

# HATFIELD HEATH PARISH COUNCIL

## Minutes of the Parish Council Meeting held remotely via Zoom link at 19:30 on Wednesday 07 April 2021

### Present:

Cllr M Bissell (MB) Chairman      Cllr N Champion (NC)  
Cllr R Breavington (RB)      Cllr S King (SK)      Cllr N Robley (NR)  
Cllr P Brown (PB)      Cllr M Lemon (ML)      Cllr S Saban (SS)

### In attendance:

Cty Cllr S Barker (SB)      3 members of the public      R Bowran – Parish Clerk

Welcome by the Chairman

<b>2877</b>	<b>APOLOGIES FOR ABSENCE</b>  None received. Cllr Overton was absent.
<b>2878</b>	<b>DECLARATIONS OF INTEREST</b>  To receive any Declarations of Interest. Cllr Lemon as a UDC councillor and vice-chair of UDC planning committee. Cllr King on items 2891 and 2894 when tenders are considered.
<b>2879</b>	<b>PUBLIC PARTICIPATION</b>  To receive and respond to questions from members of the public on matters within the remit of the Parish Council.  A member of the public described a proposal to erect a Memorial Tablet to commemorate the crew of the Marauder bomber that crashed on the Chelmsford Road in September 1944. The discussion is minuted at Item 2903.  A member of the public was concerned that the minutes of this meeting would not be published in time for the public to see them before the Open Meeting scheduled for 17 April. <i>Clerk responded that they would be published at the end of this week.</i>  A member of the public regretted that the UDC Heritage meeting was adjourned as being inquorate. <i>ML agreed to investigate. History Society to communicate with committee chairman.</i>

*Cllr Saban joined the meeting at 19:45*

*Cty Cllr Barber joined the meeting at 19:50*

<b>2880</b>	<b>MINUTES OF MEETING</b>  <b>Resolved:</b> To approve the minutes of the meeting of 03 March 2021  There were no matters arising from the minutes not included elsewhere on the agenda.
<b>2881</b>	<b>REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</b>  To receive and note reports from County and District Councillors.  Cty Cllr SB reported: <ul style="list-style-type: none"><li>• Highways Panel, all items received “green light”.</li></ul>

Minutes are subject to approval at the Parish Council meeting on 05 May 2021.

	<ul style="list-style-type: none"> <li>• Technicalities of holding remote meetings after 05 May. <i>Clerk responded that it is being dealt with by an item to add to SOs. Mentioned appeal to High Court on 16 April.</i></li> </ul> <p>District Cllr ML reported:</p> <ul style="list-style-type: none"> <li>• UDC accounts for 2019/20 not yet signed off and members are under a confidentiality restriction.</li> <li>• Comments on the Stansted Airport appeal have similarly been placed under a confidentiality restriction.</li> </ul>
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*Cllr Champion joined the meeting at 20:00  
Cty Cllr Barber left the meeting at 20:05*

<b>2882</b>	<p><b>FINANCIAL REPORT</b></p> <p><b>1. Budget report.</b> <b>Noted:</b> The budget report to 28 March 2021</p> <p><b>2. Approval of Expenditure.</b> <b>Noted:</b> Items of expenditure in March 2021 as approved by the Finance committee</p> <p><b>3. Update on 2019/20 audit and banking status</b></p> <p>a. Status of the 2019/20 external audit – waiting for final certificate from PKF Littlejohn.</p> <p>b. Status of Unity Trust bank – now fully operational.</p> <p>Queries on progress in reclaiming VAT and contribution from UDC for verge cutting. <i>Clerk said both were being progressed.</i></p> <p>Query on payment to Cricket Club for grass cutting. <i>Clerk said payment had been made on 29 March.</i></p> <p>Query on reported cost allocated to the allotments. <i>Clerk said that he was analysing last years expenditure for veracity.</i></p>
<b>2883</b>	<p><b>CLERK'S REPORT &amp; CORRESPONDENCE</b></p> <p><b>Noted:</b> Clerk's report and correspondence received.</p> <ul style="list-style-type: none"> <li>• Thank you letter from Essex &amp; Herts Air Ambulance thanking the council for its donation.</li> <li>• Contact from Tantofilms asking for permission to film in the POW camp. NR to supply contact details of the landowners to be passed on to the enquirer.</li> </ul>
<b>2884</b>	<p><b>COMMITTEE MEMBERSHIP</b></p> <p>To confirm Committee structure and membership. To be crystallised. Clerk to circulate a review prior to the APM.</p>
<b>2885</b>	<p><b>STANDING ORDERS</b></p> <p><b>Resolved:</b> To add the following to Standing Orders: <i>[prop Cllr Bissell; secd Cllr Robley; all in favour]</i></p>

	<p><i>“3(L) Subject to the provisions of any amendment of the Coronavirus Act 2020, meetings of the Council may be held remotely by a media platform such as Zoom.”</i></p> <p>A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council (SO 25)</p>
<b>2886</b>	<p><b>COMMUNITY POLICE OFFICER</b></p> <p>To consider any matters relating to contributing to the sponsorship of a PCSO in co-operation with neighbouring parishes. Financial considerations discussed. Clerk to liaise with Essex PCSO command structure.</p>
<b>2887</b>	<p><b>KEY TASK MONITOR</b></p> <p>To review and update the Key Task Monitor (KTM). Some items from agenda to be put on KTM as an action plan along with a long term recorded of what has been achieved in the past. Some items reviewed and Clerk to update.</p>
<b>2888</b>	<p><b>PLANNING MATTERS</b></p> <p><b>1. APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION</b></p> <p>Demolition of 2 no. bedrooms in single storey side/rear extension and erection of single storey side/rear extension providing 4 no. bedrooms. Erection of front/side extension and glazed connecting walkway Hatfield Haven Stortford Road Hatfield Heath CM22 7DL Ref. No: UTT/21/0907/FUL HHPC Comment: Objection. Inadequate parking provision.</p> <p>Proposed two-storey rear extension and part single-storey rear extension Lyndhurst The Heath Hatfield Heath CM22 7AD Ref. No: UTT/21/0839/HHF HHPC Comment: Objection. Overdevelopment of site.</p> <p>New dwelling with off-street car parking and private amenity space. Heath End Sheering Road Hatfield Heath CM22 7LJ Ref. No: UTT/21/0801/FUL HHPC Comment: Objection. Incursion into Metropolitan Green Belt with no exceptional reasons.</p> <p>Two storey rear extension 55 Broomfields Hatfield Heath CM22 7EL Ref. No: UTT/21/0773/HHF HHPC Comment: No Objection</p> <p>Proposed 2 storey rear extension Tyrell Dunmow Road Hatfield Heath CM22 7ED Ref. No: UTT/21/0662/HHF HHPC Comment: No Objection</p> <p>Use of the site for commercial vehicle parking, transfer of goods and temporary storage. Land to Rear of High Pastures Stortford Road Hatfield Heath Ref. No: UTT/21/0420/CLE</p>

	<p>HHPC Comment: Objection. Enforcement action delayed by UDC until the outcome of this application.</p> <p><b>2. APPLICATIONS DETERMINED BY THE LPA</b></p> <p>Reduce in height by 6 meters 7 no. beech. Reduce by 30% (5meters) to appropriate pruning points 6 no. oak. Town Grove Dunmow Road Hatfield Heath CM22 7BN Ref. No: UTT/21/0751/TPO HHPC Comment: No Objection. UDC Decision: Allowed</p> <p>Application to discharge condition 2 (details of external materials) and 3 (details of roof tiles) attached to UTT/20/3032/LB. Oak Tree Barn Sheering Road Hatfield Heath CM22 7LL Ref. No: UTT/21/0356/DOC HHPC Comment: No Objection. UDC Decision: Discharge Conditions in Full</p> <p>The Gardeners Retreat Matching Road Hatfield Heath CM22 7AS Ref. No: UTT/20/2628/HHF HHPC Comment: No Objection. UDC Decision: Allowed</p> <p>Erection of a fence. Land East of Friars Lane Hatfield Heath Hertfordshire Ref. No: UTT/20/2299/FUL HHPC Comment: Objection. UDC Decision: Refused</p> <p><b>3. PLANNING APPEALS</b> None received.</p> <p><b>4. ENFORCEMENT ISSUES</b> None received.</p>
2889	<p><b>HIGHWAYS MATTERS</b></p> <p>To consider any matters relating to Highways.</p> <ul style="list-style-type: none"> <li>• Highways panel issues summarised by SB.</li> <li>• Flooding issues are being considered.</li> <li>• More policing of speed awareness.</li> <li>• Engineering study over introduction of a mini roundabout</li> </ul>
2890	<p><b>PARKING MANAGEMENT AND CAR PARKS</b></p> <p>To consider any matters relating to parking management and village car parks.</p> <ul style="list-style-type: none"> <li>• NR &amp; ML to liaise with East Essex parking management about a Pay System for car park. Added to KTM.</li> </ul> <p>To consider tenders and appoint a contractor for works to the Church Road car park.</p>

	<ul style="list-style-type: none"> <li>Recommendations made by Finance committee after having received 3 quotes. <b>Resolved:</b> to give contract to RW Marsh at a sum of £11,000. Clerk to place contract.</li> </ul>
2891	<p><b>ALLOTMENT REPORT</b></p> <p>To receive and note a report on the Allotments.</p> <ul style="list-style-type: none"> <li>Recommendation after having received quotes for repairs. <b>Resolved:</b> to give contract to Kings of Essex at a sum of £1,450. Clerk to place contract.</li> <li>Rents are being collected and will be passed to Clerk when received.</li> <li>Pest control visits every six weeks.</li> </ul>
2892	<p><b>FLOODING</b></p> <p>Dunmow Road and Stortford Road – flooding reduced, and Highways are to investigate a plan for the future. Further contact to be made to Lord of the Manor, the riparian owner.</p>
2893	<p><b>POND LANE SIGNAGE</b></p> <p>To consider any progress on matters relating to proposed Pond Lane signage. No further news, all parties to meet when Covid restrictions allow.</p>
2894	<p><b>PLAYGROUND</b></p> <p>To consider any matters relating to maintenance and risk management of the playground.</p> <p>To consider tenders and appoint a contractor for repairs and maintenance of the playground.</p> <p>Recommendation from Finance committee after having received 3 quotes for repairs. <b>Resolved:</b> to give contract to Kings of Essex at a sum of £6,558 to include signage. Clerk to place contract.</p>
2895	<p><b>VILLAGE GREEN</b></p> <ul style="list-style-type: none"> <li>Maintenance of ponds. Update on contract awarded to J Kenney. Contract agreed but signed contract not yet received. NR to progress and ask for a start date.</li> <li>Posting. Update on contract awarded to PW May. Clerk said that 50% deposit paid.</li> <li>Footpath across Mr Reynold's field has been moved. Wooden bridge needs to be repaired after damage by high water. FP45. Clerk to contact Essex Highways.</li> <li>Hatfield Heath village sign on Sheering approach road is missing!</li> <li>Footways need clearing on Dunmow Road after flooding. Clerk to contact Essex Highways. PB and NR to liaise on additional footpath issues.</li> </ul>

*21:25 Clerk reminded Members that the meeting was approaching two hours and under provisions of SOs needed to either be adjourned or be given consent to carry on to conclusion. This was agreed.*

<b>2896</b>	<b>CHURCH INSTITUTE/VILLAGE HALL</b>  To consider any progress on proposals relating to the Church Institute/Village Hall. Make an agenda item for next meeting, need to obtain legal advice on current status. MB obtaining a proposal for retained legal services from TeesLaw.
<b>2897</b>	<b>STANSTED AIRPORT</b>  To consider any matters relating to the council's representations concerning Stansted Airport. Update in press release to be circulated by MB.
<b>2898</b>	<b>EMERGENCY RESPONSE PLAN</b>  To consider any matters relating to co-ordination of parish information with the Principal Authorities Emergency Planning Officer.
<b>2899</b>	<b>NEIGHBOURHOOD PLAN</b>  To consider any matters relating to a Neighbourhood Plan and a briefing from a Uttlesford DC officer. ML proposed arranging to get a UDC representative for June meeting.
<b>2900</b>	<b>DOG BINS</b>  To consider any matters relating to provision of additional dog bins. Clerk to present quotations for purchase. Clerk had obtained two quotations. Clerk asked to confirm that UDC will empty them if they are purchased. Clerk to confirm this, and to proceed with purchase and installation.
<b>2901</b>	<b>LITTER PICKERS</b>  To consider any matters relating to confirming the appointments of litter pickers and proposals for a new schedule of work. Need to confirm routes and personnel with NR and PB. A sub-committee was suggested to be agreed at APM.
<b>2902</b>	<b>GRANTS</b>  To consider any applications for grants received. There were none received.
<b>2903</b>	<b>MEMORIAL PLAQUE</b>  To consider any matters relating to proposals for the Memorial Plaque. SS to liaise with Mark Ratcliffe. Consideration of ownership of site or a licence to occupy.
<b>2904</b>	<b>ENGAGEMENT WITH YOUNGER POPULATION</b>  To consider any matters relating to proposals for greater engagement with the younger population of the parish. Item to be carried forward.
<b>2905</b>	<b>REPORTS FROM MEMBERS ON MEETINGS ATTENDED</b>  There were no additional reports from members.
<b>2906</b>	<b>AGENDA ITEMS FOR NEXT MEETING</b>  To note items for the agenda of the next meeting. <ul style="list-style-type: none"> <li>• Confirmation of Declarations of Interest by new Members. Clerk to advise and progress.</li> <li>• Appointment of retained legal advisor.</li> </ul>

**2907**

**DATE OF NEXT MEETING**

The next scheduled meeting will be the Annual Meeting of the Parish Council on Wednesday 05 May 2021

*Meeting ended at 21:40*

To join the next meeting, use the link below:

Join Zoom Meeting

<https://us02web.zoom.us/j/85088221739?pwd=VVo4eFVKRTg0WWFranBqOFpObVZKdz09>

Meeting ID: 850 8822 1739

Passcode: 250324

Minutes are subject to approval at the Parish Council meeting on 05 May 2021.

# Hatfield Heath Parish Council

## Income and Expenditure Report – March 2021

### Expenditure

<i>Item</i>	<i>Budget 2020 – 21</i>	<i>To 28/3/21</i>
Allotments	£250	£380
Annual assembly	£100	£0
Audit	£400	£525
Bank Charges	£75	£54
Car mileage	£400	£437
Car park	£1,000	£2,460
Christmas tree	£500	£0
Cllrs expenses	£100	£0
Community Events	£2,000	£0
Community Policing	£2,000	£0
Data registration	£35	£0
Elections	£250	£0
Grants	£3,500	£2,800
Green Waste skips	£2,400	£2,170
Heath	£7,425	£5,635
Highways Repairs and maint	£50	£261
Insurance	£500	£1,450
IT Equipment	£750	£120
IT Repairs & software	£150	£120
Litter picker costs	£2,400	£4,171
Locum RFO costs	£0	£481
Office provision	£420	£0
Play area & open spaces	£2,200	£2,646
Play area (contribution to reserves)	£1,000	£0
Printing postage & stationery	£100	£234
Rem service wreath	£50	£50
Room hire	£420	£375
Rural Verges	£2,640	£1,810
Salaries	£8,520	£10,255
Street furniture	£2,500	£80
Subscriptions	£650	£744
Training	£400	£0
VAS	£250	£0
VAT	£3,000	£3,300
Village Green Repairs/ Maint	£11,000	£1,202
War memorial	£1,000	£2,280
Website	£500	£1,223
Wildlife area	£550	£0

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Wildlife project	£1,500	£0
<b>Total</b>	<b>£60,985</b>	<b>£45,263</b>

### **Income**

Precept	£42,145	£42,145
VAT	£3,000	£0
Allotments	£430	£435
ECC Highways	£2,265	£0
Fairs	£1,850	£0
<b>Total</b>	<b>£49,690</b>	<b>£42,580</b>

