



Castle Hedingham Parish Council

Claire Waters, Parish Clerk

Tel: 07845 056597

email: clerk@castlehedingham-pc.gov.uk

NOTICE OF MEETING

Dear Councillor: You are summoned to attend the Annual Meeting of Castle Hedingham Parish Council on **Monday 14th July 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: 7th July 2025

The public and the press are cordially invited to attend

AGENDA

1. APOLOGIES FOR ABSENCE

2. MINUTES OF THE PREVIOUS MEETING

2.1 To approve as a correct record the minutes of the ordinary Meeting on 9th June 2025

2.2 To approve as a correct record the minutes of the extra ordinary Meeting on 30th June 2025

3. DECLARATIONS OF INTEREST

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

4. PUBLIC FORUM

15 minutes of public participation. 3 minutes for each contribution

5. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting

5.1 Village Defibrillators (x3): **1.** St James Street telephone kiosk defibrillator has a new battery following a battery fault. **2.** Memories defibrillator is temporarily inaccessible due to building works. **3.** Rushley Green Farm defibrillator is working and accessible. All are updated on the Circuit ambulance service website.

5.2 Dog waste bag dispensers: a further 1020 biodegradable bags have been purchased to refill dispensers. This makes a total of over 3,000 bags used since August 2024, with fewer incidents of dog fouling reported.

6. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

6.1 Public Rights of Way: update from Cllr Mowle on Parish Paths Partnership and Service Level Agreement options for maintaining public footpaths in agreement with Essex County Council.

6.2 Nunnery Street: Road closure from 23rd July 2025 for 8 days required for UK Power Networks. Nunnery Street bridge works are planned for September including carriageway patching and replacing fencing.

7. REPORTS

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

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

7.3 Braintree DC reports – including any Wethersfield Airfield updates.

8. NEW PARISH COUNCIL POLICIES

8.1 IT Policy: To adopt an IT policy as required by the new Assertion 10 covering digital and data compliance in the 2025 Practitioners Guide. The policy is adapted from the Government Digital Service template

8.2 Biodiversity & Environmental Policy: To adopt a Biodiversity Policy as required by Section 102 of the Environment Act 2021. The Biodiversity policy has been combined with our existing Environmental Policy first adopted in 2019. This is an action point from the Internal Audit report – see item 10.2

9. PLANNING

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

25/01346/TPOCON Notice of intent to carry out works to trees in a Conservation Area: T1 Lime crown raise to 5.2m & crown reduce by up to 1.5m maximum.

The Old Vicarage 15 Queen Street CO9 3EZ

Comment due by 14th July 2025

25/01309/LBC Replacement of the modern balustrade with a sympathetic timber design., internal reconfiguration of the family bathroom., removal of the modern built-in airing cupboard & repairs to basement ceiling and deteriorated brickwork.

23 Bayley Street Castle Hedingham Essex CO9 3DG

Comment due by 10th July 2025

Applications determined

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

3A Castle Close CO9 3DH

Application PERMITTED

10. FINANCE

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

10.2 To note the Internal Auditor's full report, and approve any actions necessary

11. VILLAGE EVENTS 2025

Update on event including any Councillor assistance needed

11.1 St James Fair Saturday 26th July

12. CASTLE HEDINGHAM CEMETERY

To consider a request from a resident to purchase and maintain a memorial bench at the ashes section of the Sheepcot Road cemetery.

13. VILLAGE PARK AND COMMUNITY ALLOTMENT

13.1 Village Park: Update and review of annual RoSPA Play inspection report.

13.2 Village Park: To consider final options for Talk Tubes installation and installation quote from Mortimers

14. VILLAGE MAINTENANCE STAFFING

14.1 To resolve to exclude members of the public and hold the item "in camera" due to discussion of confidential staffing matters

14.2 To consider two options for additional support for the Village Maintenance operative role

15. CORRESPONDENCE TO NOTE:

St Nicholas Church Clock: Resident query about stopping the clock chiming overnight. The clerk replied to confirm that as it is a mechanical clock dating from 1906 it is not possible to stop the chiming for set hours.

16. AGENDA ITEMS FOR NEXT MEETING

17. NEXT MEETINGS

Monday 11th August 2025	6.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 8th September 2025	6.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 13th October 2025	6.30pm	Ordinary 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