

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 06 April 2022** to transact the business set out in the agenda below.

Parish Clerk
30 March 2022

AGENDA

Welcome by the Chairman

3158	APOLOGIES FOR ABSENCE To receive any apologies for absence
3159	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members
3160	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
3161	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
3162    	MINUTES OF MEETINGS To approve the minutes of the meeting of 02 March 2022 To approve the minutes of the extra meeting of 07 March 2022 To discuss any matters arising from the minutes not included elsewhere on the agenda.
3163 	MINUTES OF PLANNING COMMITTEE To receive and note the draft minutes of the Planning Cttee held on 21 March 2022
3164  	TERMS OF REFERENCE FOR PERSONNEL COMMITTEE To approve the Terms of Reference for the Personnel Committee
3165 	REPORT FROM OPEN MEETING To receive a report on the Open Meeting which was held on Saturday 12 March 2022. Action items placed on KTM.
3166 	KEY TASK MONITOR To review updated KTM and confirm action items

3167  	FINANCE MATTERS 1.To note budget report to 31 March 2022 2.To note items of expenditure in March 2022 as approved by the Finance Committee .
3168 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence.
3169	UDC CALL FOR SITES To discuss the activities of the parish council, including a report of the activities of the Three Parishes Local Planning Group (TPLPG)
3170	HIGHWAYS MATTERS To consider any matters relating to Highways. Invitation from Cllr Barker to attend a meeting with Cllr Scott, Essex CC cabinet member for highways at Takeley or Dunmow on 07 or 13 April. Clerk to advise names of two attendees.
3171	VILLAGE GREEN To establish ownership and an action plan for the care and maintenance of certain trees on and around the village green. Ben Smeeden (UDC) contacted. To discuss actions relating to signage on Pond Lane.
3172	PARKING MANAGEMENT AND CAR PARKS To consider any matters relating to village car parks, including: • Future management of village car park
3173	ALLOTMENT REPORT To receive and note a report on the Allotments.
3174	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. Fallen tree cleared by B Newman
3175	JUBILEE FESTIVAL To consider arrangements for the holding of a Festival in June 2022 to mark the Platinum Jubilee of HM The Queen. To note that order has been placed for 350 souvenir mugs marking the occasion, and that a grant of £900 has been received from UDC courtesy of Cllr Lemon.
3176	RECRUITMENT OF SPECIAL CONSTABLE To report on any interest that has been expressed in being considered for this role.
3177	NEIGHBOURHOOD PLAN To note the next steps in the creation of a Neighbourhood Plan for the Civil parish of Hatfield Heath.
3178	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members.
3179	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
3180 	EXCLUSION OF PRESS AND PUBLIC To consider the exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the confidential nature of the item to be discussed concerning staff contracts.

PART 2

3181  	PERSONNEL MATTERS To receive the minutes of the meeting of the Personnel Committee of 18 March 2022 concerning staff matters and to Resolve to adopt the recommendations of the Committee.
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3181	DATE OF NEXT MEETING The next scheduled meeting of the council is on Wednesday 06 April 2022. The next meeting of the Planning committee is on Monday 28 March 2022. .
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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