

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 **7.00pm on Wednesday 03 August 2022** to transact the business set out in the agenda below.

Parish Clerk
28 July 2022

The meeting will be preceded by a presentation by District Cllr John Evans, chair of the Stebbing Neighbourhood Plan Steering Committee, on his experience of the practicalities of preparing a Neighbourhood Plan.

AGENDA

Welcome by the Chairman

22/62	APOLOGIES FOR ABSENCE To receive any apologies for absence
22/63	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
22/64	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
22/65 	MINUTES OF MEETING To approve the minutes of the meeting of 06 July 2022 (M03) To discuss any matters arising from the minutes not included elsewhere on the agenda.
22/66 	PLANNING COMMITTEE To note the draft minutes of the Planning Committee held on 25 July 2022. (P04) To note the draft response of the Planning Committee to planning application UTT/22/1947/FUL, which will now be sent to UDC, unless there are any further amendments

22/67	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
22/68  	FINANCIAL REPORT Approval of Expenditure. To note items of expenditure in July 2022 as approved by the Finance committee Management Accounts To note Management Accounts for the four months to 29 July 2022.
22/69 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
22/70	KEY TASK MONITOR To review and update the Key Task Monitor.
22/71	HIGHWAYS MATTERS To consider any matters relating to Highways
22/72	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management.
22/73	ALLOTMENT REPORT To receive and note a report on the Allotments.
22/74	PLAYGROUND To consider any matters relating to the playground.
22/75	VILLAGE GREEN To consider any matters relating to the village green
22/76	NEIGHBOURHOOD PLAN To note progress on the proposed Neighbourhood Plan following the briefing Cllr John Evans.
22/77	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members
22/78	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
22/79	DATE OF NEXT MEETINGS The next scheduled meeting of the Council is on Wednesday 07 September 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 Meeting of the Parish Council held at URC Hall, Hatfield Heath at 19:30 on Wednesday 06 July 2022

Present:

Cllr M Bissell (MB) Chairman
Cllr P Brown (PB)
Cllr N Robley (NR)

Cllr N Champion (NC)
Cllr C Overton (CO)

Cllr M Lemon (ML) [at 20:50]
Cllr S Saban (SS)

In attendance: R Bowran – Parish Clerk 24 members of the public

Welcome by the Chairman

22/43	APOLOGIES FOR ABSENCE Apologies received and accepted from Cllr Breavington and Cllr King
22/44	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members.
22/45	PLANNING APPLICATION UTT/22/1261/FUL – LAND WEST OF MILL LANE A presentation was made by Sam Brampton of Pelham Structures who are proposing a development on the POW Camp 116 on land to the west of Mill Lane. Members of the public spoke and presented their main objections to the proposal which majored on: • Road access and traffic congestion • Danger to pedestrians, wildlife and horse riders • Flood risks especially on Stortford Road • Pressure on local services, especial school and doctor's surgery • Unlikely to be a demand for holiday lets on site • Loss of the historic PoW Camp 116 Pelham Structures countered this by stating: • Mill Lane would be widened • Flooding would be averted by the use of a SuDS scheme • PoW Camp likely to deteriorate if permission not granted Hatfield Regis Local History Society regretted that they had not been consulted on this revised application. Pelham Structures agreed to facilitate a site visit so that at least a photographic record could be made.
22/46	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 commented on overgrown footway on Sheering Road. This had been reported to Essex Highways and an inspection is being carried out.

Minutes are subject to approval at the Parish Council meeting on 03 August 2022.

	A member of the public reported open bonfire on the green. Important that all incidents of this nature are reported to the police.
22/47	MINUTES OF MEETING Resolved: To approve the minutes of the meeting of 01 June 2022 (M02) There were no matters arising from the minutes not included elsewhere on the agenda.
22/48	PLANNING COMMITTEE Noted: The draft minutes of the Planning Committee held on 27 June 2022. (P03) Noted: The draft response of the Planning Committee to planning application UTT/22/1261/FUL, which will be sent to UDC on 07 July. All agreed.
22/49	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
22/50	FINANCIAL REPORT Approval of Expenditure. Noted: The items of expenditure in June 2022 as approved by the Finance committee Bank Mandate Resolved: To add Cllrs Breavington and Champion to the mandate of authorised signatories for the council's current account with Unity Trust Bank.
22/51	CLERK'S REPORT & CORRESPONDENCE Noted: The Clerk's report and correspondence received.
22/52	KEY TASK MONITOR The Key Task Monitor will be updated with the comments from the forum meeting held on 11 June.
22/53	HIGHWAYS MATTERS To consider any matters relating to Highways • Pothole candidates for repair had been forwarded to County Cllr Barker. • Noted that some kerbstones in Broomfields had become displaced.
22/54	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. • A CCTV camera had now been acquired to monitor traffic patterns and arrangements were made for its installation • Noted that there is still an abandoned Volvo in the car park. The car is untaxed and has no MoT certificate. ML to contact UDC about its removal.
22/55	ALLOTMENT REPORT To receive and note a report on the Allotments. • The recurring rabbit problem was raised. RB had reported that two visits a day were needed. Agreed that the parish would not fund such a programme.

Minutes are subject to approval at the Parish Council meeting on 03 August 2022.

22/56	PLAYGROUND To consider any matters relating to the playground. • RoSPA annual inspection report had been received and was passed to SK for review and comment on work needed. • Noted the boundary fence had been vandalised. Suggestion that loop-top steel fencing could be installed. SK to effect interim repairs.
22/57	VILLAGE GREEN To consider any matters relating to the village green • To consider a request from Joshua Meakin to locate a funfair on the Green for two weeks in September. This was denied on the basis that the regular funfair operator has also asked for a date in September. CO to forward details of the request. • Christmas Tree. Quotes for the installation of a permanent Christmas tree were being sought by SS for installation in November. • Bollard outside school is displaced and had been reported to Essex Highways. • Tree issues on the green and overgrowth on Sawbridgeworth Road and Stortford Road, meeting sought with Bidwells. • Abandoned Black Audi noted, ML to contact UDC about removal. • Concerns about parking at Hunters Meet obstructing the footway. • Review needed of village green posts, many of which are broken or rotten.
22/58	NEIGHBOURHOOD PLAN There was no further report on the proposed Neighbourhood Plan.
22/59	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members • Eden Surgery, meeting with Peter Eldon, Practice Manager on 21 June. NR reported on concerns expressed by parishioners particularly on queuing and telephone communications. Practice manager responded with statistics on the increased burden on the surgery post Covid restrictions and outlined measures being taken to make improvements. NR to forward his meeting notes to the organisers of a separate meeting being arranged by members of the public. • Parishes Forum with CEO of UDC Peter Holt. Main topics being the deterioration in the handling of planning matters and the delays in the production of a new Local Plan, not now expected to be published until 2025.
22/60	AGENDA ITEMS FOR NEXT MEETING No additional items for the agenda of the next meeting.
22/61	DATE OF NEXT MEETINGS • The next scheduled meeting of the Council is on Weds 03 August 2022

Meeting ended at 21:45.

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 15:00 on Monday 25 July in the URC Hall

Present:

Cllr M Bissell (MB)

Cllr N Champion (NC)

Cllr N Robley (NR)

In attendance:

R Bowran – Parish Clerk

P22/20	APOLOGIES FOR ABSENCE Cllr Sam King was absent.
P22/21	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
P22/22	PUBLIC PARTICIPATION There were no questions from members of the public on matters within the remit of the Planning Committee.
P22/23	MINUTES Resolved: To approve the minutes of the Planning Committee meeting held on 27 June 2022 (P02)
P22/24	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION Site redevelopment involving demolition of buildings (in B8 and ancillary Use) and erection of storage, packing, distribution and ancillary buildings (B8 Use). Erection of 1 no. dwelling with residential garden and related change of use of land. All related works, landscaping and infrastructure Camp Poultry Farm Mill Lane Hatfield Heath Bishops Stortford CM22 7AA Ref. No: UTT/22/1947/FUL HHPC Comment: Objection. Multiple reasons to be submitted. Request to be made to consider this application at the same time as UTT/22/1261/FUL DECISIONS MADE BY THE LPA FOR NOTING 1no. Horse chestnut - Fell to ground level Vendor Stortford Road Hatfield Heath Essex CM22 7DL Ref. No: UTT/22/1795/TPO Status: Approved 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 Status: Approved Single storey rear extension and front porch Maple Cottage 1 Foxglove Farm Dunmow Road Hatfield Heath Essex CM22 7BL Ref. No: UTT/22/1405/HHF Status: Approved

	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 Status: Approved Single storey rear extension and partial garage conversion to form habitable accommodation Woodlands Mill Lane Hatfield Heath Essex CM22 7AA Ref. No: UTT/22/0867/HHF Status: Approved PLANNING APPEALS None received ENFORCEMENT ISSUES None received. Upon enquiry UDC do not have a schedule of outstanding enforcement issues relating to the parish.
P22/25	PELHAM STRUCTURES Pelham Structures planning application UTT/22/1261/FUL for the site in Mill Lane. A date for the consideration of this application has not yet been published. Request for it to be considered at the same time as UTT/22/1947/FUL
P22/26	NEIGHBOURHOOD PLAN Dist. Cllr John Evans will be describing the process of the Stebbing Neighbourhood Plan at the council meeting on 03 August.
P22/27	THREE PARISHES LOCAL PLANNING GROUP / TPLPG There have been no further meetings of the Group. NR to speak with Cllr Keith Artus of HBOPC and then arrange a further meeting.
P22/28	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
P22/29	DATE OF NEXT MEETING The next scheduled meeting is on Monday 29 August 2022.

Meeting ended at 16.20

Invoices for Authorisation to 22 July 2022

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
28/06/2022	HH Village hall Trust	Hire of Institute Jan 22 to Jun 22	on-line	132.00	-	132.00	53	
22/06/2022	Rodect	Allotment Pest Control	on-line	50.00	-	50.00	54	
17/06/2022	PW May	Grass Cutting	on-line	505.74	84.29	421.45	55	Inv 3676
24/06/2022	Glasdon	Replacement Bench	on-line	638.17	106.36	531.81	56	
01/07/2022	RCCE	Annual Subscription	on-line	72.60	12.10	60.50	57	
01/07/2022	Heath Computers	Web site maintenance	on-line	66.00	11.00	55.00	58	
23/06/2022	B Newnman	Car park clearance	on-line	160.00	-	160.00	59	
25/07/2022	K Morris	July salary	on-line	112.23	-	112.23	60	
25/07/2022	J Jackson	July salary	on-line	89.83	-	89.83	61	
25/07/2022	J Page	July salary	on-line	112.23	-	112.23	62	
25/07/2022	J Sykes	July salary	on-line	179.67	-	179.67	63	
25/07/2022	R Bowran	July salary	on-line	786.20	-	786.20	64	
25/07/2022	HMIRC	Tax and NI July 22	on-line	297.63	-	297.63	65	
25/07/2022	R Bowran	Expenses - mileage,	on-line	74.60	-	74.60	66	

Total **3,276.90** **213.75** **3,063.15**

Cash receipts

Date	From	Description	Amount	vchr
12/07/2022	Michael Hockley	Replacement Bench	£531.81	R4

Total **£531.81**

AGENDA: ~~18/07/2022~~
22/68.1

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

AGENDA: 22/6/22
22/68.2 29 July 2022 (2022-2023)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Bank charges				80.00	18.00	62.00	62.00 (77%)
10	Car Mileage				400.00		400.00	400.00 (100%)
11	Members expenses				100.00		100.00	100.00 (100%)
16	Data Registration				40.00		40.00	40.00 (100%)
17	EALC Subscription				550.00	492.73	57.27	57.27 (10%)
18	SLCC Subscription				100.00		100.00	100.00 (100%)
24	Insurance				1,450.00	2,548.71	-1,098.71	-1,098.71 (-75%)
25	Elections				250.00		250.00	250.00 (100%)
26	Printing Postage Stationery				100.00	51.49	48.51	48.51 (48%)
28	Training				400.00		400.00	400.00 (100%)
29	Office Provision					919.20	-919.20	-919.20 (N/A)
48	Other Subscriptions					160.50	-160.50	-160.50 (N/A)
55	Hall Hire				450.00	331.50	118.50	118.50 (26%)
62	Misc Expenses							(N/A)
65	Admin/Finance Support							(N/A)
SUB TOTAL					3,920.00	4,522.13	-602.13	-602.13 (-15%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Rents	430.00	440.00	10.00				10.00 (2%)
8	Repairs & Maintenance							(N/A)
54	Grass Cutting Allotment				230.00		230.00	230.00 (100%)
60	Pest Control				200.00	100.00	100.00	100.00 (50%)
SUB TOTAL		430.00	440.00	10.00	430.00	100.00	330.00	340.00 (39%)

Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Street Furniture		531.81	531.81	2,500.00		2,500.00	3,031.81 (121%)
40	Grants				3,500.00		3,500.00	3,500.00 (100%)
41	Wildlife Area				500.00		500.00	500.00 (100%)
42	Green Waste Skips				2,500.00		2,500.00	2,500.00 (100%)
44	Wildlife Project				1,500.00		1,500.00	1,500.00 (100%)
45	War Memorial				300.00		300.00	300.00 (100%)
SUB TOTAL			531.81	531.81	10,800.00		10,800.00	11,331.81 (104%)

Audit

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Internal Audit				280.00	70.00	210.00	210.00 (75%)
5	External Audit				200.00		200.00	200.00 (100%)

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

29 July 2022 (2022-2023)

SUB TOTAL

480.00 70.00 410.00 410.00 (85%)

Car Parks

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Village car park				1,200.00	268.11	931.89	931.89 (77%)
22	Church car park							(N/A)
SUB TOTAL					1,200.00	268.11	931.89	931.89 (77%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Community Events				300.00		300.00	300.00 (100%)
30	Annual Parish Meeting				100.00		100.00	100.00 (100%)
33	Christmas Tree				500.00		500.00	500.00 (100%)
35	Fairs	1,850.00		-1,850.00		1,055.43	-1,055.43	-2,905.43 (-157%)
SUB TOTAL		1,850.00		-1,850.00	900.00	1,055.43	-155.43	-2,005.43 (-72%)

Highways

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

Information Technology

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Web-site				700.00	220.00	480.00	480.00 (68%)
31	IT Repairs and Software				50.00	70.98	-20.98	-20.98 (-41%)
32	IT Equipment				50.00		50.00	50.00 (100%)
53	Zoom Subscriptions							(N/A)
78	Web-site Rebuild				2,000.00	959.98	1,040.02	1,040.02 (52%)
SUB TOTAL					2,800.00	1,250.96	1,549.04	1,549.04 (55%)

Litter Picking

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Litter Picking PPE					9.16	-9.16	-9.16 (N/A)

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

29 July 2022 (2022-2023)

SUB TOTAL	9.16	-9.16	-9.16 (N/A)
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Neighbourhood Plan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	NP Consultants				2,000.00		2,000.00	2,000.00 (100%)
80	Publicity & Meetings				2,000.00		2,000.00	2,000.00 (100%)
81	Printing				1,000.00		1,000.00	1,000.00 (100%)
82	UDC Support	5,000.00		-5,000.00				-5,000.00 (-100%)
SUB TOTAL		5,000.00		-5,000.00	5,000.00		5,000.00	(0%)

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					75.00	-75.00	-75.00 (N/A)
63	Tree Works					300.00	-300.00	-300.00 (N/A)
64	Poppy Appeal							(N/A)
66	Cricket Club							(N/A)
SUB TOTAL					375.00	-375.00		-375.00 (N/A)

Other Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69	V.A.T. Expenditure							(N/A)
SUB TOTAL								(N/A)

Other Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	V.A.T. Income							(N/A)
SUB TOTAL								(N/A)

Playgrounds

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Repairs & Maintenance				1,000.00	91.00	909.00	909.00 (90%)
46	Play Area				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					2,000.00	91.00	1,909.00	1,909.00 (95%)

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

29 July 2022 (2022-2023)

Policing

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

Precept

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

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

Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Current Staff				10,800.00	3,931.20	6,868.80	6,868.80 (63%)
7	Locum Clerk/RFO							(N/A)
47	Prior Staff							(N/A)
51	HMRC					892.89	-892.89	-892.89 (N/A)
52	Litter Pickers				5,000.00	1,975.64	3,024.36	3,024.36 (60%)
SUB TOTAL					15,800.00	6,799.73	9,000.27	9,000.27 (56%)

TPLPG

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71	Consultants				2,000.00		2,000.00	2,000.00 (100%)
72	Hatfield Broad Oak pc							(N/A)
73	Great Hallingbury pc		500.00	500.00				500.00 (N/A)
74	Little Hallingbury pc							(N/A)
83	Secretariat				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL			500.00	500.00	3,000.00		3,000.00	3,500.00 (116%)

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

29 July 2022 (2022-2023)

Village Green

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Grass cutting				3,000.00	3,104.31	-104.31	-104.31 (-3%)
15	Repairs & Maintenance				4,000.00	601.81	3,398.19	3,398.19 (84%)
36	ECC Highways	2,265.00		-2,265.00				-2,265.00 (-100%)
43	Rural Verges				2,640.00	663.83	1,976.17	1,976.17 (74%)
67	Heath Posting							(N/A)
75	conservation area							(N/A)
SUB TOTAL		2,265.00		-2,265.00	9,640.00	4,369.95	5,270.05	3,005.05 (25%)

Summary

NET TOTAL	51,690.00	22,544.31	-29,145.69	58,220.00	18,911.47	39,308.53	10,162.84 (9%)
V.A.T.					1,190.04		
GROSS TOTAL		22,544.31			20,101.51		

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – July 2022

Date: 29 July 2022

Summary of main items of activity:

- Prepared agenda for July Planning committee and wrote minutes
- Prepared agenda and papers for July Meeting of Parish Council
- Prepared minutes of June Meeting of Parish Council
- Initiated commencement of new website
- Attended Dunmow Parish Forum with Peter Holt (plus NR) on 05 July
- Arranged meeting with Lord of Manor's agent for Monday 15 August
- Carried out normal monthly administration tasks

Correspondence

- Request for grant from Citizens Advice East Herts (*sic*)
- Followed up complaint about incursive vegetation on Sheering Road
- Responded to complaint about Mill Lane campaign posters
- Reported pavement parking to PCSO Mike O'Donnell-Smith
- Corresponded with UDC about outstanding enforcement issues
- Reported outstanding potholes to Cllr Barker for special attention
- Policing our Parishes – PCSO Mike O'Donnell-Smith – 26 September