

Hatfield Heath Parish Council

Chairman: Cllr Mark Bissell

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



To: Members of Hatfield Heath Parish Council
Cllrs Bissell, Breavington, Brown, Champion, Lemon, King, Overton, Robley, Saban

MEETING OF THE PARISH COUNCIL

You are hereby summoned to attend a Meeting of the Parish Council to be held in the URC Hall, Hatfield Heath at 7.30pm on **Wednesday 07 July 2021** to transact the business set out in the Agenda below.








Parish Clerk
29 June 2021

Social distancing measures will be in place.

AGENDA

Welcome by the Chairman

2964	APOLOGIES FOR ABSENCE To receive any apologies for absence
2965	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members
2966	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
2967	MINUTES OF MEETING To approve the minutes of the meeting of 02 June 2021 To discuss any matters arising from the minutes not included elsewhere on the agenda.
2968	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
2969	REPORT FROM OPEN MEETING To receive a report from the Open Meeting which was held on Saturday 12 June 2021.

<p>2970</p>  	<p>FINANCIAL REPORT Budget report. To note budget report to 29 May 2021</p> <p>Approval of Expenditure. To note items of expenditure in May 2021 as approved by the Finance committee</p>
<p>2971</p> 	<p>ANNUAL RETURN 2020/21 To advise Members of the completion of the Internal Audit for 2020/21 which took place on 11 June 2021</p> <p>To advise Members that the AGAR and accompanying papers were submitted to PKF Littlejohn on 15 June 2021.</p> <p>To appoint Derek Farr as HHPC Internal Auditor for 2021/22. He has expressed his willingness to do so.</p>
<p>2972</p>	<p>ANNUAL RETURN 2019/20 To advise Members of the restatement of the AGAR for 2019/20 which was submitted to PKF Littlejohn on 11 June 2021.</p> <p>To advise Members of the completion of External Audit for 2019/20 received on 28 June 2021.</p>
<p>2973</p> 	<p>CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence.</p>
<p>2974</p> 	<p>KEY TASK MONITOR To review and update the Key Task Monitor. Proposal to move these agenda items to the KTM:</p> <ul style="list-style-type: none"> • Community Transport
<p>2975</p>	<p>PLANNING MATTERS</p> <p>APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION</p> <ul style="list-style-type: none"> • <u>Addition of a single storey glass room located on the rear elevation of the property in the private garden.</u>  <p>Willows Chelmsford Road Hatfield Heath CM22 7BQ Ref. No: UTT/21/1962/HHF Received: Thu 10 Jun 2021 Validated: Thu 17 Jun 2021 Status: Awaiting decision</p> <ul style="list-style-type: none"> • <u>Erection of 2 no. detached dwellings, together with associated parking, residential curtilages and landscaping.</u>  <p>Springfield Park Drive Hatfield Heath CM22 7BJ Ref. No: UTT/21/1788/FUL Received: Thu 27 May 2021 Validated: Wed 02 Jun 2021 Status: Awaiting decision</p> <p>DECISIONS MADE BY THE LPA FOR NOTING</p> <ul style="list-style-type: none"> • <u>Proposed repainting of door and window.</u>

	<p>The Stag The Heath Hatfield Heath Ref. No: UTT/21/1331/CLLB Status: Refused: Painting of just one door in a listed building is not appropriate.</p> <ul style="list-style-type: none"> • <u>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</u> <p>Hatfield Haven Stortford Road Hatfield Heath CM22 7DL Ref. No: UTT/21/0907/FUL Status: Refused: 1. Increase in built form. 2. Proximity to neighbouring property, 3. Lack of vehicle parking.</p> <ul style="list-style-type: none"> • <u>Proposed 2 storey rear extension</u> <p>Tyrell Dunmow Road Hatfield Heath CM22 7ED Ref. No: UTT/21/0662/HHF Status: Approved</p> <p>PLANNING APPEALS None received</p> <p>ENFORCEMENT ISSUES None received</p>
2976	<p>VILLAGE GREEN To receive and update on the state of the village green To review the scope of the grass cutting contracts.</p>
2977	<p>HIGHWAYS MATTERS To consider any matters relating to Highways</p>
2978	<p>PARKING MANAGEMENT AND CAR PARKS To consider any matters relating to village car parks. Church Car Park. Update on permissions from the Lord of the Manor.</p>
2979	<p>ALLOTMENT REPORT To receive and note a report on the Allotments.</p>
2980	<p>FLOODING To receive an update on the resolution of flooding issues on Dunmow Road & Stortford Road</p>
2981	<p>PLAYGROUND To consider any matters relating to maintenance and risk management of the playground.</p>
2982	<p>CHURCH INSTITUTE/VILLAGE HALL To consider any progress on proposals relating to the Church Institute/Village Hall. Proposal for legal representation.</p>

2983	EMERGENCY RESPONSE PLAN To consider any matters relating to co-ordination of parish information with the Principal Authorities emergency planning officer.
2984	NEIGHBOURHOOD PLAN To consider any matters relating to a Neighbourhood Plan and a briefing from a Uttlesford DC officer.
2985	LITTER PICKERS & LITTER BINS To consider any matters relating to Litter Pickers and refuse receptacles.
2986	GRANTS To consider any applications for grants received. None received at date of publication of agenda.
2987	MEMORIAL PLAQUE - To consider progress on arrangements for the Memorial Plaque.
2988	HM QUEEN'S PLATINUM JUBILEE To consider how the parish could celebrate HM The Queen's Platinum Jubilee. Buckingham Palace have unveiled plans to mark the Platinum Jubilee of Her Majesty Queen Elizabeth II. The anniversary of The Queen's record-breaking 70-year reign is officially in February 2022 and celebrations are planned throughout the year. A four-day bank holiday weekend will run from Thursday 2 June to Sunday 5 June 2022 and national events will include Trooping the Colour, a service of thanksgiving and a live concert. During this central weekend, Platinum Jubilee beacons will be lit across the UK and communities will take part in the Big Jubilee Lunch with street parties being held throughout the country.
2989	ENGAGEMENT WITH YOUNGER POPULATION To consider any matters relating to proposals for greater engagement with the younger population of the parish.
2990	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members.
2991	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
2992	DATE OF NEXT MEETING The next scheduled meeting is on Wednesday 04 August 2021

Symbols:  : paper attached  : vote required

Members of the Public and Press are welcome to attend and observe meetings of the Council but may only speak during the item for public participation

HATFIELD HEATH PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at 19:30 on Wednesday 02 June 2021 in the URC Hall

Present:

Cllr R Breavington (RB)
Cllr P Brown (PB)

Cllr M Lemon (ML)
Cllr C Overton (CO)

Cllr N Robley (NR)
Cllr S Saban (SS)

In attendance:

5 members of the public

R Bowran – Parish Clerk

Welcome by the Vice-Chairman

2938	APOLOGIES FOR ABSENCE Received from: Cllr Bissell – work commitment; Cllr King – work commitment and Cllr Champion – unwell.
2939	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members Cllr Breavington as chair of the Allotments Association Cllr Lemon as District Councillor Cllr Saban as interest in proposed War Memorial plaque
2940	PUBLIC PARTICIPATION 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: Will HHPC join in future discussions between the PCC and the Village Hall committee re: licence renewal in 2023? <i>Vice Chairman: Yes.</i> A Member of the Public: What is happening about the Travellers on the Heath. <i>Vice Chairman: This is a matter for the police and the Lord of the Manor to pursue. They have now departed.</i> A Member of the Public: What is happening about the canopy outside the White Horse public house. <i>Vice Chairman: This may be subject of an enforcement notice which will be followed up. We have equal concerns about unauthorised erections outside Anwars and Hunters Meet which will be followed up.</i> A Member of the Public: What is being done about the state of the door next the Raj? <i>Vice Chairman: The door is owned by the Kebab Shop; Clerk is asked to write and aske for it to be made presentable.</i> A Member of the Public: What is being done about the tables left outside the Village Tea Room? <i>Vice Chairman: The Clerk is asked to write and ask for their removal.</i> A Member of the Public: What is being done about providing a rubbish bin outside the Village Hall? <i>Vice Chairman: This has not been addressed at the moment.</i> A Member of the Public: Wanted to update members on the proposed Memorial to be erected in Chelmsford Road. <i>Vice Chairman: This will be addressed fully at agenda item 2958.</i> A Member of the Public: Wanted to advise on the preferred design of litter sack rings. <i>Vice Chairman: Advised that litter picking routes had been established and a list of equipment ad PPE was given to the Clerk to procure.</i> There will be a village forum for people to bring issues such as these to the council. This will be on Saturday 10 June from 10am to 12 noon in the Village Institute.

2941	<p>MINUTES OF MEETING <i>Resolved:</i> To approve the minutes of the meeting of 05 May 2021. <i>[prop Cllr Lemon; Secd Cllr Saban; all in favour]</i> There were no matters arising not included elsewhere on the agenda.</p>
2942	<p>REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. There was no report from the County Councillor. District Councillor report advised that UDC council meeting were now F2F but working groups were still be held via Zoom. Expressed disappointment at the decision by the Planning Inspector to allow expansion of passenger numbers at Stansted Airport. Said the work done by SSE over the years had been amazing. UDC had a reserve of £3m to cover the costs awarded against it. The present administration at UDC were under criticism for the way it had handled the situation.</p>
2943	<p>FINANCIAL REPORT <i>Noted:</i> Budget report budget report to 26 May 2021 <i>Noted:</i> Items of expenditure in May 2021 approved by the Finance committee</p>
2944	<p>ANNUAL RETURN Clerk advised Members of arrangements for the final report of the Internal Auditor. Clerk advised Members of arrangements for External Audit by PKF Littlejohn, both for 2020/21 and retrospectively for previous years. <i>Resolved:</i> To approve the Annual Governance Statement for 2020/21 <i>[prop Cllr Robley; Secd Cllr Saban; all in favour]</i> <i>Resolved:</i> To approve the Annual Return (AGAR) for 2020/21 <i>[prop Cllr Robley; Secd Cllr Saban; all in favour]</i></p>
2945	<p>CLERK'S REPORT & CORRESPONDENCE <i>Received and noted:</i> Clerk's report and correspondence received. In addition, Essex CC had now been invoiced for last year's grass cutting. VAT return had been completed and submitted.</p>
2946	<p>KEY TASK MONITOR The Key Task Monitor was reviewed line by line and updated. This will now be added to the council website, together with a list of individual assignments.</p>
2947	<p>PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION <u>Proposed replacement of existing single storey rear extensions with part two storey, part single storey extension.</u> 20 Clipped Hedge Hatfield Heath CM22 7EG Ref. No: UTT/21/1668/HHF. HHPC Comment: No Objection. <u>Replacement of stables (granted planning permission for conversion to a dwelling) with 1 no. bungalow with new vehicular access</u> Stables To the East of Dunmow Road Hatfield Heath Ref. No: UTT/21/1654/FUL. HHPC Comment: Objection: Overdevelopment of the site, current consent has been varied and expanded to an unacceptable level. <u>Demolition of existing garage and erection of two storey and single storey extensions, including altering materials to render and boarding above brick plinth.</u> Springfield Park Drive Hatfield Heath CM22 7BJ Ref. No: UTT/21/1533/HHF. HHPC Comment: Objection: Overdevelopment of the site.</p>

Two storey rear extension to create living room and bedroom

1 Hillfield Cottage Chelmsford Road Hatfield Heath CM22 7AX
Ref. No: UTT/21/1525/HHF. HHPC Comment: No Objection.

DECISIONS MADE BY THE LPA FOR NOTING

Demolition of existing garage and erection of replacement garage.

Stonebridge Farm Chelmsford Road Hatfield Heath CM22 7BD
Ref. No: UTT/21/1009/HHF Status: Approved

Section 73A Retrospective application for Annexe to exterior of the property

25 Ardley Crescent Hatfield Heath CM22 7AH
Ref. No: UTT/21/0980/HHF Status: Approved

Proposed two-storey rear extension and part single-storey rear extension

Lyndhurst The Heath Hatfield Heath CM22 7AD
Ref. No: UTT/21/0839/HHF Status: Approved

PLANNING APPEALS

None received.

ENFORCEMENT ISSUES

None received. But noted possible outstanding enforcement action concerning the canopy outside the White Horse public house Anwars and Hunters Meet.

2948

HIGHWAYS MATTERS

To consider any matters relating to Highways.

- Suggestion that Speedwatch be resurrected.
- On-going issues with potholes, immediate action is to keep reporting these to Essex CC Highways.
- Concern about continuing intrusions onto village green. Suggestions that a solution might be to ditching and covering during matches, use steel cables between posts, install mini-cams in trees and use retractable posts. All to be considered with the cricket club and costed.

2949

PARKING MANAGEMENT AND CAR PARKS

To consider any matters relating to parking management and village car parks.

- Village car park. HHPC need to pay for electricity consumed. NR to advise Clerk of consumption and rate to be reimbursed.
- Church car park. Awaiting formal consent and site visit by Lord of the Manor before work can commence.

2950

ALLOTMENT REPORT

To receive and note a report on the Allotments. Rents collected (£435) and passed to Clerk for banking. Fence has been repaired. Leaking tap to be repaired shortly. Grass needs cutting, Clerk to remind PW May.

2951

FLOODING

To receive and update on the resolution of flooding issues.

- Dunmow Road, formal communication now appropriate to Lord of the Manor
- Stortford Road, Clerk to submit a F.o.I. request to Essex CC to establish what action had been taken/promised to resolve the situation outside Coggers.

2952

PLAYGROUND

To consider any matters relating to maintenance and risk management of the playground. Annual RoSPA report passed to CO for review, most elements covered by refurbishment contract with Kings of Essex. CO agreed that his phone number be published for emergency contact; cost of say £10pm for a diversion to his mobile agreed.

2953	<p>CHURCH INSTITUTE/VILLAGE HALL</p> <p>To consider any progress on proposals relating to the Church Institute/Village Hall. ML to establish ownership and lease terms and conditions, need legal help to clarify roles and responsibilities of the PC as Custodian Trustee. Approach TeesLaw for a quote.</p>
2954	<p>EMERGENCY RESPONSE PLAN</p> <p>The Principal Authority has confirmed that the parish council must not publish names and contact numbers. Clerk to liaise with UDC Emergency Planning Officer. <i>Item to be moved to KTM.</i></p>
2955	<p>NEIGHBOURHOOD PLAN</p> <p>To consider any matters relating to a Neighbourhood Plan. Thus far UDC planning officer had not responded to a request for dates for a briefing meeting. Clerk to progress and ensure this was held before the next meeting of council.</p>
2956	<p>LITTER PICKERS</p> <p>NR reported that he had met all the litter pickers and had established routes for each to follow. Clerk to procure equipment needed to support them.</p>
2957	<p>GRANTS</p> <p>To consider any applications for grants received. None received at date of publication of agenda. Normal grant applications would be considered in October and applications for book grants would be considered in July. Clerk to arrange for publicity to be made in the village magazine.</p>
2958	<p>MEMORIAL PLAQUE</p> <p>To consider any matters relating to proposals for the Memorial Plaque. Mark Ratcliff reported on the considerable progress that had been made, the help from Cty Cllr Barker and Essex Highways. Vice Chairman thanked him for all the work he had been doing.</p>
2959	<p>ENGAGEMENT WITH YOUNGER POPULATION</p> <p>To consider any matters relating to proposals for greater engagement with the younger population of the parish. Agreed that a survey of young people would indicate what was their perception of what was needed,</p>
2960	<p>COMMUNITY TRANSPORT</p> <p>To engage in discussions on proposals for Community Transport to serve the village. Clerk reported that he was attending a meeting on 10 June sponsored by DfT and Herts CC to discuss the development of local community transport.</p>
2961	<p>REPORTS FROM MEMBERS ON MEETINGS ATTENDED</p> <p>To receive and note any additional reports from members.</p> <ul style="list-style-type: none"> Reported that Ken Morris had been asked to keep the garden around the War Memorial in a kempt condition. Agreed that he should be paid for his time in doing this.
2962	<p>AGENDA ITEMS FOR NEXT MEETING</p> <p>To note items for the agenda of the next meeting.</p> <ul style="list-style-type: none"> Village Green update Review of scope of grass cutting contracts. Plans for celebrating HM the Queen's Platinum Jubilee.
2963	<p>DATE OF NEXT MEETING</p> <p>The next scheduled meeting will be on Wednesday 07 July 2021</p>

Meeting ended at 21:15.

Agenda Item 2970.1

Hatfield Heath Parish Council Income and Expenditure Report –June 2021

Expenditure

<i>Item</i>	<i>Budget 2021/22</i>	<i>Actual to 29 June 21</i>
Allotments	430	100
Annual assembly	100	-
Audit	480	440
Bank Charges	80	36
Car mileage	400	86
Car park	1,200	-
Christmas tree	500	-
Cllrs expenses	100	-
Community Events	300	-
Community Policing	2,000	-
Data registration	40	-
Elections	250	-
Grants	3,500	-
Green Waste skips	2,500	-
Heath	3,200	2,948
Highways Repairs and maint	100	-
HMRC Tax & NI	-	725
Insurance	1,450	1,793
IT Equipment	50	485
IT Repairs & software	50	65
Litter picker costs	5,000	1,259
Locum RFO costs	-	144
Office provision	-	35
Play area & open spaces	1,000	90
Play area equipment	1,000	-
Play area (contribution to reserves)	-	-
Printing postage & stationery	100	134
Rem service wreath	50	-
Room hire	450	-
Rural Verges	2,640	1,154
Salaries	10,800	1,860
Street furniture	2,500	-
Subscriptions	650	595
Training	400	100
VAS	100	-
VAT	3,000	1,044
Village Green Repairs/ Maint	4,000	-
War memorial	300	-
Website	700	165
Wildlife area	500	-
Wildlife project	1,500	-
Total	51,420	13,257

Income

Precept	42,145	21,073
VAT	3,000	-
Allotments	430	-
ECC Highways	2,265	-
Fairs	1,850	-
Total	<u>49,690</u>	<u>21,073</u>

Memorandum: Balance at bank **67,912**

Invoices for Authorisation up to 29 June 2021

Agenda Item: 2970.2

Date	Paid to	Description	Payment method	Gross	VAT	Net	approved
27/05/2021	PW May	Heath Grass Cutting 24 May Inv 3170	Online	591.98	98.66	493.32	Y
04/06/2021	PW May	Heath Flailing 03 June Inv 3192	Online	240.00	40.00	200.00	Y
14/06/2021	PW May	Heath Grass Cutting 08 June Inv 3205	Online	505.74	84.29	421.45	Y
10/06/2021	UALC	Annual subscription	Online	5.00		5.00	Y
07/06/2021	Heath Computers	Website maintenance & Office 365	Online	66.00	11.00	55.00	Y
22/06/2021	Rodect	Allotment pest control	Online	50.00		50.00	
25/06/2021	PKF Littlejohn	External Audit 2019/20	Online	528.00	88.00	440.00	
24/06/2021	PW May	Heath Grass Cutting 21 June Inv 3231	Online	591.98	98.66	493.32	
28/06/2021	R Bowran	Salary June 21	Online	619.80		619.80	
28/06/2021	R Bowran	Expenses June 21	Online	334.52	43.91	290.61	
28/06/2021	J Sykes	Salary June 21	Online	176.61		176.61	
28/06/2021	J Foster	Salary June 21	Online	81.56		81.56	
28/06/2021	J Jackson	Salary June 21	Online	81.56		81.56	
28/06/2021	K Morris	Salary June 21	Online	97.02		97.02	
28/06/2021	HMRC	Tax & NI	Online	245.02		245.02	
Total				4,214.80	464.53	3,750.27	

Cash receipts

Date	From	Description	Amount
Total			£0.00

NB Allotment Rents of £435 received but not yet banked.

Cash balances 29/06/2021

Unity Trust	£70,718.00
less o/s payment:	(12,806.07)
Total	£67,911.93

Memorandum

To: All Councillors

From: Richard Bowran – Parish Clerk

Subject: Clerk's Report – June 2021

Date: 29 June 2021

Summary of main items of activity:

- Clerked June Parish Meeting
- Prepared minutes of June meeting, revised format to fit village magazine.
- 2019/20 Audit – responded to questions of clarification from PKF Littlejohn, received final audit certificate
- 2020/21 Audit – Held Internal Audit with Derek Farr. Completed AGAR and accompanying papers. Submitted on schedule to PKF Littlejohn.
- Continued preparation work on Scribe accounting system
- Prepared agenda and papers for July council meeting
- Dealing with correspondence and contract queries.
- Sent letters of thanks to Mssrs Corrigan and Beckley for assistance in clearing flooding
- Submitted invoice to ECC for verge cutting
- Submitted VAT return for 2020/21
- Began checks on Defibrillator
- Submitted Fol request to Essex CC re: Coggers and flooding
-

Subject	Issue and Status	Notes	Importance: L, , H	Who	When
Village Car Park	Health and Safety. All risk items have been addressed and completed. Trip and slip hazards have been fixed and lighting installed. Insurers are satisfied and have accepted our risk assessment.	Quarterly Risk Assessment needs to be completed for April, July, October and January meetings. Format available. Passed to Chris Overton who will monitor	Medium	Chris Overton	Ongoing
	Payment arrangements to be agreed with Fish Inn for use of their electricity.	A separate meter is installed for the car park. Needs reading and Fish Inn reimbursed once a quarter.	Medium	Clerk	Ongoing, 31May consumption = 226kw, Rate to be advised.
	Introduce Pay and Display system. This is to address people abandoning vehicles to go to work outside the village, go on holiday etc and free up space for village businesses	Follow up needed with North Essex Parking Partnership to establish and cost out a mutually viable scheme. Not yet arranged	Medium	NR/ML	To be agreed
Church Road Car Park	Resurfacing is required to allow more and safer parking at the Church end of the village.	Quotations received. Awaiting formal letter from H Turtill to allow us to proceed. Not forthcoming and appears to be a communication problem with the LoM	Medium	NR/ML	PO sent to RW Marsh and Son and ready to start. Awaiting permission to start.
Stansted Airport	Noise and environmental impact on the village. Continue to represent community.	Ongoing. Appeal by MAG still in train.	Medium	MB	Ongoing
Village Sign	Concerns over condition and maintenance	OPEN	Medium	PC	

Subject	Issue and Status	Notes	Importance: L, , H	Who	When
Flooding - Stortford Road	Three major flooding issues. Approved Croft plan followed up. Supposed to be starting this month. FoI letter to Essex CC to obtain alleged letter to the owner of Coggers so we can follow up. Keep after alleged actions to eliminate sewage leakage at top of the road	Visit planned by Highways/Watercourse engineers early April 2021. Took place but seems a lengthy process.	High	NR/Clerk	FoI request sent to Essex CC. NR to follow up with Highways on 'top of the road'
Flooding - Dunmow Road	Major issue outside Lea Hall. Highways have cleared the cross road conduit but the ditches remain blocked on either side of the road on the LoM's land	Visit planned at same time as Stortford Road. (Didn't happen). Private letter from NR to LoM's agent has elicited no response. Susan Barker has followed up with Bidwells 240521	High		Await response to Susan Barker letter.
Covid-19 - shops re-opening	Advice on website for new rules for shop openings. Letter to be distributed.			PC	Completed
Play Areas and Paths	Health and Safety. ROSPA inspection highlighted issues to be addressed. Paths repair completed. Kings of Essex awarded contract for remedial actions.	Quarterly Risk Assessment needs to be completed for July, October and January meetings. Format available and passed to Chris Overton. PO sent to Kings of Essex.	High	Chris Overton. Sam King	Start date for works required. Risk assessment update required for July
Website Maintenance	To agree website maintenance	Contact Heath Computing for forward plan. Consider new hosting arrangement with ".gov.uk" address.	Med	Clerk	Ongoing

KEY TASK MONITOR

JUNE 2021

AGENDA ITEM 2974

Subject	Issue and Status	Notes	Importance: L, , H	Who	When
Village Green Maintenance	Cut Village Green and Rural verges. Review and award grass maintenance contract	Contract awarded to Peter May. Monitor performance.	Med	PC	Ongoing
	Maintain the six ponds on the Heath. Review and award pond clearance and maintenance contract.	Contract awarded to John Kenney and signed copy received. Works postponed until September.	Med	Clerk/PC	Sep-21
War Memorial Grant	Refurbish and maintain War Memorial. Contractor employed and work finished.	Completed	Med	Clerk	COMPLETED
Playground COVID-19	Clerk attended EALC, did a risk assessment and posters displayed in car park	National Guidelines now being followed. Weekly check ongoing	Med		Ongoing
Emergency Plan	Emergency Plan. Village plan completed and agreed but unclear if it can be published	Clerk to liaise with UDC and establish a protocol/agreement	Med		OPEN
Highways - Cox Ley Road	Cllr Barker to investigate if any remedial works are planned	JD to formally write to highways regarding the poor condition of the road..	Med		OPEN
PCSO	Employ Village PCSO. Initially reported costs too high to fund individually. No other nearby Parish wants to share. Other alternative arrangements to be investigated.	Need to establish what alternatives exist that reduce costs,	High	Clerk	OPEN

Subject	Issue and Status	Notes	Importance: L, , H	Who	When
Speeding/Road Safety	Various Suggested improvements. ThreeFour improvements have so far been agreed with Highways, Roundabout at Broad Oak Road, reworking of Stortford/Sabridgeworth Road junction, Latest speeding signs and 20mph school flashing signs.	Need to follow up on timeline for delivery of promises and where we can help.	Med	NR	Ongoing
Allotment	Mend Fences Peter May not responding despite follow up. Kings of Essex to quote.	Quote accepted and PO given to Kings of Essex	Med	SK	FENCE COMPLETED
Pond Lane Signage	Replace multi signage with an 'estate sign'. A proposal has been circulated via WhatsApp, but needs face to face meeting with lease holders to progress	Holdover until easing of restrictions allow face to face meeting.	Med	MB	Ongoing
Wooden posts on the green	Replace/renew posts. Renew old and missing posts and straighten existing posts around the green	Peter May Quote agreed and contract signed. Deposit paid. Start date required	Med	NR	POSTING COMPLETED
Dog Bins	Insufficient dog bins. Obtain quotations for 3 additional bins. Locations to be agreed.	Quotations obtained, Obtain agreement from UDC that the added bins will be emptied. Define new locations	Med	Clerk NR/PB	OPEN
Finance	Reclaim VAT and UDC funding for Rural Verges	Need to access UDC system to allow our submission for Rural Verges.	Med	Clerk	INVOICE SENT. VAT RECLAIMED

KEY TASK MONITOR

JUNE 2021

AGENDA ITEM 2974

Subject	Issue and Status	Notes	Importance: L, , H	Who	When
Litter Pickers	Establish routes for each Picker/Provide equipment.	NR/PB to meet with pickers and establish routes and equipment requirements	Med	NR/PB	COMPLETED
Memorial Plaque	Design and Purchase	Mark Ratcliffe to establish who owns the land and pursue what needs to be done for the PC to either lease or own it	Med	Mark Ratcliffe	OPEN