Cllr Toocaram did not return to the meeting. Cllrs Doe and Westrop re-joined the meeting at item 13
Correspondence had been received from a landowner, suggesting relocation of Footpath 25 and upgrading the path to a disabled access joining the village to Rosemary Lane.
RESOLVED: On the basis of the information provided, Councillors did not support the proposal on the grounds that this is a scenic and popular route, and forms part of the historic Magna Carta heritage walk. The proposed changes would be no safer for emergency situations and less visible from the road. The

altered route is no less undulating and would mean a narrower path which could cause restrictions for people passing each other, including disabled people. There is also currently no guarantee that neighbouring landowners would upgrade the access from Pye Corner or Rosemary Lane to ensure equal accessibility along the whole section.

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

Action: The clerk will respond to the landowner by letter stating the reasons why the Parish Council does not support the proposal.

13. CORRESPONDENCE TO NOTE

EALC: Minutes of a meeting attended by the Chairman on 9th December regarding re-formation of Braintree District Association of Local Councils. Cllr Southgate had attended the meeting and explained that a group of Parish Councillors had put themselves forward to revive the Braintree Association to represent Parish Councils in the district, with the support of the Essex Association of Local Councils.

EALC: Free training for Councillors regarding Learning Disabilities. The clerk will forward the information to Councillors who are asked to respond as soon as possible due to limited spaces available

14. AGENDA ITEMS FOR NEXT MEETING

- Agenda items for the February meeting to be notified to the clerk by Friday 29th January please.

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

Monday 8th February 2021	7.30pm	Ordinary Parish Council	Zoom Video Conferencing
Monday 8th March 2021	7.30pm	Ordinary Parish Council	Zoom video conferencing

The meeting closed at 9.40pm

SIGNED (CHAIRMAN) DATE