



Castle Hedingham Parish Council

Claire Waters, Parish Clerk

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NOTICE OF MEETING

Dear Councillor: You are summoned to attend the Annual Meeting of Castle Hedingham Parish Council on **Monday 12th May 2025 at 6.30pm at Castle Hedingham Club, Church Lane** for the purpose of transacting the business set out on the attached agenda.

Signed: *Claire Waters*

Clerk to the Council

Date: 6th May 2025

The public and the press are cordially invited to attend

AGENDA

1. ELECTION OF CHAIRMAN

1.1 ELECTION OF VICE-CHAIRMAN

1.2 Signing of Declarations of Acceptance of Office

2. APOLOGIES FOR ABSENCE

3. MINUTES OF THE PREVIOUS MEETING

3.1 To approve as a correct record the minutes of the Ordinary Meeting on 14th April 2025

4. DECLARATIONS OF INTEREST

Councillors to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests relating to items on the agenda

4.1. To request Councillors review and update their Registers of Interests and notify the clerk of any changes

5. REVIEW OF POLICIES, PROCEDURES, COMMITTEES, REPRESENTATIVES AND WORKING GROUPS

5.1 To review and adopt the Standing Orders updated 2025

5.2 To review and readopt the Financial Regulations (adopted in June 2024)

5.3 To review and confirm membership of committees, representatives and working groups

5.4 Review of the Council's complaints procedure

5.5 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

5.6 Review of the Council's policy for dealing with the press/media

5.7 Review of the Council's employment policies and procedures

5.8 To confirm Calendar of meetings for 2025-2026

6. PUBLIC FORUM

15 minutes of public participation. 3 minutes for each contribution

7. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting

7.1 St Nicholas Churchyard: to note work needed to the yew trees which are protected by a TPO

8. HIGHWAYS & PUBLIC RIGHTS OF WAY

Update on Highways & Footpath issues and any new problems to report

9. REPORTS

9.1 Police/Neighbourhood Watch. <https://castlehedingham-pc.gov.uk/neighbourhood-watch-police/>.

9.2 Essex CC report – Cllr Schwier's updates are at <https://castlehedingham-pc.gov.uk/category/news/>

9.3 Braintree DC reports – including any Wethersfield Airfield updates.

10. PLANNING

Applications received: to include any received after publication of the agenda

25/00931/HH Proposed single-storey oak framed car port and store

3A Castle Close CO9 3DH

Comment due by 27th May 2025

25/00960/TPOCON Works to trees in a Conservation Area – Fell 1No. Apple Tree (T1)

Ruffle House Ruffles Yard Church Lane CO9 3ED

Comment due by 26th May 2025

25/00948/TPOCON Works to trees in a Conservation Area: Removal of Hazel tree

12 Church Ponds CO9 3BZ

Comment due by 26th May 2025

Applications determined

24/02637/FUL Retention of existing public house, including partial demolition and extensions to provide an enhanced kitchen, toilet, a walled storage yard, entrance lobby, function room, external patio, outdoor seating, and garden area. Construction of a detached single storey building containing 10 guest suites and associated hard and soft landscaping.

Memories Of Chinatown 1 Crouch Green CO9 3DX

Application Permitted

11. FINANCE

11.1 The monthly payments to be approved for authorisation and monthly bank reconciliations checked

11.2 To review and confirm the Parish Council asset register

11.3 To review and adopt the Financial and Reputational Risk Register for 2025-2026

11.4 To confirm NFU buildings insurance & Hiscox general insurance renewal (3 year agreement to 2027)

11.5 Approval of Annual Governance Statement, to be signed by the Chairman and clerk

11.6 Approval of Annual Accounts and Accounting Statements, to be signed by the Chairman and clerk

11.7 Grant application: Request from Tennis Club for a grant towards a £500 lighting improvement project

12. VILLAGE EVENTS 2025

Update on events and decision on any budget, roles and responsibilities if needed:

12.1 VE Day Thursday 8th May – to note thanks to all organisers and volunteers

12.2 Annual Parish Assembly Monday 19th May 7pm at the Village Hall

12.3 St James Fair Saturday 26th July to approve donation of raffle proceeds to *Kinder Essex* village activity

13. MEMORIAL HALL

13.1 Castle Hedingham Club: Update on drain repairs needed.

13.2 Village Hall: To note with thanks the monthly accounts. Update on disabled space & wall repairs

14. VILLAGE PARK AND COMMUNITY ALLOTMENT

14.1 Village Park: To note resident application for “book box”, under Penguin books grant scheme. If the application is successful, to consider the Village Park as a possible location for this book share project.

14.2 Community Allotment: Report and future plans. Weekly sessions are on Tuesdays 10am to 12 noon

15. CORRESPONDENCE TO NOTE: - none

16. AGENDA ITEMS FOR NEXT MEETING

17. NEXT MEETINGS

Monday 19th May 2025	7.00pm	Annual Parish Assembly	Village Hall
Monday 9th June 2025	6.30pm	Annual Parish Council	Castle Hedingham Club

Councillors:	Cllr Julia Allen	Cllr Penny Doe	Cllr Will Dover
	Cllr Beverlee Foulkes	Cllr Mike Hemes	Cllr Phil Jones
	Cllr Stuart Mowle	Cllr Andy Smith	Cllr Garry Southgate

Copy to: **County Councillor:** Cllr Peter Schwier

District Councillors: Cllr J Beavis

Cllr W Taylor