



HATFIELD HEATH PARISH COUNCIL

Draft Minutes of the Parish Council Meeting

Held remotely via Zoom link

7:30pm on Wednesday 3rd December 2020

Present: Chairman Cllr M Bissell (MB), Cllr M Lemon (ML), Cllr P Brown (PB), Cllr Mrs S Saban (SS), Cllr R Breavington (RB), Cllr N Robley (NR)
C Cllr S Barker (SB)

5 members of the public

2767 Apologies for Absence

Apologies were received from; Cllr K Fox (KF), Cllr Chris Overton (CO)

2768 Declaration of Interests

Councillor M Lemon declared a non-pecuniary interest as a District Councillor and planning item involving Oak Tree Barn, Cllr M Bissell declared that he is Chairman of the Village Hall Committee

2769 Public Participation

Village Green

A resident complained that the Wildlife area had been 'cut down to the ground' rather than the required 6 inches. NR said that this must be a mistake since he had measured it at almost exactly 6 inches in several places.

Facilities for Children

A resident asked about the possibility of a multi-use area for children too old for the playground (12 to 16) and if an area next to the proposed Cox Ley development may be appropriate. We agreed to see what may be possible. ML remarked that we had a youth group until two years ago but had struggled since to get someone to run it. The Friday Club is still running but hit by the Covid issue at the moment.

PC Policy

The same resident said that Hatfield Broad Oak PC welcomed villagers to attend the Parish Council meetings (as does Hatfield Heath PC) and asked for suggestions to move things forward. Up until the Covid outbreak HHPC ran a monthly forum each Saturday immediately following the PC meeting for just this purpose and to allow individuals to express their issues more fully and without time constraint. This will continue immediately we are able to do so. In the meantime all suggestions are of course welcome.

any further dialogue after it was turned down. ML said he had not heard anymore to date.

2770 Minutes of the meeting of 4th November 2020

The minutes were approved.

2770A End of Year Remembrance

ML and MB outlined the major contributions that both Bart Sheekey and John White had made to the community and the positive impact they had brought to us all. They will be greatly missed. We all took part in a one minutes silence to reflect on their lives and their impact on ours.

2771 Report from the District and County Councillor

SB reported that the Essex Covid Track and Trace showed an 86% success rate. While Brentwood seemed to be a Hot Spot the rate was on average around 70 per 100,000, latest numbers being published each Thursday on the ECC website. **SB requested that where there were known residents suffering hardship or trauma because of the situation that they should be**

put in touch with the Essex Welfare Service who would try and help.

On flooding SB said that a site visit was being planned to assess and establish a scheme to resolve the remaining Stortford Road flooding issues.

The URC were asking for a grant to remedy dry rot issues. They had been so far granted £1000 from SB and £10,000 from ECC.

On Highways matters regarding speeding, SB acknowledged the promises made at the Highways Cabinet meeting to upgrade the existing speeding sign system to the latest spec, add flashing signs outside the school at school times to restrict traffic to 20mph and to investigate realignment of the Stortford Road/Pond Lane/Sawbridgeworth Road Junction. SB to write to the Highways Liaison Officer at UDC to confirm these actions are on the list of schemes to be agreed in January 2021.

ML reported that there would be a full Council Meeting on 8th December at which anyone could talk (on Zoom) so long as they preregister.

There is a Community Involvement Protocol which encourages more interaction between Parish Councils and prospective developers prior to plans being submitted for development. PC needs to review and comment ASAP. ML circulated for comments after the meeting. **ALL**

ML brought up the subject of the Green Skip not being available for quite a while and yet the PC being charged for it. We should ask for a refund. ML to ask why no refund. **ML**

2772 Financial Report

a) Budget Report

The budget report was circulated by the Clerk prior to her resignation.

b) Approval of Expenditure

The following items of expenditure were approved;

Hatfield Heath Parish Council Payments up to 25th November 2020

Cash payments

Date	Paid	Description	Gross	VAT	Net
19/11/2020	Rodent Pest Control	Pest Contr. Allotment	£100.00		£100.00
19/11/2020	R S Services	Car Park Drain	£120.00		£120.00
19/11/2020	Royal British Legion	Poppy Appeal	£50.00		£50.00
02/12/2020	J Davies	Salary Nov inc Lieu + NALC Back Pay	£2,661.03		£2,661.03
02/12/2020	J Foster	Sal Nov+NALC BP	£99.18		£99.18
02/12/2020	S Foster	Sal Nov+NALC BP	£99.18		£99.18
02/12/2020	J Sykes	Sal Nov+NALC BP	£210.21		£210.21
02/12/2020	HMRC	November	£658.45		£658.45
02/12/2020	J Davies	Mileage - November	£72.00		£72.00
02/12/2020	J Davies	Expenses - zoom	£14.39	£2.87	£11.52
04/12/2020	J Davies	OnLine Playground	£278.64	£46.44	£232.20
04/12/2020	J Kenney Services	Rural Verges Cutting	£1585.44	£317.09	£1268.35
04/12/2020	P Graves	Playground Repairs	£106.86		£106.86
04/12/2020	PW May Contracting	Heath	£480.00	£80.00	£400.00
04/12/2020	D Farr	Internal Audit	£45.00		£45.00
04/12/2020	Heath Computers	Website + Office 360	£66.00	£11.00	£55.00
Total			£6,646.38		£6,188.98

c) NALC National Pay Scale Awards

These were acknowledged and are reflected in the above agreed payments which also include payment notice for the Parish Clerk who has resigned for personal reasons.

d) Precept

The budget for 2021/2 has to be set this month and the precept established to allow timely submission to UDC in January. Both to be reviewed and agreed at January 6th 2021 meeting.

2773 Clerk Vacancy

An advertisement has already been placed on the village website and in the EALC weekly bulletin and will appear in next month's village magazine. Niki C and Hilary A agreed to use their social media resources to spread the word throughout the village as widely as possible. Closing date to be end of January for applications to MB.

In the meantime it was agreed to approach Derek Farr to see what help he could provide particularly on the Financial side of affairs. At a subsequent meeting he agreed to help on a contractual basis until a new clerk can be found.

2774 Clerk's Report

The outgoing Parish Clerk's Report was read out. All items are covered in the agenda.

2775 Community Police Officer

It was agreed to hold this item over until a new clerk is appointed.

2776 Key Task Monitor

It was agreed to hold this item over until a new clerk is appointed.

2777 Planning Matters

a) Applications determined by the Planning Authority;

UTT/20/2314/FUL - Formation of new access and erection of 1 no. dwelling - Heritage Cottage Frairs Lane Hatfield Heath Bishops Stortford Hertfordshire CM22 7BG - **Refused**

UTT/20/2339/HHF - Proposed single storey and first floor rear extensions - 4 Browns Cottages The Heath Hatfield Heath CM22 7DZ - **Approved**

b) Planning applications to consider:

UTT/20/2817/CLP | Proposed erection of outbuilding | East Lea Dunmow Road Hatfield Heath CM22 7BN. .. **The Parish Council must object since this is a separate building on the Metropolitan Green Belt**

UTT/20/3036/CLP | Construct a single storey side extension | 1 Home Pastures Hatfield Heath Bishops Stortford Hertfordshire CM22 7ES. **No Objection**

UTT/20/2989/FUL | Demolition of outbuildings and erection of 1 no. dwelling with off-street car parking and private amenity space | Heath End Sheering Road Hatfield Heath CM22 7LJ.

The Parish Council objects on the grounds the proposal is in the Metropolitan Green Belt and outside the village development area. It also considers the proposal to be overdevelopment and detrimental to the countryside.

UTT/20/3032/LB | Retrospective application of demolition of existing barn and erection of garden room, patio area with central gazebo. | Oak Tree Barn Sheering Road Hatfield Heath Bishops Stortford CM22 7LL. **The Parish Council objects on the grounds the proposal is in**

the Metropolitan Green Belt and outside the village development area. It also involves a Grade 2 listed barn which appears to have been demolished without permission.

UTT/20/2981/HHF | Section 73A retrospective application of demolition of existing barn and erection of garden room, patio area with central gazebo. | Oak Tree Barn Sheering Road Hatfield Heath CM22 7LL. **Please see UTT/20/3032/LB**

UTT/20/2974/CLP | Proposed siting of a caravan for ancillary residential use | The Firs Chelmsford Road Hatfield Heath CM22 7BG. **The Parish Council are concerned that this appears to be a very large static caravan sited on Metropolitan Green Belt Land. If usage permission were to be granted we strongly suggest that this be on the basis that it is limited to just one caravan and that no permanent building is ever allowed.**

c) Planning enforcement issues (to note only)

None Received

2778 Highways Matters

It was noted once more that the Highways Panel were less than enthusiastic about our speeding issues, but had promised to pursue three 'calming measures' covered under item 2771.

The Parish Council would like to thank Chris Radford and Charlotte Sams for their continued time and energy to keep pushing on this issue.

Check status of the petition so we may discuss what further we may be able to do with it. **MB**

2779 Parking Management and maintenance of the Council carparks

a) Village Car Park Quarterly Assessment.

Rewrite in agreed format and file. There are no outstanding risks.

b) Church Car Park to discuss type of hardcore and drain specification

It was stated that the previous specification of road planings finish is unacceptable and that the finish should be similar to that outside the lych gate. Rewrite the specification, get quotes and write to the LoM requesting approval. **NR**

2780 Allotment Report

Still awaiting quotation for mending of perimeter fence and rabbit proofing of far end. Seek alternative supplier. **NR**

2781 Major flooding in Stortford Road

The scheme funded by the PC for the drainage ditch at the side of The Croft has finally been approved by Essex County Council and the householder is implementing it.

The top of the road is still 'under investigation' by a joint flooding and highways group to establish the root causes and a plan to eradicate them. We need a timeframe. **NR**

2782 War Memorial

The War Memorial restoration work has been completed and the contractor paid by cheque. The contractor is returning to check that the lettering colouring has taken correctly and the hanging fittings are now attached with brass screws to prevent rust marking. Thanks to SS for overseeing the operation.

2783 Pond Lane Signage

Although there is a by law on the size and placement of signage throughout The Heath this has not been found. Please try Mr Fenwick or alternatively we will pass a new by law at the next meeting. **MB**

2784 Playground Inspection Report

a) To note the playground quarterly assessment. This needs to be redone, the necessary outstanding works itemised and two more quotes obtained. **PB/NR**

- b) To discuss and agree quotation to remove the stepping wooden blocks and balance beam and new gate system. See above
- c) To note swings, chains and seats ordered from on line playgrounds and is due to arrive on 27th November 2020. Received – Discuss with P Graves how to handle. **MB**
- 2785 Village Green**
- a) Maintenance of ponds
Seek requote from one contractor and decide during December. **NR**
- b) Oak Trees on The Heath.
Write to Bidwells formally requesting this is addressed and ask about status regarding access alongside Little Eden. **ML**
- c) Cricket Club
Are writing a constitution for the club. They wish to include a statement that if the club were to close the assets would revert to the Parish Council. Write on headed paper confirming this. **ML**
- 2786 Stansted Airport;**
Parish Council have registered their position already and this has not been changed by the additional paperwork submitted by MAG.
- 2787 Emergency Response Plan**
The plan was agreed to be adopted. UDC have however advised that it cannot be published as it would contravene data protection rules!!!
- 2788 Neighbourhood Plan**
Hold over until appointment of new Parish Clerk
- 2789 New Councillor Vacancy**
Note that all applications should be sent to the Parish Clerk. The closing date is end December 2020 so that appointment can be made at the January 2021 meeting.
- 2790 Dog Bins**
UDC e mailed to establish dog bin policy, how many serviced and frequency. Understand reply and follow up. **NR/PB**
- 2791 Grants**
To discuss grant applications from:
- a) United Reform Church – help towards urgent works. Talk to John Jackson to establish what they already have and what they are looking for the PC to contribute. **ML**
- b) Cricket Club- reseeding the pitch - £750 agreed unanimously.
- 2792 Memorial Plaque**
To discuss a memorial plaque for the 391st bomber group crash in Chelmsford Road to mark the site. Agreed unanimously to support. Need to review potential schemes/proposals. Work with Mr Foster to decide what would be most appropriate. **SS**
- 2793 Reports from members on meeting attended**
None. **The PC took the opportunity to thank Mark Bissell for yet again funding the Christmas tree on the green and congratulate Sandra Saban for all her efforts in raising £4680.53 for this year's Poppy Appeal.**
- 2794 Agenda Items for Next Meeting**
TBA
- 2795 Date of next meeting**
The next scheduled meeting will be on Wednesday 6th January 2021

The meeting closed at 9:40pm