

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 01 June 2022** to transact the business set out in the agenda below.

Parish Clerk
26 May 2022

AGENDA

Welcome by the Chairman

22/23	APOLOGIES FOR ABSENCE To receive any apologies for absence
22/24	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
22/25	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
22/26 	MINUTES OF MEETING To approve the minutes of the meeting of 04 May 2022 (M01) To discuss any matters arising from the minutes not included elsewhere on the agenda.
22/27 	PLANNING COMMITTEE To note the draft minutes of the Planning Committee held on 24 May 2022. (P02)
22/28 	ANNUAL PARISH MEETING To report on the Annual Parish Meeting held on 24 May and to receive questions raised at that meeting.
22/29	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
22/30 	FINANCIAL REPORT Approval of Expenditure. To note items of expenditure in May 2022 as approved by the Finance committee

	Internal Auditor To resolve to approve the appointment of Derek Farr as internal auditor to the council for the year 2022/23.
22/31  	AGAR 2021/22 The internal auditor having completed his year-end visit and reviewing the Annual Governance and Accountability Return (AGAR): 1. To resolve to approve the Annual Governance Statement 2021/22. 2. To resolve to approve the Accounting Statements 2021/22:
22/32 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
22/33 	KEY TASK MONITOR To review and update the Key Task Monitor.
22/34	HIGHWAYS MATTERS To consider any matters relating to Highways
22/35	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management.
22/36	ALLOTMENT REPORT To receive and note a report on the Allotments.
22/37	PLAYGROUND To consider any matters relating to the playground.
22/38	VILLAGE GREEN To consider any matters relating to the village green
22/39	NEIGHBOURHOOD PLAN To consider the proposed Neighbourhood Plan following the briefing from a representative of RCCE at the Annual Parish Meeting.
22/40	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members.
22/41	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
22/42	DATE OF NEXT MEETINGS • The next scheduled meeting of the Council will be on Weds 06 July 2022

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 Annual Meeting of the Parish Council held at URC Hall, Hatfield Heath at 19:30 on Wednesday 04 May 2023

Present:

Cllr M Bissell (MB) Chairman
Cllr R Breavington (RB)
Cllr P Brown (PB)

Cllr N Champion (NC)
Cllr S King (SK)
Cllr M Lemon (ML)

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

In attendance: R Bowran – Parish Clerk

Welcome by the Chairman

22/01	ELECTION OF CHAIRMAN Resolved: To elect Cllr Mark Bissell as chairman of the council for the civic year 2022/23. [prop Cllr Breavington; secd Cllr Robley]
22/02	ELECTION OF VICE-CHAIRMAN Resolved: To elect Cllr Niki Champion as vice-chairman of the council for the civic year 2022/23. [prop Cllr Robley; secd Cllr Bissell]
22/03	APOLOGIES FOR ABSENCE Received from Cllr Overton – unwell. Members wished him a speedy recovery.
22/04	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members.
22/05	PUBLIC PARTICIPATION There were no members of the public present.
22/06	MINUTES OF MEETING Resolved: To approve the minutes of the meeting of 06 April 2022
22/07	PLANNING COMMITTEE Noted: The draft minutes of the Planning Committee held on 25 April 2022.
22/08	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. County Cllr Susan Barker reported <i>in absentia</i> : I remind you that 2/3 of the Essex Budget is spent on 17,000 elderly and vulnerable adults and children. That is 2/3 of the budget on around 1% of the population. It is right that we do this as these residents need our help and support. Essex Libraries have once again been the subject of scrutiny and they will all be remaining open and will all have a literacy area as the Council acknowledges that residents no longer have a "job for life" but may have to learn new skills for new jobs. Adult Community Learning will also focus more on re-training and new skills. The Council has agreed a £200m Climate action plan and has agreed to report annually on its own Greenhouse Gas emissions as well as for Essex as a whole. In terms of infrastructure Junction 7a is almost complete and will enable the

Minutes are subject to approval at the Parish Council meeting on 01 June 2022.

	expansion of Harlow Northwards and relieve congestion in the Town. How traffic flows will alter as a result of the junction is yet to be seen. Although most schools across Essex are now academies, we still keep track of how well they are doing and I am pleased to report that 88.5% of all schools across Essex are rated Outstanding or good. District Cllr Mark Lemon reported: Local Plan meetings for April had been cancelled. Regulation 18 consultation is now estimated for June 2022. UDC are suffering from a severe shortage of planning officers. Hence planning services are being reduced. Planning enforcement severely curtailed. Understands that Hatfield Haven planning application has been approved.
22/09	COMMITTEE STRUCTURE & MEMBERSHIP Resolved: To agree the committee structure for the year 2022/23 and to appoint members to committees.
22/10	CALENDAR OF MEETINGS Resolved: To approve the calendar of meetings for the civic year 2022/23. Noted that the Annual parish Meeting was now set for Tuesday 24 May. Main theme to be Neighbourhood Plan, RCCE will be in attendance, as will our local PCSO.
22/11	FINANCIAL REPORT Noted: The budget report to 26 May 2021 Noted: Items of expenditure in May 2021 as approved by the Finance committee.
22/12	CLERK'S REPORT & CORRESPONDENCE Noted: The Clerk's report and correspondence received. In addition: • Agreed to assist Michael Hockley in procuring a new bench for the Green. Thanks were recorded to him for his assistance in removing the fallen tree. • Agreed that Clerk should proceed with Eyelid Productions to design a new website.
22/13	KEY TASK MONITOR Reviewed: And updated the Key Task Monitor. Key points: • Village car park. Agreed to acquire a wildlife CCTV camera to establish usage before going to Parking Partnership for next move, and approach UDC for potential adoption. • Flooding. Stortford Road, at Coggers. SK has this in hand. Effluent leakage, now in 2023 Essex CC budget, now considered a health and safety issue. Dunmow Road. LoM has cleared ditches but system blocked on Lea Hall Bungalows side of the road. NR to contact residents. • Village Green. Contracts for maintenance and cutting now updated and to be sent to contractors. • A-Board signage. Clerk to review with NR and contact local businesses affected. • Dog Bins. Irregular clearance. Agreed to continue to monitor and establish UDC routine. • Hastoe Project. Planning conditions not yet published. Clerk to contact Nigel Brown at UDC, and Hastoe directly.

Minutes are subject to approval at the Parish Council meeting on 01 June 2022.

	TPLPG. Clerk to arrange a new meeting of the group. Main concern is application for a lorry park near Great Hallingbury.
22/14	HIGHWAYS MATTERS To consider any matters relating to Highways. Nothing new to report.
22/15	PARKING MANAGEMENT AND CAR PARKS To consider any matters relating to parking management and village car parks. Dealt with at Item 22/13.
22/16	ALLOTMENT REPORT To receive and note a report on the Allotments. Rents of £440 now collected and passed to Clerk for banking. Three new tenants have been admitted. Vandalism has included a shed break in and stolen tools.
22/17	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. To advise notice of annual RoSPA report. SK to repair fencing.
22/18	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green. - MR to instruct additional work preparatory Jubilee Festival. - Surgery broken gate removed. - ML to replant troughs prior to Festival. - Permanent installation of Christmas tree. ML to approach Langthorns. SS to approach Mathews.
22/19	NEIGHBOURHOOD PLAN To consider any matters relating to the proposed Neighbourhood Plan and a briefing from a Uttlesford DC officer and/or a representative from RCCE at the Annual Parish Meeting.
22/20	REPORTS FROM MEMBERS ON MEETINGS ATTENDED MB and NR met with Cllr Scott, Essex CC Highways cabinet member. There were no additional reports from members.
22/21	AGENDA ITEMS FOR NEXT MEETING There were no further items for the agenda of the next meeting. Report from meeting with Surgery practice manager.
22/22	DATE OF NEXT MEETINGS - The next scheduled meeting of the Council will be on Wednesday 01 June 2022 - The next meeting of the Planning Committee will be at 6pm on Tuesday 24 May 2022 - The Annual Parish Meeting will be held at 7pm on Tuesday 24 May 2022

Meeting ended at 20:45.

Minutes are subject to approval at the Parish Council meeting on 01 June 2022.

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 15:00 on Tuesday 24 May 2022 in the URC Hall

Present:

Cllr S King (SK)

Cllr N Champion (NC)

Cllr N Robley (NR)

Cllr M Bissell (MB)

In attendance:

3 members of the public

R Bowran – Parish Clerk

P22/01	ELECTION OF CHAIRMAN & VICE CHAIRMAN Resolved: To elect Cllr Robley as chairman of the committee for the civic year 2021/22 [<i>prop Cllr Bissell; secd Cllr Champion</i>] Resolved: To elect Cllr King as vice- chairman of the committee for the civic year 2021/22 [<i>prop Cllr Robley; secd Cllr Champion</i>]
P22/02	APOLOGIES FOR ABSENCE There were no apologies for absence
P22/03	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
P22/04	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Planning Committee. Ivan Cooper commented on the anticipated revised planning application from Pelham Structures for the PoW site in Mill Lane. <i>He was advised to reserve his comments until the APM which would be fully reported to council.</i>
P22/05	MINUTES Resolved: To approve the minutes of the Planning Committee meeting held on 25 April 2022.
P22/06	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION Proposed demolition of existing conservatory and erection of single storey rear extension. 5 West Hayes Hatfield Heath Essex CM22 7DH Ref. No: UTT/22/1312/HHF HHPC Comment: No objection. Extension of front porch, first floor side extension, Ground floor rear extension and replacement cladding to front elevation Farthings Park Drive Hatfield Heath CM22 7BJ Ref. No: UTT/22/1423/HHF HHPC Comment: No objection. DECISIONS MADE BY THE LPA FOR NOTING Installation of photovoltaic panels to garage roof. Walsingham Dunmow Road Hatfield Heath Bishops Stortford CM22 7EE Ref. No: UTT/22/1364/CLP Status: Approved

	Outline application with all matters reserved except access and layout for the erection of 2 no. dwellings. White Lodge Chelmsford Road Hatfield Heath Essex CM22 7BH Ref. No: UTT/22/0646/OP Received: Fri 04 Mar 2022 Validated: Fri 11 Mar 2022 Status: Refused 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 Essex CM22 7DL Ref. No: UTT/22/0503/FUL Status: Approved. HHPC expressed extreme surprise at this decision. PLANNING APPEALS Erection of 2 detached dwellings plus parking Springfield Park Drive CM22 7BJ Ref: APP/C1570/W/21/3281424 Status: Appeal allowed. ENFORCEMENT ISSUES None received
P22/07	PELHAM STRUCTURES Pelham Structures have made us aware that they have submitted a revised planning application for the site in Mill Lane. This has not yet been validated by the LPA. Pelham Structures have requested a postponement and will now be presenting their new application at the meeting of council on 06 July 2022.
P22/08	THREE PARISHES LOCAL PLANNING GROUP / TPLPG <i>Received:</i> TPLPG meeting notes from 16 May 2022. Agreed to continue working alongside parishes of Little Hallingbury and Great Hallingbury in a common cause of interest.
P22/09	AGENDA ITEMS FOR NEXT MEETING There were no additional items for the agenda of the next meeting.
P22/10	DATE OF NEXT MEETING The next scheduled meeting is on Monday 27 June 2022.

Meeting ended at 18:45

HATFIELD HEATH PARISH COUNCIL

Minutes of the Annual Parish Meeting held at URC Hall, Hatfield Heath at 19:00 on Tuesday 24 May 2022

Present:

Were 10 electors of the parish including 6 parish councillors

Guests: PCSO Mike O'Donnell-Smith Essex Police Michelle Gardiner - RCCE

In attendance: R Bowran – Parish Clerk

22/01	WELCOME Cllr Mark Bissell, chairman of Hatfield Heath Parish Council welcomed electors of the parish and guest speakers to the meeting.
22/02	LOCAL POLICING Guest speaker PCSO Mike O'Donnell-Smith. Mike highlighted crime statistics for the period January to May as 3 burglaries, 2 thefts from motor vehicles (he recommended the use of steering locks), 6 thefts/shoplifting and 3 damages/arson. When mention was made of incidents of vandalism and anti-social behaviour he asked whether they had been reported since he has no record of any instances. He advocated reporting incidents on-line so that a pattern could be built up and this will influence resources that could be made available. Concerns were expressed about excessive speeding in the village and there was some discussion about Community Speed watch. Particular mention was made of speeding through the cricket pitch. Mike then said he would spend some time with a speed indicating device in the road outside the hall. <i>(he returned 36 minutes later and said he had spoken with 13 drivers who has been recorded as exhibiting excessive speed, the worst of which was a motor bike "clocked" at 78mph. He stated that this was the worst concentration of speeding he had seen for a long time. His report back will generate attention by traffic officers)</i>
22/03	NEIGHBOURHOOD PLAN Guest speaker: Michelle Gardiner of RCCE. Michelle outlined what was meant by a Neighbourhood Plan which essentially planning at a local level. Introduced by the 2011 Localism Act the three tiers of planning are the National Planning Policy Framework (NPPF), the Local Plan from the Local Planning Authority (LPA) and then the Neighbourhood Plan (NP) The Np is created by public engagement and consists of policies and information relating to the parish. Typically, a NP will take about two years to prepare and publish.

Support is available in the form of a National Grant (about £9,000) expenses reimbursement from UDC (up to about £5,000) and RCCE in terms of practical support. Also to be considered is outside help with for example, landscape character, a design code and perhaps a wildlife survey.

As far as community involvement is considered the best advice is to break the project down into interest areas.

Asked about specifying young people's dwellings, Michelle particularly mention Community Land Trusts, a spin off from a NP and gave Thaxted as a local example.

22/04

OPEN FORUM

Clerk said that all items raised would be forwarded to the parish council for consideration and response.

Ivan Cooper mentioned the proposed PoW camp development and had been in contact with Sam Bampton of Pelham Structures. Clerk said same Bampton had emailed earlier in the day to postpone their presentation until July as their revised application had not yet been validated by UDC.

Ivan Cooper valued the monthly parish forum as it gave parishioners the chance to interact with councillors which was not possible at council meetings.

Ivan Cooper mentioned the recent granting of planning permission the Hatfield Haven. This was inexplicable as the earlier, and lesser proposal, has been refused. He had written to Nigel Brown and Peter Holt of UDC and was waiting for a response.

Diana Graves mentioned overgrown footpaths, especially FP56 from the Village Hall via the Twitchell to Broomfields and Cox Ley.

Diana Graves also mentioned the nuisance of high hedges and mentioned the legislation that could combat them. *Clerk said the route to follow was published on the UDC website including the steps to take and included a complaint form.*

Diana Graves, as church warden, expressed concern about several trees needing attention in the churchyard. This was reinforced by the finding of the recent Quinquennial inspection. She asked for the parish council to consider providing a grant to fund removal of the trees.

Diana Graves commented on the unsuitability of the present set of rubbish bins and described the sort of multi-purposed bins with closing lids that might be more fit for purpose.

Hilary Allen commented on the flower pots on the main road and asked whether they would be replanted in time for the Jubilee weekend. *She was assured they would be.*

Meeting ended at 20:35.

AGENDA: 22/30

Invoices for Authorisation to 27 April 2022

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
04/05/2022	B Newman	Removal of "Doctor's gate"	on-line	70.00	-	70.00	17	
06/05/2022	PW May	2 x Grass cutting	on-line	1,097.72	182.95	914.77	18	inv 3601
01/05/2022	Heath Computers	web site maintenance	on-line	66.00	11.00	55.00	19	
10/05/2022	HH URC	romm hire	on-line	199.50	-	199.50	20	Dec 21 - May 22
10/05/2022	PW May	flail mowing	on-line	300.00	50.00	250.00	21	inv 3609
26/05/2022	R Bowran	Office allowance + travelling	on-line	74.60	-	74.60	22	May-22
08/05/2022	R Bowran	CCTV Camera	on-line	98.99	16.50	82.49	23	via Amazon
09/05/2022	R Bowran	Litter pickers gloves	on-line	10.99	1.83	9.16	24	via Amazon
11/05/2022	R Bowran	SD card for CCTV camera	on-line	27.77	4.63	23.14	25	via Amazon
11/05/2022	R Bowran	batteries for CCTC camera	on-line	2.99	0.50	2.49	26	via Amazon
20/05/2022	R Bowran	New web-site hosting	on-line	119.99	20.00	99.99	27	Cloud Next
20/05/2022	R Bowran	New Domain name	on-line	132.00	22.00	110.00	28	Cloud Next
20/05/2022	PW May	Grass cutting	on-line	505.74	84.29	421.45	29	inv 3628
20/05/2022	J Kenney	Verge cutting	on-line	796.60	132.77	663.83	30	inv 0307
23/05/2022	Derek Farr	Internal audit x2	on-line	70.00	-	70.00	31	
27/05/2022	R Bowran	May salary	on-line	786.20	-	786.20	32	
27/05/2022	J Jackson	May salary	on-line	89.83	-	89.83	33	
27/05/2022	J Page	May salary	on-line	112.23	-	112.23	34	
27/05/2022	K Morris	May salary	on-line	112.23	-	112.23	35	
27/05/2022	J Sykes	May salary	on-line	179.67	-	179.67	36	
27/05/2022	HMRC	May payment	on-line	297.63	-	297.63	37	
23/05/2022	Gallagher	Insurance premium	on-line	2,548.71	-	2,548.71	38	
Total				7,699.38	526.46	7,172.92		

Cash receipts

Date	From	Description	Amount	vchr
10/05/2022	Cash	allotment rents	£440.00	R3

Total £440.00

Balance at Bank, after these transactions

45,895.01

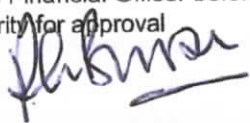
Section 2 – Accounting Statements 2021/22 for

HATFIELD HEATH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	64,841	60,170	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	42,145	42,145	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	935	19,570	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	16,318	15,710	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	31,434	69,927	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	60,170	36,249	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	60,170	36,249	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	84,737	84,737	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



23/05/2022

Date

I confirm that these Accounting Statements were approved by this authority on this date:

01/06/2022

as recorded in minute reference:

M02 22/31.2

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

HATFIELD HEATH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

01/06/2022

and recorded as minute reference:

M02 22/31.1

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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Annual Internal Audit Report 2021/22

HATFIELD HEATH PARISH COUNCIL

www.hatfieldheathparish council.com

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

15/03/2022 23/05/2022

Name of person who carried out the internal audit

Derek Farr

Signature of person who carried out the internal audit



Date

23/5/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – May 2022

Date: 26 May 2022

Summary of main items of activity:

- Prepared agenda for May Planning committee and wrote minutes
- Prepared agenda and papers for May Annual Meeting of Parish Council
- Prepared minutes of Annual Meeting of Parish Council
- Updated payroll and reported to HMRC
- Completed accounting records and reports including first stage AGAR
- Completed second internal audit with Derek Farr
- Initiated commencement of new website
- Prepared agenda for and attended the Annual Parish Meeting.
- Attended meeting of TPLPG on 16 May
- Attended Jubilee celebrations at Primary School
- Carried out normal monthly administration tasks

KEY TASK MONITOR		MAY 2022	CURRENT	Agenda : 22/33		
SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN	
Village Car Park	Investigate a monitoring system. To avoid long-term parking and free up space for locals	Follow up with North Essex Parking Partnership and cost out a scheme.	M	NR/ML	Ongoing	
Village Sign	Request for CCTV coverage Concerns over condition and maintenance	Consider practicality and options Open item	L M	MB HHPC	Ongoing Open	
Flooding – Stortford Road	Three major flooding issues. Croft plan approved.	Visit by Highways in April 2021. Fol request sent to Essex, reply not helpful	H	NR/Clerk	Ongoing	
Flooding – Dunmow Road	Issue outside Lea Hall. Conduit cleared but ditches remain blocked.	Letter sent to LoM agent, no response. Cty Cllr has followed up with Bidwells	H	SB	Ongoing	
Play Areas and Paths	H&S. RoSPA report identified areas to be addressed	Quarterly risk assessment needs to be completed for April, July, October and January.	H	CO/SK	Ongoing	
Website Maintenance	Review of website and its maintenance	Contract now placed with Eyelid Productions	M	Clerk	Ongoing	
Village Green Maintenance	Cut village green and verges.	Contract given to PW May. Monitor.	M	HHPC	Ongoing	
Emergency Plan	Plan completed but GDPR implications need to be clarified.	New Emergency Planning Consultant appointed. Clerk in liaison.	M	Clerk	Ongoing	
Highways – Cox Ley Road	Cty Cllr to see if any remedial works are planned.	Formal approach to Essex Highways.	M	Clerk	Ongoing	
Special Constables	Employ a village PCSO. Costs too high for HHPC to bear alone.	Need to establish what alternatives exist. NC produced adverts and advertising now out.	H	Clerk/NC	09/21	
Speeding /Road Safety	Can Essex do anything to help with excess speeds through the village?	Cty Cllr advises that it may be budgeted for in 2022/23. PCSO taking action as a result of checks on 24 May.	M	NR	Ongoing	
Signage – Pond Lane	Replace multiple signs with an “estate” sign	Review policy and communicate with businesses	M	MB/Clerk	Open	
Dog Bins	Establish need and locations	Quotation obtained. Awaiting confirmation that UDC will empty them once installed.	M	Clerk	Open	

Hastoe Project – Cox Ley	Planning consent has been given, there are no published conditions	Contact developer for clarification	L	Clerk	09/21
Broomfields Trees	No one maintaining trees in Broomfields especially near No 74.	UDC established ownership and responsibility. Asset schedule has been promised	M	Clerk	04/22
Defibrillator at the Co-op	No access code for the unit is known	Establish who has been trained. Carol Dixon-Smith seems to have the answers.	M	NR	
Tree maintenance	Number of trees in village that need attention	Quotes to be discussed at next HHPC meeting. Ownership of trees in the village to be established with UDC	M	Clerk	01/09
Call for Sites	Deep concerns about implications of UDC's Call for Sites document.	TP/LPG created which will report back to the Planning Committee and thence to Council.	H	planning	ongoing
Parking outside Hunters Meet	General parking issues	Write to all who are blocking footways	M	NR	Nov 21
Permanent Xmas tree	Plant a Norwegian Spruce	Contact Matthews	M	ML	Nov 21
High Pastures	Cert of Lawfulness granted.	Grounds for this decision highly suspect. Contact Sarah Lawson at UDC.	H	ML	Oct 21
Village Green maintenance	Criticisms from public	Review contract with Peter May	M	Clerk	Nov 21
LoM roles and responsibilities	Unclear about who owns what	Clerk to arrange meeting with LoM and/or agent	M	Clerk	Nov 21
Pedestrian Crossing	Increased risk to children crossing main road	See if this can be added to Highways wish list	M	NR	Dec 21
Orchard Disabled parking	Essex Highways wish to remove disabled space.	Counter this and suggest increase in spaces to be used properly	H	ML	Dec 21
Lighting in The Close	Failure of lights	Log the offending assets and report to UDC for rectification	H	NR/CO	Dec 21
Pothole outside surgery	Needs mending	Add to list of issues to discuss with the practice manager	H	Clerk	Dec 21
Jubilee celebrations	Arrangements	Need to co-ordinate arrangements and events to prevent clashes	M	NR/MB	Dec 21
Road crossing from church car park	Hazardous crossing of main road	Talk to Cty Cllr and Rissa Long	M	NR	Feb 22
Ardley Crescent accident	Dog bin missing	Contact police to find culprit	M	Clerk	Feb 22
Parking outside Hunters Meet See item above	Cars blocking pavement causing pedestrians to walk in the road	Letter to be sent to the owner	H	Clerk	Mar 22

Pothole in drive to surgery See item above	Complaints about a pothole	Surgery to be contacted by ML	M	ML	Mar 22
Dog Bins See item above	Continuing complaints about non emptying	Established collection days are Mon, Wed and Fri	M	Clerk	Mar 22
Village handyman	Is there a need to employ one?	Create an invitation to be a preferred contractor	M	Clerk	Mar 22
Ley Hall development	PC had objected. S106 issues need to be resolved	Nigel Brown (UDC) has opined that consent would be granted. PC to be consulted?	M	Clerk	Mar 22
Planning enforcement	Multiple instances where enforcement action is not being taken.	Discussion with CEO (UDC) about future plans to address this	H	ML	Mar 22
Playground	Damage/vandalism in evidence	Investigate alternative form of security fencing	M	NR	May 22
Deer signs	Warning signs needed	Clerk to establish locations and obtain warning signs.	M	Clerk	May 22

KEY TASK MONITOR	May 2022	ARCHIVE
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SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
War Memorial Grant	Refurbish & maintain War Memorial	Grant obtained, contractor appointed, work completed. Ongoing garden maintenance in place.	M	Clerk	Done
Playground – COVID19	Risk assessment carried out and posters displayed in car park.	National guidelines followed; Weekly checks being carried out.	M	CO	Ongoing
Litter Pickers	Establish routes for each litter picker; provide equipment	Meet with litter pickers, agree routes and establish equipment requirements.	M	NB	Done
Finance	Reclaim of VAT and UDC (sic) funding for rural verges	Three years' Vat recovered (£8,000) and ECC invoiced for 2020/21 and recovered (£2,200)	M	Clerk	Done
Shops Re-opening - COVID19	Need to publish guidance for shop openings.	Advice posted on website and leaflets distributed, website needs updating.	M	PC	Done
Memorial Plaque	Design and purchase	Unveiling ceremony took place on 24 September 2021	M		completed

Allotments	Mend fences.	Quote accepted from Kings of Essex.	M	SK	completed
Village Green – Wooden Posts	Replace and renew posts	Quote agreed with Peter May and task now completed. More posts damaged.	M	NR	completed
Church Road Car Park	Resurfacing to allow more and safer parking at that end of the village	Written permission from H Turtill on behalf of the LoM received.	M	NR/ML	completed
Village Green Maintenance	Maintain the six ponds on the Heath	Contract given to J Kenney.	M	HHPC	completed
Speeding	Establish a Speeding sub-committee to include villagers.	SS to write an article for village magazine and encourage attendance at next Forum	H	SS	completed
The Close	A number of issues and a lack of response from landlord	Review of all issues	M	ML + CO	Completed
Memorial benches for RBL	Suggestion of a memorial bench for two past RBL members.	A location and acceptance agreed at HHPC meeting	M	Clerk	Completed
Stansted Airport	Noise and impact on village an ongoing concern	Appeal process still in train	M	MB	Appeal ended
Abandoned Kangoo Van	Van abandoned in village car park for three months. Not taxed.	Investigate how to get the vehicle removed.	M	ML	Done Mar 22
Unsafe gate – VH to Surgery	Complaints that the gate is causing injury to users	Resolved by removal of gate	M	PB	May 22