

# Hatfield Heath Parish Council

**Chairman:** Cllr Mark Bissell

**Parish Clerk:** Richard Bowran BSc (Hons) PSLCC

**Contact:** [parishclerk@hatfieldheath.com](mailto: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 04 August 2021** to transact the business set out in the agenda below.

Parish Clerk  
29 July 2021



## **AGENDA**

Welcome by the Chairman

2993	<b>APOLOGIES FOR ABSENCE</b> To receive any apologies for absence
2994	<b>DECLARATIONS OF PECUNIARY INTEREST</b> To receive any Declarations of Pecuniary Interest by Members
2995	<b>PUBLIC PARTICIPATION</b> To receive and respond to questions from members of the public on matters within the remit of the Parish Council
2996  	<b>MINUTES OF MEETING</b> To approve the minutes of the meeting of 07 July 2021  To discuss any matters arising from the minutes not included elsewhere on the agenda.
2997	<b>REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</b> To receive and note reports from County and District Councillors.
2998 	<b>REPORT FROM OPEN MEETING</b> To receive a report on the Open Meeting which was held on Saturday 17 July 2021.
2999  	<b>FINANCIAL REPORT</b> 1.To note budget report to 29 July 2021  2.To note items of expenditure in July 2021 as approved by the Finance Committee

<p>3001</p> 	<p><b>CLERK'S REPORT &amp; CORRESPONDENCE</b> To receive and note Clerk's report and correspondence.</p>
<p>3002</p> 	<p><b>KEY TASK MONITOR</b> To review and update the Key Task Monitor.</p>
<p>3003</p>	<p><b>PLANNING MATTERS</b></p> <p><b>APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION</b></p> <p><b><u>Proposed extension to front porch, first floor side extension, ground floor rear extension and replacement cladding to front elevation.</u></b> Farthings Park Drive Hatfield Heath CM22 7BJ Ref. No: UTT/21/2270/HHF Status: Awaiting decision</p> <p><b><u>Demolition of garage and erection of replacement garage. Erection of 2 no. detached dwellings to the rear of Serena and creation of new vehicular access</u></b> Serena Chelmsford Road Hatfield Heath CM22 7BD Ref. No: UTT/21/2153/FUL Status: Awaiting decision</p> <p><b>DECISIONS MADE BY THE LPA FOR NOTING</b></p> <p><b><u>Single storey rear addition and internal alteration</u></b> 3 West Hayes Hatfield Heath CM22 7DH Ref. No: UTT/21/1814/HHF Status: Approved</p> <p><b><u>Proposed part two storey, part first floor and single storey front extensions, partial garage conversion and proposed single storey rear extension.</u></b> 2 Little Heath Hatfield Heath CM22 7EP Ref. No: UTT/21/1802/HHF Status: Approved</p> <p><b><u>Proposed replacement of existing single storey rear extensions with part two storey, part single storey extension.</u></b> 20 Clipped Hedge Hatfield Heath CM22 7EG Ref. No: UTT/21/1668/HHF Status: Withdrawn</p> <p><b><u>Two storey rear extension to create living room and bedroom</u></b> 1 Hillfield Cottage Chelmsford Road Hatfield Heath CM22 7AX Ref. No: UTT/21/1525/HHF Status: Approved</p> <p><b><u>1no Oak- reduce by 30% and remove ivy</u></b> Oak Lodge The Heath Hatfield Heath CM22 7AD Ref. No: UTT/21/1126/TPO Status: Allowed</p> <p><b>PLANNING APPEALS</b> None received</p> <p><b>ENFORCEMENT ISSUES</b> None received</p>
<p>3004</p>	<p><b>UDC CALL FOR SITES</b> To review Zoom meetings with UDC on 26 and 28 July, and the meeting called by UALC at Hatfield Broad Oak on 29 July. To discuss a plan of action by the parish council to promote the best interests of the parish.</p>
<p>3005</p>	<p><b>HIGHWAYS MATTERS</b> To consider any matters relating to Highways</p>

<b>3006</b>	<b>PARKING MANAGEMENT AND CAR PARKS</b> To consider any matters relating to village car parks. See KTM. Church Car Park. Update from the Lord of the Manor.
<b>3007</b>	<b>ALLOTMENT REPORT</b> To receive and note a report on the Allotments.
<b>3008</b> 	<b>FLOODING</b> To note receipt of response to Fol request.
<b>3009</b>	<b>PLAYGROUND</b> To consider any matters relating to maintenance and risk management of the playground.
<b>3010</b>	<b>CHURCH INSTITUTE/VILLAGE HALL</b> To consider proposals relating to the Church Institute/Village Hall. Proposal for legal representation.
<b>3011</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>3012</b>	<b>NEIGHBOURHOOD PLAN</b> To consider any matters relating to a Neighbourhood Plan and a briefing from a Uttlesford DC officer.
<b>3013</b>	<b>LITTER PICKERS &amp; LITTER BINS</b> To consider any matters relating to Litter Pickers and refuse receptacles.
<b>3014</b>	<b>MEMORIAL PLAQUE -</b> To consider progress on arrangements for the Memorial Plaque.
<b>3015</b>	<b>ENGAGEMENT WITH YOUNGER POPULATION</b> To consider any matters relating to proposals for greater engagement with the younger population of the parish.
<b>3016</b>	<b>REPORTS FROM MEMBERS ON MEETINGS ATTENDED</b> To receive and note any additional reports from members.
<b>3017</b>	<b>AGENDA ITEMS FOR NEXT MEETING</b> To note items for the agenda of the next meeting.
<b>3018</b>	<b>DATE OF NEXT MEETING</b> The next scheduled meeting is on Wednesday 01 Sept 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 07 July 2021 in the URC Hall

**Present:**

Cllr M Bissell (MB)  
Cllr P Brown (PB)

Cllr N Champion (NC)  
Cllr S Saban (SS)

Cllr N Robley (NR)  
Cty Cllr S Barker (SB) (19:35 -19:40)

In attendance:

2 members of the public

R Bowran – Parish Clerk

Welcome by the Chairman.

2964	<b>APOLOGIES FOR ABSENCE</b> Received from Cllr Breavington, Cllr Lemon, Cllr King and Cllr Overton.
2965	<b>DECLARATIONS OF PECUNIARY INTEREST</b> There were none. Clerk to clarify declaration requirements.
2966	<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 asked permission to install a notice board for the History Society and suggested other notice boards be tidied up and repainted. <i>Chairman suggested the next step was to seek consent from the site owner, but no objection in principle by the parish council.</i>
2967	<b>MINUTES OF MEETING</b> Resolved: To approve the minutes of the meeting of 02 June 2021 [prop Cllr Robley; secd Cllr Saban]  No matters arising from the minutes not included elsewhere on the agenda.
2968	<b>REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</b> To receive and note reports from County and District Councillors. Cty Cllr Barker highlighted <ul style="list-style-type: none"><li>• Progress on highways matters.</li><li>• Acknowledged F.o.I. request re: flooding at Coggers.</li><li>• Agreed to flooding issue on Dunmow Road and escalate to the Lord of the Manor.</li><li>• Giving grants to both URC and Holy Trinity churches.</li><li>• Conformed consent by Highways for the War Memorial Plaque, announced unveiling on 24 September and had invited the Lord Lieutenant and local MP to be involved.</li></ul>
2969	<b>REPORT FROM OPEN MEETING</b> To receive a report from NR on the Forum Meeting which was held on Saturday 12 June 2021. Key points raised: <ul style="list-style-type: none"><li>• Traffic issues.</li><li>• Need for a new VAS to replace current one.</li></ul>

	<ul style="list-style-type: none"> <li>• Waste Bins. Replace small bins and replace with covered ones plus a new bin near the village hall.</li> <li>• Re-establish Speed Watch. Appeal for volunteers.</li> <li>• Clearance of Sheering footpath.</li> <li>• Future of the village hall.</li> <li>• Disabled access to shops.</li> <li>• Overhanging trees. Need to see UDC risk assessment.</li> <li>• Remove abandoned car.</li> </ul>
2970	<b>FINANCIAL REPORT</b> Budget report. <i>Noted:</i> The budget report to 29 May 2021. Approval of Expenditure. <i>Noted:</i> Items of expenditure in May 2021 as approved by the Finance committee. Agreed that management accounts be posted on the HHPC website.
2971	<b>ANNUAL RETURN 2020/21</b> <i>Advised:</i> Members of the completion of the Internal Audit for 2020/21 which took place on 11 June 2021 <i>Advised:</i> Members that the AGAR and accompanying papers were submitted to PKF Littlejohn on 15 June 2021. <i>Resolved:</i> To appoint Derek Farr as HHPC Internal Auditor for 2021/22. [prop Cllr Robley; secd Cllr Bissell]
2972	<b>ANNUAL RETURN 2019/20</b> <i>Advised:</i> Members of the restatement of the AGAR for 2019/20 which was submitted to PKF Littlejohn on 11 June 2021. <i>Advised:</i> Members of the completion of External Audit for 2019/20 received on 28 June 2021.
2973	<b>CLERK'S REPORT &amp; CORRESPONDENCE</b> <i>Noted:</i> Clerk's report and correspondence.
2974	<b>KEY TASK MONITOR</b> Reviewed and updated the Key Task Monitor. KTM to be posted on the HHPC website.
2975	<b>PLANNING MATTERS</b> <b>APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION</b> <ul style="list-style-type: none"> <li>• <u>Addition of a single storey glass room located on the rear elevation of the property in the private garden.</u>   Willows Chelmsford Road Hatfield Heath CM22 7BQ  Ref. No. UTT/21/1562/HHF HHPC Comment: No Objection.</li> <li>• <u>Erection of 2 no. detached dwellings, together with associated parking, residential curtilages and landscaping.</u>   Springfield Park Drive Hatfield Heath CM22 7BJ</li> </ul>

Ref No: UTT/21/1786/FUL. HHPC Comment: Objection  
Overdevelopment of site, unacceptable built form. Impact adjacent  
to Metropolitan Green Belt.

#### DECISIONS MADE BY THE LPA FOR NOTING

- **Proposed repainting of door and window.**

##### The Stag the Heath Hatfield Heath

Ref. No: UTT/21/1331/CLLB

UDC Decision: Refused. Painting of just one door in a listed building is not appropriate.

- **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

UDC Decision: Refused. 1. Increase in built form. 2. Proximity to neighbouring property. 3. Lack of vehicle parking

- **Proposed 2 storey rear extension**

##### Tyrell Dunmow Road Hatfield Heath CM22 7ED

Ref No: UTT/21/0662/HHF

UDC Decision: Approved

#### PLANNING APPEALS

None received.

#### ENFORCEMENT ISSUES

None received but:

- Reynolds, Pond Lane. A roof has now been added to a structure creating a garage.
- Raj of India. Door has been removed. Frame should now also be removed.
- High Pastures. Certificate of Lawfulness has been approved. Considered a remarkable decision which will be investigated by ML.

2976

#### VILLAGE GREEN

The scope of the grass cutting contracts was reviewed and clarified.

2977

#### HIGHWAYS MATTERS

Matters relating to Highways were covered in County Councillor's report.

2978

#### PARKING MANAGEMENT AND CAR PARKS

Village car park. Risk assessment carried out. Noted weed growth. NR to obtain unit cost of electricity.

	Church car park. Awaiting permissions from the Lord of the Manor's Trustees.
2979	<b>ALLOTMENT REPORT</b> No current report, PB noted dripping tap not yet fixed. SK had said he would do this.
2980	<b>FLOODING</b> Matters relating to Flooding were covered in County Councillor's report.
2981	<b>PLAYGROUND</b> Risk Assessment had been prepared by NR.
2982	<b>CHURCH INSTITUTE/VILLAGE HALL</b> Need for a definitive clarification on terms and conditions as to the status of the two facilities. To consider any progress on proposals relating to the Church Institute/Village Hall. Proposal for legal representation.
2983	<b>EMERGENCY RESPONSE PLAN</b> To consider any matters relating to co-ordination of parish information with the Principal Authorities emergency planning officer.
2984	<b>NEIGHBOURHOOD PLAN</b> No response received to request to Uttlesford DC for a briefing from a Uttlesford DC officer. Clerk to pursue with ML.
2985	<b>LITTER PICKERS &amp; LITTER BINS</b> Matters relating to Litter Pickers and refuse receptacles covered in Forum report.
2986	<b>GRANTS</b> No applications received at date of meeting.
2987	<b>MEMORIAL PLAQUE</b> <i>Noted:</i> an update from Mark Ratcliff and from SB.
2988	<b>HM QUEEN'S PLATINUM JUBILEE</b> To consider how the parish could celebrate HM The Queen's Platinum Jubilee. Consider moving the village festival to the beginning of June to coincide with the four-day bank holiday weekend will run from Thursday 2 June to Sunday 5 June 2022.
2989	<b>ENGAGEMENT WITH YOUNGER POPULATION</b> Agreed to ask Hilary Allen, the proposer for this, to attend the next parish forum on 17 July. Depends on availability of village hall/institute.
2990	<b>REPORTS FROM MEMBERS ON MEETINGS ATTENDED</b> <ul style="list-style-type: none"> <li>• MB had attended update session re Stansted Airport.</li> </ul>
2991	<b>AGENDA ITEMS FOR NEXT MEETING</b> <ul style="list-style-type: none"> <li>• Revisit the potential for a shared PCSO for the village.</li> </ul>

	<ul style="list-style-type: none"><li>• Schedule of litter bin collections.</li></ul>
<b>2992</b>	<b>DATE OF NEXT MEETING</b> The next scheduled meeting is on Wednesday 04 August 2021

Meeting ended at 20:48



## Parish Council Forum 17<sup>th</sup> July 2021

We had four visitors. Hilary Allen, Ivan Cooper and John and Carol Dixon Smith.

In attendance were Mark Lemon, Nigel Robley, Peter Brown, Chris Overton and Sandra Saban.

We started by discussing the Hastoe project at the end of Cox Ley. Although we understand that the project has been approved with conditions, there is no formal notice posted on the UDC website of either the approval or the conditions. Mark L explained that there was a crisis at UDC caused by lack of planning staff and a senior official brought in to review the situation had stated as such. All actions are therefore delayed.

Chris O talked about issues at The Close. Our understanding is that these are outside of the remit of the Parish Council, but nonetheless Chris as a resident of The Close is under constant pressure from other residents who see him as an 'official' representative. Mark L promised to come and undertake a thorough review of all issues with Chris L at a site meeting on either Tuesday or Wednesday of the following week. Main issues involve occupant safety in terms of doors that do not close or lock properly as well as domestic issues (e.g. non-working domestic appliances) which take a very long time to get fixed. Generally speaking the residents do not appear to believe that they are getting the service that was promised to them in their contracts.

Mark L mentioned that UDC were changing their protocols such that they would not allow verbal questions at their public meetings and only allow written questions submitted a week before, with a written answer to be provided the day before the meeting!

The 'tent' outside the White Horse has been discussed with the Planners and it has been clarified that they have been taking a pragmatic view of all such temporary structures, trying to be sympathetic with people trying to keep their businesses open. Post our return to normal on 19<sup>th</sup> they will request that such structures be removed or that formal planning permission is applied for.

A proposal that the Festival be moved to coincide with the Queen's jubilee celebrations next year has been opposed by the vicar of Holy Trinity on the grounds that it conflicts with the Broad Oak festival. To be discussed at the next PC meeting but the weight of opinion was that this was a sensible move and since we would do something anyway for the jubilee it did not make sense to have two separate events so close together.

Mark L also mentioned that Tracey is retiring from running the UDC Friday club and that we need someone to take over this leadership. Agreed we should put in the village magazine.

Sandra S gave a short debrief on Joe Skepelhorn's funeral, which was widely attended.

NR reviewed litter picking. Ken Morris is back doing his round as is John Jackson. We need to figure out waste bins urgently especially around the cricket pitch. Sandra S raised the issue of rubbish being left in clear plastic bags overnight outside Browns Cottages and Friendly Terrace resulting in foxes raiding the bags and strewing rubbish all over the place. Agreed we need to construct a letter to post to all the residents requesting that they must put all rubbish in a secure bin to prevent this happening. **NR**

We welcomed Richard's advice that the VAT situation had been fixed and that the rural verge recompense was also on the way to getting fixed.

On the Church Road car park, Mark L has spoken again to the LoM who is now saying that the Trustees of the estate need to give their permission for us to go ahead and they are in Somerset! We agreed that we needed a face to face meeting with the Lom to discuss how to proceed on the building number of issues involving the Lom's land. We can offer a lot of help to manage such issues but need to understand who spends what and who has the management responsibility. **Mark L to arrange.**

Sandra S raised again the issue of the car abandoned in the parking spaces opposite the surgery and also the fact that although the spaces are dedicated to numbers 1,3, 5 and 7 none of the spaces are occupied by those people but blocked by others. Parking letter to be posted on the offending vehicles from the PC. **(NR)**

Although tree planting has gone ahead in Broomfields it appears that no one is maintaining the existing trees. A particular concern is at number 74. Clerk to write formally to UDC asking that the dangerous situation is dealt with forthwith or the PC will go to a solicitor to get the matter resolved. **Clerk**

We talked to Hilary Allen about her ideas for the 13+ age group and getting a community hub going for them. She is in touch with UDC (Christine Chester) to find out what other communities are doing, including Broad Oak, who have recently started such a scheme. ML also gave the name of John Starr to talk to since he is the designated officer for youth engagement. Chris O suggested that questionnaires handed out at the bus stop to the secondary school children who ALL have to travel by bus could help define their wants and needs.

The major issue remains the status of the Institute and precisely what the situation is with regard to its future. Part of this is the role of the Parish Council in both the Institute and the Village Hall. We have a role as Custodian Trustee, but this is defined differently by the different parties involved in the discussion. We agreed we urgently need a proper legally established definition of our role as discussed at our last PC meeting. **Clerk to arrange a meeting urgently.**

We also need a meeting of the two churches, the Village Hall Committee and ourselves to establish a general way forward for the village that satisfies all parties. We agreed to leave

this over until the results were known of the Village Hall AGM scheduled for Monday. Add to next agenda **(Clerk)**

We talked with Ivan Cooper about the defibrillator on the Coop wall. We know that there was someone in the Coop that was trained and that Jackie from the tea rooms and Kay Hunt were also trained but we do not have a complete list. We also do not appear to have a current access number for the unit. **NR to try and find out who else has been trained. Clerk to establish new access number and advertise it permanently in the Village Magazine.**

Carol Dixon-Smith is expert user of such equipment and can point us in the correct direction with regard to training. **NR to get Clerk to contact her and also try and establish a more complete list of trained people.**

John and Carol D-S spoke at length with us about speeding through the village and we told them what we had managed to get so far from Highways. Unfortunately at our last PC meeting Cllr Barker said that this was only a proposal to be put up for potential budgeting next March (we thought that these were firm commitments). We discussed it at length and believe we now have get the village to mobilise in a major way to get quicker and committed action since we have spent several years debating the same issues without any firm commitment. **NR to organise**

We also talked about restart of the SpeedWatch initiative. NR said that he thought it a good idea anyway, but could no longer commit to running it. **NR to talk to former participants and generate a plan.**

Sandra S proposed a seat sponsored by the RBL in memory of Sylvia Warner and we agreed to discuss at the next PC meeting **(Clerk)**

John and Carol D-S also talked about a planning proposal that was concerning them.

The meeting finished at 1210

**Hatfield Heath Parish Council**  
**Summary of Receipts and Payments**  
 All Cost Centres and Codes

28 July 2021 (2021 - 2022)

**Administration**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Bank charges				80.00	18.00	62	62 (77%)
10	Car Mileage				400.00	50.40	350	350 (87%)
11	Members expenses				100.00		100	100 (100%)
16	Data Registration				40.00		40	40 (100%)
17	EALC Subscription				550.00	489.91	60	60 (10%)
18	SLCC Subscription				100.00		100	100 (100%)
24	Insurance				1,450.00	1,793.00	-343	-343 (-23%)
25	Elections				250.00		250	250 (100%)
26	Printing Postage Stationery				100.00	71.83	28	28 (28%)
28	Training				400.00	100.00	300	300 (75%)
29	Office Provision							(N/A)
48	Other Subscriptions					105.00	-105	-105 (N/A)
55	Hall Hire				450.00		450	450 (100%)
62	Misc Expenses					62.28	-62	-62 (N/A)
65	Admin/Finance Support					143.75	-144	-144 (N/A)
<b>SUB TOTAL</b>					<b>3,920.00</b>	<b>2,833.97</b>	<b>1,086</b>	<b>1,086 (27%)</b>

**Allotments**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Rents	430.00		-430				-430 (-100%)
8	Repairs & Maintenance							(N/A)
54	Grass Cutting Allotment				230.00		230	230 (100%)
60	Pest Control				200.00	100.00	100	100 (50%)
<b>SUB TOTAL</b>		<b>430.00</b>		<b>-430</b>	<b>430.00</b>	<b>100.00</b>	<b>330</b>	<b>-100 (-11%)</b>

**Amenities**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Street Furniture				2,500.00		2,500	2,500 (100%)
40	Grants				3,500.00		3,500	3,500 (100%)
41	Wildlife Area				500.00		500	500 (100%)
42	Green Waste Skips				2,500.00		2,500	2,500 (100%)
44	Wildlife Project				1,500.00		1,500	1,500 (100%)
45	War Memorial				300.00	41.10	259	259 (86%)
<b>SUB TOTAL</b>					<b>10,800.00</b>	<b>41.10</b>	<b>10,759</b>	<b>10,759 (99%)</b>

**Audit**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Internal Audit				280.00		280	280 (100%)
5	External Audit				200.00	440.00	-240	-240 (-120%)

**Hatfield Heath Parish Council**  
**Summary of Receipts and Payments**  
 All Cost Centres and Codes

28 July 2021 (2021 - 2022)

<b>SUB TOTAL</b>	<b>480.00</b>	<b>440.00</b>	<b>40</b>	<b>40 (8%)</b>
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**Car Parks**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Village car park				1,200.00		1,200	1,200 (100%)
22	Church car park							(N/A)
<b>SUB TOTAL</b>					<b>1,200.00</b>		<b>1,200</b>	<b>1,200 (100%)</b>

**Events**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Community Events				300.00		300	300 (100%)
30	Annual Parish Meeting				100.00		100	100 (100%)
33	Christmas Tree				500.00		500	500 (100%)
35	Fairs	1,850.00		-1,850				-1,850 (-100%)
<b>SUB TOTAL</b>		<b>1,850.00</b>		<b>-1,850</b>	<b>900.00</b>		<b>900</b>	<b>-950 (-34%)</b>

**Highways**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Repairs and Maintenance				100.00		100	100 (100%)
20	Vehicle Activated Sign				100.00		100	100 (100%)
50	Consultancy							(N/A)
<b>SUB TOTAL</b>					<b>200.00</b>		<b>200</b>	<b>200 (100%)</b>

**Information Technology**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Web-site				700.00	220.00	480	480 (68%)
31	IT Repairs and Software				50.00	65.00	-15	-15 (-30%)
32	IT Equipment				50.00	602.00	-552	-552 (-1104%)
53	Zoom Subscriptions							(N/A)
<b>SUB TOTAL</b>					<b>800.00</b>	<b>887.00</b>	<b>-87</b>	<b>-87 (-10%)</b>

**Litter Picking**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Litter Picking PPE					102.55	-103	-103 (N/A)

**Hatfield Heath Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

28 July 2021 (2021 - 2022)

<b>SUB TOTAL</b>	<b>102.55</b>	<b>-103</b>	<b>-103 (N/A)</b>
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**Other Amenities**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Leaflet Printing						(N/A)	
61	Repairs & Maintenance						(N/A)	
63	Tree Works						(N/A)	
64	Poppy Appeal						(N/A)	
66	Cricket Club						(N/A)	
<b>SUB TOTAL</b>							<b>(N/A)</b>	

**Other Expenditure**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69	V.A.T. Expenditure				3,000.00	366.40	2,634	2,634 (87%)
<b>SUB TOTAL</b>					<b>3,000.00</b>	<b>366.40</b>	<b>2,634</b>	<b>2,634 (87%)</b>

**Other Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	V.A.T. Income	3,000.00	8,004.01	5,004				5,004 (166%)
<b>SUB TOTAL</b>		<b>3,000.00</b>	<b>8,004.01</b>	<b>5,004</b>				<b>5,004 (166%)</b>

**Playgrounds**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Repairs & Maintenance				1,000.00	89.50	911	911 (91%)
46	Play Area				1,000.00		1,000	1,000 (100%)
<b>SUB TOTAL</b>					<b>2,000.00</b>	<b>89.50</b>	<b>1,911</b>	<b>1,911 (95%)</b>

**Policing**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Community Policing				2,000.00		2,000	2,000 (100%)
<b>SUB TOTAL</b>					<b>2,000.00</b>		<b>2,000</b>	<b>2,000 (100%)</b>

**Hatfield Heath Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

28 July 2021 (2021 - 2022)

**Precept**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3 Precept	42,145.00	21,072.50	-21,073				-21,073 (-50%)
<b>SUB TOTAL</b>	<b>42,145.00</b>	<b>21,072.50</b>	<b>-21,073</b>				<b>-21,073 (-50%)</b>

**s137**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Remembrance Wreath				50.00		50	50 (100%)
59 Poppy Appeal							(N/A)
<b>SUB TOTAL</b>				<b>50.00</b>		<b>50</b>	<b>50 (100%)</b>

**Salaries**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Current Staff				10,800.00	2,479.43	8,321	8,321 (77%)
7 Locum Clerk/RFO							(N/A)
47 Prior Staff							(N/A)
51 HMRC					970.28	-970	-970 (N/A)
52 Litter Pickers				5,000.00	1,563.02	3,437	3,437 (68%)
<b>SUB TOTAL</b>				<b>15,800.00</b>	<b>5,012.73</b>	<b>10,787</b>	<b>10,787 (68%)</b>

**Village Green**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13 Grass cutting				3,000.00	3,369.04	-369	-369 (-12%)
15 Repairs & Maintenance				4,000.00	530.00	3,470	3,470 (86%)
36 ECC Highways	2,265.00	2,264.92	0				0 (0%)
43 Rural Verges				2,640.00	1,153.87	1,486	1,486 (56%)
67 Heath Posting					807.00	-807	-807 (N/A)
<b>SUB TOTAL</b>	<b>2,265.00</b>	<b>2,264.92</b>	<b>0</b>	<b>9,640.00</b>	<b>5,859.91</b>	<b>3,780</b>	<b>3,780 (31%)</b>

**Summary**

<b>NET TOTAL</b>	<b>49,690.00</b>	<b>31,341.43</b>	<b>-18,349</b>	<b>51,220.00</b>	<b>15,733.16</b>	<b>35,487</b>	<b>17,138 (16%)</b>
<b>V.A.T.</b>		<b>0.00</b>			<b>1,517.07</b>		
<b>GROSS TOTAL</b>		<b>31,341.43</b>			<b>17,250.23</b>		

Invoices for Authorisation up to 29 July 2021

Agenda Item: 2999.2

Date	Paid to	Description	Payent method	Gross	VAT	Net	approv'd
06/07/2021	HMRC	Over claimed VAT	Online	366.40		366.40	Y
06/07/2021	Top Soil Co	Gravel to Thatchers	Online	540.00	90.00	450.00	Y
06/07/2021	PW May	Posting inv 3247	Online	968.40	161.40	807.00	Y
09/07/2021	N Robley	Gravel Spreading	Online	80.00		80.00	Y
09/07/2021	Heath Computers	Web Mainteinmance inv 3823	Online	66.00	11.00	55.00	Y
09/07/2021	PW May Contracting	Grass Cutting	Online	591.98	98.66	493.32	Y
28/07/2021	PW May Contracting	Grass Cutting	Online	505.74	84.29	421.45	
28/07/2021	R Bowran	Salary July 21	Online	619.80		619.80	
28/07/2021	R Bowran	Expenses July 21 *	Online	117.03	13.11	103.92	
28/07/2021	J Sykes	Salary July 21	Online	176.44		176.44	
28/07/2021	J Foster	Salary July 21	Online	81.56		81.56	
28/07/2021	J Jackson	Salary July 21	Online	81.56		81.56	
28/07/2021	K Morris	Salary July 21	Online	107.84		107.84	
28/07/2021	HMRC	Tax & NI	Online	245.02		245.02	
<b>Total</b>				<b>4,547.77</b>	<b>458.46</b>	<b>4,089.31</b>	

**Cash receipts**

Date	From	Description	Amount
02/07/2021	Essex CC	Verge cutting 2020/21	£2,264.92
15/07/2021	HMRC	VAT Recovery 18/19 19/20 20/21	£8,004.01
<b>Total</b>			<b>£10,268.93</b>

2021 NB Allotment Rents of £435 received but not yet banked.

**Cash balances 29/07/2021**

Unity Trust	£76,142.48
less o/s payment:	(£1,934.99)
<b>Total</b>	<b>£74,207.49</b>

\* Domain renewal; printer ink; wireless mouse; postage stamps



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**Memorandum**

To: All Councillors

From: Richard Bowran – Parish Clerk

Subject: Clerk's Report – July 2021

Date: 27 July 2021

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Summary of main items of activity:

- Clerked July Council Meeting
- Prepared minutes of July meeting, revised format to fit village magazine.
- Continued work on Scribe accounting system, produced new management accounts.
- Prepared agenda and papers for August council meeting
- Dealing with correspondence and contract queries.
- Received payment of £2,265.00 from ECC for verge cutting
- Received payment of £8,004.01 from HMRC for unrecovered VAT for past three years.
- Began checks on Defibrillator
- Received response to Fol request to Essex CC re: Coggers and flooding
- Analysed and reported on legal status of Village Hall/Institute
- Attended Zoom meeting by UDC re: "Call for Sites" on 26 July
- Attended UAPC meeting at Hatfield Broad Oak on 29 July re: UDC's "Call for Sites"

**KEY TASK MONITOR : August 2021****CURRENT****AGENDA: 3002**

<b>Subject</b>	<b>Issue and Status</b>	<b>Notes</b>	<b>Importance: L, , H</b>	<b>Who</b>	<b>When</b>
<b>Village Car Park</b>	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	JULY RA COMPLETED 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
<b>Church Road Car Park</b>	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.

Subject	Issue and Status	Notes	Importance: L, , H	Who	When
<b>Stansted Airport</b>	Noise and environmental impact on the village. Continue to represent community.	Ongoing. Appeal by MAG still in train.	Medium	MB	Ongoing
<b>Village Sign</b>	Concerns over condition and maintenance	<b>OPEN</b>	Medium	PC	
<b>Flooding - Stortford Road</b>	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'
<b>Flooding - Dunmow Road</b>	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.
<b>Play Areas and Paths</b>	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 <b>July, October and January meetings.</b> Format available and passed to Chris Overton. PO sent to Kings of Essex.	High	Chris Overton. Sam King	Start date for works required. July Risk assessment competed.

Subject	Issue and Status	Notes	Importance: L, , H	Who	When
Website Maintenance	To agree website maintenance	Contact Heath Computing for forward plan. Consider new hosting arrangement with ".gov.uk" address.	Med	Clerk	Ongoing
Village Green Maintenance	Cut Village Green and Rural verges. Review and award grass maintenance contract. Rough cut x3pa. Heath grass x15pa. Allotment x8 pa. Playground x8 pa. Willife area x1pa.	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
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
<b>Speeding/Road Safety</b>	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
<b>Allotment</b>	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	<b>FENCE COMPLETED</b>
<b>Pond Lane Signage</b>	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
<b>Wooden posts on the green</b>	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	<b>POSTING COMPLETED</b>
<b>Dog Bins</b>	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
<b>Memorial Plaque</b>	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

**KEY TASK MONITOR : August 2021****ARCHIVE****AGENDA: 3002**

<b>Subject</b>	<b>Issue and Status</b>	<b>Notes</b>	<b>Importance: L, , H</b>	<b>Who</b>	<b>When</b>
<b>War Memorial Grant</b>	Refurbish and maintain War Memorial.	Contractor employed and work finished.	Med	Clerk	<b>COMPLETED. Garden Maintenance ongoing.</b>
<b>Playground COVID-19</b>	Clerk attended EALC, did a risk assessment and posters displayed in car park	National Guidelines now being followed. Weekly check ongoing	Med		Ongoing
<b>Litter Pickers</b>	Establish routes for each Picker/Provide equipment.	NR/PB to meet with pickers and establish routes and equipment requirements	Med	NR/PB	<b>COMPLETED. Rubbish bags to be obtained.</b>
<b>Finance</b>	Reclaim VAT and UDC funding for Rural Verges	Need to access UDC system to allow our submission for Rural Verges.	Med	Clerk	<b>INVOICE SENT. VAT RECLAIMED</b>
<b>Covid-19 - shops re-opening</b>	Advice on website for new rules for shop openings. Letter to be distributed.		Med	PC	Completed