



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 11th May 2026 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: 5th May 2026

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

To approve as a correct record the minutes of the ordinary Meeting on 13th April 2026

4. DECLARATIONS OF INTEREST

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

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

5.1 To review and readopt the Standing Orders (unchanged from 2025)

5.2 To review and readopt the Financial Regulations (unchanged from 2025)

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

5.4 To confirm Calendar of meetings for 2026-2027 including the Annual Parish Assembly 2027

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 Public Toilets: To note advice from Environment Agency on illegal disposal of chemical toilet waste

7.2 Timed access locks and cleaning: Update on new arrangements and keyholder support needed.

8. HIGHWAYS & PUBLIC RIGHTS OF WAY

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

8.1 Sheepcot Rd: To note misaligned 30mph sign now repositioned correctly by Village Maintenance

8.2 Sudbury Hill: Drainage problems, report ref 4036202 has been escalated with Cllr Peter Schwier

8.3 Bayley Street: Damaged drain cover on footpath causing trip hazard has been reported for urgent repair

9. REPORTS

9.1 Police/Neighbourhood Watch. Police updates and weekly Neighbourhood Watch newsletters are published at <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

26/00946/TPOCON Works to trees in a Conservation Area: T1 - Leylandii - complete removal to ground T2 - Leylandii - complete removal to ground G1 - Leylandii - complete removal to ground
10 Church Lane CO9 3DA *Comment due by 25th May 2026*

Applications determined

26/00424/LBC Proposed new render colour & external signage. Includes **26/00371/ADV** One externally illuminated hanging sign. One externally illuminated Fascia sign. Two non illuminated amenity boards. Two non illuminated painted signs
The Wheatsheaf 2 Queen Street CO9 3EX *Application Permitted*

26/00410/TPOCON Works to trees in a Conservation Area: Fell Silver Maple, tree is impacting next door neighbours house. Tree is too big in such a small garden. Requesting fell as its damaging neighbours patio.
Corner Cottage Bayley Street CO9 3HG *No objections raised*

26/00206/OUT Outline planning application with all matters reserved except for access : Erection of up-to 60 dwellings, including affordable homes, together with green and blue infrastructure including a children's play area, short stay car park/drop-off zone, vehicular and pedestrian/cycle accesses and ancillary buildings.
Land South Of Four Winds Kirby Hall Road *Application Refused*

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 2026-2027
- 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 EALC Training:** To approve and sign the bursary application for Councillor training during May.
- 11.8 Grant application:** To consider an application to fund training for the Youth Club leader
- 11.9 Remembrance soldier:** To consider the purchase of a life-sized soldier silhouette from a local supplier

12. STAFFING MATTERS

- 12.1 Parish Clerk & RFO role:** To consider succession planning options for clerk retirement in 2027.
- 12.2** To arrange a meeting of the staff management group to consider a potential assistant clerk/RFO role

13. ST JAMES FAIR, SATURDAY 25th JULY 2pm - 5pm

Update on planning for St James Fair 2026, including approval of any budget needed.

14. VILLAGE PARK AND COMMUNITY ALLOTMENT

- 14.1 Community Allotment:** To arrange a meeting with allotment leaders and Councillor representatives to agree plans and operating procedures now that the BDC grant funding period has finished.
- 14.2 Village Park:** To arrange a meeting of the Village Park group to review RoSPA inspection report & plans

15. LOVE YOUR BUS 2026

Report from Love Your Bus introductory meeting 6th May. To note the final grant award documents for:

- 1) Extension of Routes 88/88A beyond Halstead to serve Great Yeldham and the Hedinghams
- 2) Extension of Route 89 Sudbury to Braintree and coordinated services on Routes 42, 60, and 89
- 3) Free fares initiative for journeys originating in Great Yeldham, Sible Hedingham, and Castle Hedingham

16. CORRESPONDENCE TO NOTE:

17. AGENDA ITEMS FOR NEXT MEETING

18. NEXT MEETINGS

Monday 8 th June 2026	6.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 13 th July 2026	6.30pm	Ordinary Parish Council	Castle Hedingham Club
Monday 10 th August 2026	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

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