



Castle Hedingham Parish Council

Claire Waters (Parish Clerk)

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MINUTES OF THE ANNUAL MEETING OF CASTLE HEDINGHAM PARISH COUNCIL, HELD ON MONDAY 11th MAY 2026, 6.30pm AT CASTLE HEDINGHAM CLUB

Present: Cllrs Doe, Dover, Hemes, Jones, Mowle, Smith, Southgate.
In the Chair: Cllr Southgate
Clerk: Claire Waters
Also present: None

1. ELECTION OF CHAIRMAN

RESOLVED: Cllr Southgate was elected as Chairman

Proposed: Cllr Dover **Seconded:** Cllr Doe

Agreed unanimously

1.1 ELECTION OF VICE-CHAIRMAN

RESOLVED: Cllr Doe was elected as Vice-Chairman

Proposed: Cllr Smith **Seconded:** Cllr Mowle

Agreed unanimously

1.2 Cllrs Southgate and Doe signed their Declarations of Acceptance of Office, witnessed by the clerk

2. APOLOGIES FOR ABSENCE

Cllr Allen & Cllr Foulkes apologised for absence.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the Ordinary Meeting on 13th April 2026 were approved as a correct record and signed by the Chairman

Proposed: Cllr Hemes **Seconded:** Cllr Mowle

Agreed unanimously

4. DECLARATIONS OF INTEREST

None. Councillors were asked by the clerk to review their own Register of Interests and report any changes.

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

5.1 RESOLVED: To readopt the Standing Orders (unchanged from 2025)

Proposed: Cllr Southgate **Seconded:** Cllr Doe

Agreed unanimously

5.2 RESOLVED: To readopt the Financial Regulations (unchanged from 2025)

Proposed: Cllr Southgate **Seconded:** Cllr Smith

Agreed unanimously

5.3 Membership of committees, representatives and working groups were reviewed and an updated list of Councillor Roles and Responsibilities for 2026-2027 will be published on noticeboards and the website.

5.4 The Calendar of meetings for 2026-2027 was confirmed, including a date for the Annual Parish Assembly on Thursday 27th May 2027. The calendar will be updated on noticeboards and the website.

6. PUBLIC FORUM

None

7. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting

7.1 Public Toilets: The Environment Agency has confirmed that disposal of chemical toilet waste from camper vans in the public toilets is illegal. A notice to this effect will be displayed in the cubicles.

7.2 Timed access locks and cleaning: The new cleaning schedule is in place and the installation of timed access locks is expected to be completed by 22nd May

8. HIGHWAYS & PUBLIC RIGHTS OF WAY

8.1 Sheepcot Rd: A misaligned 30mph sign has now repositioned correctly by Village Maintenance

8.2 Sudbury Hill: Drainage problems, report ref 4036202 had been escalated with Cllr Peter Schwier. Cllr Southgate reported that the drainage crew had attended on the morning of 11th May and had cleared a tanker load of water. They recommend that this is done twice annually instead of once a year. The leak opposite on the Castle side of Sudbury Hill was confirmed to be a BT manhole cover, so this has been reported to BT for investigation. Hedingham Castle has also been informed since some of the leak may be on their land.

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. Thanks were expressed to PC James Draper for attending our Annual Parish Assembly and giving a police report. Weekly Neighbourhood Watch newsletters are published at <https://castlehedingham-pc.gov.uk/neighbourhood-watch-police/>

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

9.3 Braintree DC reports – Cllrs Beavis & Taylor apologised for absence due to a Sible PC meeting

10. PLANNING

Please see: <https://castlehedingham-pc.gov.uk/planning-applications/>

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 *No objection but request bird nesting season is be taken into consideration.*

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 bank reconciliations were checked and signed by Cllr Mowle. The monthly payments were approved for authorisation

Proposed: Cllr Southgate

Seconded: Cllr Doe

Agreed unanimously

11.2 The Parish Council asset register was reviewed and approved

Proposed: Cllr Doe

Seconded: Cllr Dover

Agreed unanimously

11.3 The Financial and Reputational Risk Register for 2026-2027 was review and adopted

Proposed: Cllr Southgate

Seconded: Cllr Doe

Agreed unanimously

11.4 NFU buildings insurance & Hiscox general insurance renewal to 1ST June 2027 were approved

Proposed: Cllr Southgate

Seconded: Cllr Dover

Agreed unanimously

11.5 The **Annual Governance Statement** was approved, and signed by the Chairman and clerk

Proposed: Cllr Doe

Seconded: Cllr Smith

Agreed unanimously

11.6 The **Annual Accounts and Accounting Statements** were approved and signed by Chairman and clerk

Proposed: Cllr Doe

Seconded: Cllr Smith

Agreed unanimously

11.7 EALC Training: Two bursary applications for Councillor training during May was signed by the two Councillors, the Chairman and clerk. This enables a bursary of £236 per Councillor, 75% of the total cost.

11.8 Grant application-RESOLVED: To approve a grant of £100 to be paid to the new Youth Club bank account. The application was to fund specialist training for the Youth Club leader but use of the grant will be at the discretion of the Youth Club. To be reviewed in August 2026 as the Youth Club establishes and grows.

Proposed: Cllr Doe

Seconded: Cllr Smith

Agreed unanimously

11.9 Remembrance soldier-RESOLVED: The option of purchasing a life-sized soldier silhouette from a local supplier was considered, but it was agreed that the original version from the RBVE which supports British veterans in employment would be more appropriate. No purchase agreed at this time but a donation to the RBVE to be considered alongside the British Legion Remembrance Wreath grant in November 2026

Proposed: Cllr Southgate

Seconded: Cllr Doe

Agreed unanimously

12. STAFFING MATTERS

12.1 Parish Clerk & RFO role: A succession planning report and proposal leading up to the clerk's retirement in 2027 was reviewed and discussed.

RESOLVED: The clerk and potential candidate will meet to prepare a detailed proposal for the June meeting

Proposed: Cllr Doe

Seconded: Cllr Southgate

Agreed unanimously

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

Cllr Dover gave an update on plans, which will include activities at the Village Park, Club, Hall and Church. The aim is for entry to be free for all activities if possible. Village groups and sports clubs are all invited to take part and plans for the raffle are being finalised with proceeds to go to village charities. New participants and stallholders are welcome to contact Cllr Dover on wildd@castlehedingham-pc.gov.uk

Action: All plans to be updated further at the June meeting.

14. VILLAGE PARK AND COMMUNITY ALLOTMENT

14.1 Community Allotment: Cllrs Doe and Smith agreed to act as Parish Council representatives to the Community Allotment, but neither can make Tuesday mornings which is when the allotment group meets.

Action: Clerk to organise meeting with allotment leaders and Parish Council representatives to agree plans and operating procedures now that the BDC grant funding period has finished.

Village Park: Action: Village Park group to meet first week in in June to review RoSPA inspection report

15. LOVE YOUR BUS 2026

A Love Your Bus introductory meeting took place on 6th May. The grant award documents were noted 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:

None

17. AGENDA ITEMS FOR NEXT MEETING

- Internal Audit report – to plan any actions necessary
- Staffing matters – to consider succession planning report

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

The meeting closed at 7.57pm

SIGNED (CHAIRMAN)

DATE

Appendix 1: Financial Report

PAYMENTS AND RECEIPTS FOR AUTHORISATION May 2026

May-26	Payments in Month	Details	Amount
	Npower	Electricity Street lights disputed	
DD	Octopus Energy	Electricity toilets	£18.96
DD	Peoples Partnership	Peoples Pension	TBC
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses	£35.42
B/P	E C Waters	Clerk Salary	TBC
B/P	T Devenish	Village Maintenance	TBC
B/P	HMRC	Tax/NI March month 1 2701	TBC
B/P	MD Landscapes	Grass cutting April	£1,803.60
B/P	BDC	Rates Pump House & Land June	£11.00
B/P	CH Club	May meeting	£20.00
B/P	Darkins	Village Maintenance	£15.54
B/P	Tracy Finch	Catering Annual Parish Assembly	£137.50
B/P	Hardwarexpress	Mower battery	TBC
B/P	Adios	Dog poo bags	£85.47
B/P	Hiscox	General Insurance	£892.28
B/P	NFU Mutual	Buildings Insurance	£1,628.13
B/P	RCCE	Membership 2026-27	£85.80
TOTAL in month			£4,808.70

May-26	Receipts in Month	Details	Amount
	BDC	Street Cleaning grant	£6,038.60
TOTAL in month			£6,038.60

Accounts balances at 11th May 2026

Interest 2026-27

Unity Trust Current account	£7,709.68	N/A
Unity Trust Deposit account 1.95%	£36,812.00	£0.00
Cambridge & Counties 95 day notice 3.30%	£40,727.38	£1,420.18
TOTAL RESERVES	£85,249.06	
Of which:		
Historic Village Centre infrastructure reserve	£17,988.18	
Community Projects reserve	£7,271.00	
Public Toilet reserve	£1,610.79	
Village Park reserve	£2,000.00	
Cemetery infants area memorial	£1,650.00	
Community Allotment petty cash held at bank	£179.76	
GENERAL RESERVE (50% of precept is advised)	£54,549.33	
S106 funding remaining at BDC (until 31.5.2030)	£27.29	

RECONCILED PAYMENTS & RECEIPTS April 2026

Apr-26	Payments in Month	Details	Amount
	Npower	Electricity Street lights disputed	
DD	Octopus Energy	Electricity toilets	£19.81
DD	Peoples Partnership	Peoples Pension	£0.00
B/P	E C Waters	Home as Office	£75.00
B/P	E C Waters	Office Expenses	£45.76
B/P	Staff	Salaries	£1,687.39
B/P	HMRC	Tax/NI March month 12 2612	£484.24
B/P	A Redgewell	Village Maintenance support	£114.19
B/P	MD Landscapes	Grass cutting March	£601.20
B/P	BDC	Rent Pump House & Land	£30.00
B/P	BDC	Rates Pump House & Land April	£15.92
B/P	BDC	Rates Pump House & Land May	£11.00
B/P	CH Club	April meeting	£20.00
B/P	Darkins	Community Allotment	£23.89
B/P	Darkins	Village Maintenance	£3.30
B/P	Garry Southgate	Combination lock	£13.69
B/P	P M Smith	Payroll Jan Feb Mar	£61.20
B/P	P M Smith	Year end and P60s 2025-26	£36.00
B/P	EALC	EALC & NALC Affiliation Fee	£413.95
B/P	Open Spaces Society	Annual Subscription	£45.00
B/P	Rentokil Initial	Sanitary Disposal Toilets	£20.02
B/P	St Nicholas Church PCC	Keyholder support Public Toilets	£100.00
	Unity Trust	Service Charge	£7.00
TOTAL in month			£3,828.56

Apr-26	Receipts in Month	Details	Amount
23-Apr	BDC	Precept 1st Instalment	£21,331.00
TOTAL in month			£21,331.00