Parish of Castle Hedingham
Mrs Claire Waters (Parish Clerk)
[redacted]
07845 056597 castlehedinghamparishclerk@gmail.com

MINUTES OF A MEETING OF CASTLE HEDINGHAM PARISH COUNCIL, HELD ON MONDAY 11th JULY 2022, 7.30PM AT CASTLE HEDINGHAM CLUB

Present: Cllrs Bayes, Dover, Gransden, Southgate, Toocaram, Veater, Westrop.
In the Chair: Cllr Southgate
Clerk: Claire Waters
Also Present: Cllr Johnson BDC, Cllr Beavis BDC from item 11
Cllr Schwier ECC, item 8.2 only

1. APOLOGIES FOR ABSENCE
Cllrs Doe and Jordan gave apologies for absence

2. MINUTES OF THE PREVIOUS MEETING
The minutes of the ordinary meeting of 13th June 2022 were approved as a correct record and signed by the Chairman
Proposed: Cllr Bayes **Seconded**: Cllr Veater Agreed unanimously

3. POLICIES REVIEW
3.1.1. The Code of Conduct was readopted and signed by the Chairman
Proposed: Cllr Toocaram **Seconded**: Cllr Bayes Agreed unanimously
3.1.2. The Standing Orders were readopted and signed by the Chairman
Proposed: Cllr Veater **Seconded**: Cllr Gransden Agreed unanimously
3.1.3. The Financial Regulations were readopted and signed by the Chairman
Proposed: Cllr Southgate **Seconded**: Cllr Veater Agreed unanimously
3.2. To Risk Assessment Schedule for Financial and Reputational risk was reviewed and adopted, together with GDPR Privacy policies (public and role-holders) and Consent Form.
Proposed: Cllr Gransden **Seconded**: Cllr Toocaram Agreed unanimously

4. DECLARATIONS OF INTEREST
Cllr Dover declared an interest a planning application at item 9

5. PUBLIC FORUM
None

6. PROGRESS CHECK
Clerk's report, village maintenance issues and update on actions from last meeting
6.1. Castle Hedingham Cemetery: Councillors had cleared the cemetery of unauthorised items on Friday July 8th. Where possible these have been left in a box at the cemetery for collection. A notice informing visitors was approved to be posted at the Cemetery entrance and on the village Facebook pages.
6.2. Grass cutting: The clerk reported that due to the dry weather the grass cutting contractor will be missing out the next scheduled cut.
6.3. : Pothole, Memorial Hall Cllr Toocaram reported a pothole in the car park at the front of the hall.
Action: Village maintenance will carry out a repair

7. HIGHWAYS & PUBLIC RIGHTS OF WAY
Update on Highways & Footpath issues and any new problems to report.
7.1. RESOLVED: The Parish Council Noticeboard will not be returned to St James St but will be installed against the wall at the back of Castle Hedingham Club. The location will be kept under review.
Proposed: Cllr Dover **Seconded**: Cllr Gransden Agreed unanimously
The noticeboards at the St Nicholas Church entrance and at Kirby Hall Road will be with annual information including Parish, District, County Councillor and MP contact details but will no longer be

used to publish meeting agendas or other occasional notices. A notice will be used to direct people to the new noticeboard and contact the Parish Clerk if they have any comments.
7.2. White Lines, Village Centre: Cllr Peter Schwier had been chasing this up on behalf of the Parish Council, and an Essex Highways team had been repainting white lines around the village but not in the crucial areas at Church Lane and Church Ponds. **Action**: To follow this up with Cllr Schwier
7.3. Footpath 25, Pye Corner to Rushley Green: Further correspondence from the ECC Public Rights of Way Definitive map officer was noted, including his direction that objections to diverting a public footpath will be assessed only against the provisions of the Highways Act 1980 s119, in particular the effect on public enjoyment of the path. See https://www.legislation.gov.uk/ukpga/1980/66/section/119 . A "made order" about any footpath diversion will be publicised with notices at the location, giving a month for members of the public to submit their responses.
Cllr Schwier arrived

8. REPORTS
8.1. Police/PCSO/Neighbourhood Watch. Police reports have been circulated to Councillors. Cllr Toocaram reported a shed break in with contents stolen, this has been reported to the police
8.2. Essex CC report. Cllr P Schwier reported on information of local interest:
Braintree e-scooter trials have been carried out over 12 months at the Ringwood Industrial Estate. As a result, an improved design of scooter has been chosen which is to be used in Braintree Town Centre
LED Lamps are being replaced in street lights by Essex Highways across the county, reducing cost
BDC Household Waste remains static at an average of 1060kg per household per year, so he is working with them to investigate ways of helping people to recycle more and encourage a circular economy
Ukraine refugee updates: these have been sent out regularly but will probably slow down now that processes and services are becoming established
Levelling Up: fibre broadband is being delivered to an additional 3,700 homes due to ECC intervention. £0.75million is being committed to Essex Tourism including vineyards and the Essex coastline
In answer to a question from Cllr Southgate, Cllr Schwier agreed to contact Essex Highways to give advance notice of white lining crews visiting, so that cars can be moved in Church Lane & Church Ponds to enable access.
Cllr Schwier left the meeting
8.3. Braintree DC reports: Cllr J Beavis and Cllr H Johnson arrived and reported after item 10
Hedinghams Medical Centre: progress has been delayed, One Medical are being pushed to find the additional parking needed. Cllr Beavis has submitted a written question to Braintree District Council about the progress with the Riverside Walk, and feels that communication with local residents has been poor.
BDC Local Plan: this was passed by Planning Committee in July and now goes to Full Council for adoption on July 25th. The 5 year housing supply and buffer has been confirmed, with 14,000 homes to 2033. Even when the Local Plan is adopted, any loss of the 5 year supply could leave the District open to speculative development
Planning Enforcement: Cllr Beavis has been in communication with residents about a case at Rosemary Lane. She may ask the revised application to go to Planning Committee so that it is transparent due to the level of public interest. The old woodyard at Station Road has also been referred to planning enforcement, Cllr Beavis was reminded by the Parish Council that this abandoned site had been suggested as a possible option for additional parking for the Hedinghams Medical Centre as it's close to the Riverside Walk
Buckley's Tea Rooms: It has been noted that no planning applications have been submitted to BDC, this has been raised with planning enforcement
Greenwich House: The existing lawful development application has been refused (item 9) and it is likely that the owner will submit another planning application to prevent enforcement action being taken.
Capital Bid £10,000 has been allocated to each District Councillor to propose for the next budget for supporting capital projects in the Hedinghams ward.
Planning Committee: Cllr Johnson reported that he and Cllr Beavis both sit on Braintree District Planning Committee, and the rules of decision making are very clear with both of them remaining impartial until they review all the evidence and a decision made at the committee meeting.
Dry weather: Cllr Johnson urged everyone to take extra care to avoid danger of fire in the dry conditions
Vandalism: Local incidents have been reported at tonight's Sible Hedingham Parish Council meeting

9. PLANNING

Applications received:

22/01537/HH Erection of outbuilding to be used as personal yoga studio
Flaglands Cottage 25 Queen Street CO9 3HA *No objections*

22/01553/FUL & 22/01554/LBC: Conversion of single storey barn to form 1 No. 3 bedroom dwelling
Nunnery Farm Barn Nunnery Farm Nunnery Street *No objections*

Cllr Dover declared an interest and left the meeting

22/01588/OUT Application for Outline Planning Permission with all matters reserved for: Erection of 1No. single-storey dwelling & garage for agricultural smallholding.
Land Behind 118 Nunnery Street *Objection: Outside development boundary, setting a precedent if approved. Highway access and safety*

Cllr Dover returned to the meeting

22/01649/TPOCON Notice of intent to carry out works to trees in a Conservation Area - T1 x Contoneaster - Fell, T2 x Mountain Ash - 0.5m Crown Reduction, T3 x Wysteria - Fell, T4 x Horse Chestnut - 2m Crown Reduction, T5 x Red Horse Chestnut - Prune limbs overhanging neighbours property/roof. Approx - 1m, T6 x Sycamore - Dangerous Limb Removed (Weak union showing signs of failure)
5 King Street CO9 3ER *No objections*

22/01437/FUL: Erection of agricultural building to store hay, related farm machinery & maintenance area.
Land South Of Rosemary Farm Rosemary Lane *Application WITHDRAWN*

Applications determined

22/01307/HHPA Erection of single storey rear extension. Extension will extend beyond rear wall of the original house by 6.0m, with a maximum height of 3.0m and 2.85m to the eaves of the extension
10 New Park CO9 3HH *Application PERMITTED*

22/01128/LBC Replacement of the staircase from 1st to 2nd floor and the addition of a shower enclosure at 2nd floor
12 Pye Corner CO9 3DF *Application PERMITTED*

22/01251/TPOCON Notice of intent to carry out works to tree in a Conservation Area - Ash (T1) Pollard the tree to a height of 9-10m to the edge of the ivy. This has been requested by structural engineers, as part of a subsidence issue with The Silvers
The Silvers Pottery Lane CO9 3EU *Application PERMITTED*

22/01264/TPOCON Notice of intent to carry out works to trees in a Conservation Area - Conifer (T2) Fell and Reduce height of all the trees along Church Lane boundary to approx 18 inches away from the power and telephone lines
St Nicholas Church Churchponds *Application PERMITTED*

22/00672/ELD Application for a Certificate of Lawfulness for an existing use - Retention of use of existing outbuilding to provide ancillary accommodation
Greenwich House 8 Queen Street CO9 3EX *Application REFUSED*

22/01190/LBC & 22/01189/HH Renovation works to end of terrace property including replacement of existing windows; insertion of new window to first floor side elevation to existing aperture; removal of external paint and replacement with limewash finish; removal of section of internal ground floor wall and integration of existing storage cupboard; decoration of external fixtures and general repairs to chimney stack and valley gutters
1 Church Lane CO9 3DA *Application PERMITTED*

22/01163/HH Conversion of garage to gym/home office/spare bedroom
The Vale Cottage Rushley Green CO9 3AJ *Application PERMITTED*

10. FINANCE

10.1. The monthly payments were approved for authorisation by two Councillors (*see Appendix 1*). The monthly bank reconciliation was checked and signed by Cllr Gransden

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

10.2. Annual Governance & Accountability Return (AGAR) 2021-22: Receipt of the Internal Audit report and recommended actions, including those which were addressed at item 3 Policy Reviews. The Chairman thanked the clerk for her hard work in achieving a positive audit report.

10.3. Essex County Council CIF funding: Application guidance is here: https://ealc.gov.uk/wp-content/uploads/2022/05/CIF_Guidance_Notes_2022-23.pdf and the deadline for grant applications is 19th August 2022. It was noted that match funding of at least 50% of project costs is a requirement for any grant awards this year, in addition to any contribution in kind such as volunteer time.

Cllr J Beavis and Cllr H Johnson arrived

11. VILLAGE PARK

11.1. Community Garden/Allotment An additional payment to the groundworking contractor of £450 to install a standpipe connection was approved at item 10 Finance. A Village Park group meeting will be called as soon as possible to progress Community Garden plans.

Action: Clerk to contact plumber to arrange connection and co-ordinate with Village Maintenance

11.2. Tree Planting: The Platinum Jubilee Oak has been received and will be stored and watered in its pot during the dry weather before planting in autumn

Action: Clerk to contact family of Sonia Allfrey, to confirm their sponsorship contribution.

12. CORRESPONDENCE TO NOTE

Local Linked Support Roadshow: The Bell Inn, St James Street, 18th July, 09:30 – 11:30

Or contact 03330130593 or llsbraintree@essex.gov.uk The LLS team offers short term support for up to four months to adults with a learning disability and/or autism and their carers who are not in receipt of commissioned care and support through Adult Social Care. A formal diagnosis is not required.

13. AGENDA ITEMS FOR NEXT MEETING

- Parish Council Reserves policy – Internal Audit recommendation
- Wethersfield Airfield Scrutiny Committee – to consider a donation to funds

14. NEXT MEETING

Monday 8th August	**7.30pm**	**Ordinary Parish Council**	**Castle Hedingham Club**
Monday 12th September	**7.30pm**	**Ordinary Parish Council**	**Castle Hedingham Club**
Monday 10th October	**7.30pm**	**Ordinary Parish Council**	**Castle Hedingham Club**

The meeting closed at 9.10pm

SIGNED DATE
(CHAIRMAN)