

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 **19:30 on Wednesday 07 September 2022** to transact the business set out in the agenda below.

Parish Clerk
01 September 2022

AGENDA

Welcome by the Chairman

22/80	APOLOGIES FOR ABSENCE To receive any apologies for absence
22/81	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
22/82	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
22/83 	MINUTES OF MEETING To approve the minutes of the meeting of 03 August 2022 (M04) To discuss any matters arising from the minutes not included elsewhere on the agenda.
22/84	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
22/85 	FINANCIAL REPORT 1. Approval of Expenditure. To note items of expenditure in August 2022 as approved by the Finance committee 2. Management Accounts To note Management Accounts for the four months to 30 August 2022.

	3. SAAA Opt Out Decision The current contract for external audit terminates this year. For the year 2023/24 the Smaller Authorities Audit Appointments have given us the opportunity to opt out of future collective arrangements and appoint our own external auditor. Clerk's recommendation is to remain in the collective agreement.
22/86 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received. • Request to support revised chair storage at the URC Hall to only two high. • Proposal in principle to purchase 10 Samsung tablets for the use of Members for council business at an estimated cost of £2,000.
22/87	KEY TASK MONITOR To review and update the Key Task Monitor.
22/88	HIGHWAYS MATTERS To consider any matters relating to Highways 1. Speeding on Sawbridgeworth Road 2. Proposal to purchase a VAS Sign
22/89 	MEMORIAL FLAG BOX Proposal to council for funding a flag box and print relating to the B26 Memorial.
22/90	LOCAL POLICE VISIT Locality policing. To note there will be a visit by the Neighbourhood Team on Monday 26 September.
22/91	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. 1. Installation of CCTV 2. Removal of abandoned car
22/92	ALLOTMENT REPORT To receive and note a report on the Allotments.
22/93	PLAYGROUND To consider any matters relating to the playground. 1. New bow-top fencing. 2. Repairs as a result of the findings of the RoSPA report.
22/94	VILLAGE GREEN To consider any matters relating to the village green 1. Visit by Bidwells on behalf of the Lord of the Manor 2. Ragwort clearance
22/95	NEIGHBOURHOOD PLAN Proposal by Cllr Robley on the pathway to producing the proposed Neighbourhood Plan.
22/96	NEIGHBOURHOOD WATCH Report of the current status of Neighbourhood Watch.

22/97	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members
22/98	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
22/99	DATE OF NEXT MEETINGS The next scheduled meeting of the Council is at 19:30 on Wednesday 05 October 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 19:40 on Wednesday 03 August 2022

Present:

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

Cllr N Champion (NC)
Cllr C Overton (CO)
Cllr S King (SK)

Cllr M Lemon (ML)
Cllr S Saban (SS)
Cllr R Breavington (RB)

In attendance: R Bowran – Parish Clerk 10 members of the public

The meeting was 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.

Welcome by the Chairman

22/62	APOLOGIES FOR ABSENCE There were no apologies for absence
22/63	DECLARATIONS OF PECUNIARY INTEREST There were no 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 A Member of the Public commented on the latest planning application at Greenways in Mill Lane, and that all the objections to the earlier pelham Structures application were repeated here. A Member of the Public commented that despite the village litter pickers there was more rubbish being scattered in the Heath. <i>NR commented that we were trying to regularise UDC bin emptying. Also, to get shop owners to clear up outside their own establishments.</i> A Member of the Public commented that the Greenways planning application also impacted upon the PoW camp. And that the claim that this is previously developed land is inconsistent with the green belt designation. There appear to be proposals for much larger trucks. There continues to be a lack of response from UDC to correspondence on the subject. A Member of the Public commented on the future of the PoW huts which are unique in the historical context. <i>NR read out the draft response that he had written.</i> A Member of the Public commented on the disabled parking bay markings at 18 Broomfields. <i>ML said he would pursue this with UDC.</i>

Minutes are subject to approval at the Parish Council meeting on 07 September 2022.

22/65	MINUTES OF MEETING Resolved: To approve the minutes of the meeting of 06 July 2022 (M03)
22/66	PLANNING COMMITTEE Noted: The draft minutes of the Planning Committee held on 25 July 2022. (P04) Noted: The draft response of the Planning Committee to planning application UTT/22/1947/FUL, which will now be sent to UDC, with some amendments
22/67	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS Dist. Cllr Lemon reported a new Director of Planning at UDC is shutting down all access to the planning department for a week from 08 August to allow officers to catch up on planning applications and enforcement issues. Local Plan all day meeting on 04 August. Contents about preferred sites are still confidential. Cty Cllr Barker <i>in absentia</i> reports chasing up progress in resolve pot hole maintenance.
22/68	FINANCIAL REPORT 1. Approval of Expenditure. Noted: To note items of expenditure in July 2022 as approved by the Finance committee 2. Management Accounts Noted: To note Management Accounts for the four months to 29 July 2022. NR asked for progress in adding additional signatures on bank mandate. Clerk responded <i>this this was progressing</i> .
22/69	CLERK'S REPORT & CORRESPONDENCE Noted: The Clerk's report and correspondence received. ML asked if pavement parking had been reported to the police. Clerk said <i>that it had and we were expecting a visit from our PCSO this day</i> . Parking at Hunters Meet had not been reported. RCCE had corresponded that a local land owner was offering some land as an exception site for affordable housing. Clerk was encouraged to follow this up and include an update on a housing needs survey, which would be needed as part of the Neighbourhood Plan.
22/70	KEY TASK MONITOR To review and update the Key Task Monitor. This will be resumed after the next Forum meeting on 13 August.
22/71	HIGHWAYS MATTERS To consider any matters relating to Highways. • Parking on pavements. Passed to PCSO Mike McDonnell-Smith. Hunters Meet pavement parking also mentioned. Clerk to write to house holder and the police. Clerk to investigate the provisions contained in the Road Traffic Act. • Non-functioning speed sign outside school. Clerk to investigate cost for parish to acquire one.

Minutes are subject to approval at the Parish Council meeting on 07 September 2022.

	• Question of a 20-mph speed limit outside the school at start and finish time. Suggestion that promised road reconfiguration would assist in slowing traffic down. • Noted the increase in traffic since the opening of M11 Junction 7A, especially HGVs. Suggested that we should engage a traffic surveyor, NR to supply name of previous contractor. • Missing traffic bollard by schools till missing. Clerk to contact Rissa Long at Essex Highways.
22/72	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. • MB to set up sign warning of CCTV coverage in village car park. • ML has reported abandoned Volvo and will chase it up with UDC. • Car has been de-weeded. • Clerk to contact Fish Inn to get up to date bill for lighting the car park
22/73	ALLOTMENT REPORT To receive and note a report on the Allotments. • Rabbits still present. • All plots have been taken. • Complaint about machinery noise has been resolved by RB.
22/74	PLAYGROUND To consider any matters relating to the playground. • SK has reviewed the RoSPA inspection report. Some tightening of bolts needed. • Does playground need refreshing, consensus was that it didn't. • SK seeking quotes for new bow top metal fencing. Temporary repairs carried out were praised.
22/75	VILLAGE GREEN To consider any matters relating to the village green • Still vandalism. Seem to emanate from Leventhorpe School. Clerk to provide contact details of police contact for inclusion in village magazine. Is there a need for increased CCTV surveillance. • NR and PB have toured the green and reported on repairs needed to posting, and a new barrier opposite Forge Cottages. • UDC have filled potholes at doctors' surgery. • Meeting with Lord of manor's agent at Bidwells will be at 10am on Monday 15 August. Rendezvous in URC car park, NR, PB and ML to attend. • NR to talk to P May about disposal of Ragwort.
22/76	NEIGHBOURHOOD PLAN To note progress on the proposed Neighbourhood Plan following the briefing Cllr John Evans. • Extra parish council meeting after review of material loaned by Stebbing Neighbourhood Plan. • NR to take on role of project manager, and propose way forward at next council meeting.

Minutes are subject to approval at the Parish Council meeting on 07 September 2022.

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. • Proposal to council for funding a flag box and print relating to the B26 Memorial. • Current status of Neighbourhood Watch. • Proposal by NR for way forward on Neighbourhood Plan.
22/79	DATE OF NEXT MEETINGS The next scheduled meeting of the Council is on Wednesday 07 September 2022

Meeting ended at 21:10.

Invoices for Authorisation to 26 August 2022

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
01/08/2022	Heath Computers	Web site maintenance	on-line	56.00	11.00	55.00	67	
01/08/2022	Heath Computers	Domain hosting & registration	on-line	96.00	16.00	80.00	68	
26/08/2022	K Morris	August salary	on-line	112.23	-	112.23	69	
26/08/2022	J Jackson	August salary	on-line	89.83	-	89.83	70	
26/08/2022	J Page	August salary	on-line	112.23	-	112.23	71	
26/08/2022	J Sykes	August salary	on-line	179.67	-	179.67	72	
26/08/2022	R Bowran	August salary	on-line	786.20	-	786.20	73	
26/08/2022	HMRC	Tax and NI August 22	on-line	297.63	-	297.63	74	
26/08/2022	R Bowran	Office stationery	on-line	7.07	1.18	5.89	75	
26/08/2022	R Bowran	Expenses - mileage,	on-line	100.60	-	100.60	76	

Total	1,847.46	28.18	1,819.28
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Cash receipts

Date	From	Description	Amount	vchr
08/08/2022	HMRC	VAT repayment 2021/22	£8,852.43	R5

Total	£8,852.43
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AGENDA: 22/85.1

Hatfield Heath Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

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	57.38	42.62	42.62 (42%)
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	4,528.02	-608.02	-608.02 (-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

1 September 2022 (2022-2023)

SUB TOTAL		480.00	70.00	410.00	410.00 (85%)
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Car Parks

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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 +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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 +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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 +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
2	Web-site				700.00	275.00	425.00	425.00 (60%)
31	IT Repairs and Software				50.00	150.98	-100.98	-100.98 (-201%)
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	1,385.96	1,414.04	1,414.04 (50%)

Litter Picking

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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

1 September 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		8,852.43	8,852.43				8,852.43 (N/A)
SUB TOTAL		8,852.43	8,852.43				8,852.43 (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

1 September 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	4,717.40	6,082.60	6,082.60 (56%)
7	Locum Clerk/RFO							(N/A)
47	Prior Staff							(N/A)
51	HMRC					1,190.92	-1,190.92	-1,190.92 (N/A)
52	Litter Pickers				5,000.00	2,469.22	2,530.78	2,530.78 (50%)
SUB TOTAL					15,800.00	8,377.54	7,422.46	7,422.46 (46%)

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

1 September 2022 (2022-2023)

Village Green

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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	31,396.74	-20,293.26	58,220.00	20,630.17	37,589.83	17,296.57 (15%)
V.A.T.					1,218.22		
GROSS TOTAL		31,396.74			21,848.39		

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – August 2022

Date: 31 August 2022

Summary of main items of activity:

- Prepared agenda for August Planning committee and
- Prepared agenda and papers for August meeting of Parish Council
- Prepared minutes of July Meeting of Parish Council
- Attended meeting with Lord of Manor's agent on Monday 15 August
- Recovered £8,832 VAT from HMRC
- Carried out normal monthly administration tasks

Correspondence

- Corresponded with UDC about outstanding enforcement issues
- Followed up outstanding potholes to Cllr Barker for special attention
- Request from Holy Trinity churchwardens for grant funding for tree works
- Invitation from SLCC to participate in Civility and Respect programme
- Policing our Parishes – PCSO Mike O'Donnell-Smith – 26 September
- Corresponded with resident concerning pavement parking on Stortford Road

Paper by the Clerk

To: All Councillors

Subject: Proposal for Expenditure

Date: 31 August 2022

Background

Following the unveiling of the "Miss Laid" Memorial Plaque on Chelmsford Road, representatives of the USAAF presented a commemorative "Stars and Stripes" to the organisers.

The council have agreed that this may be displayed in the United reform Church in a suitable flag box along with a commemorative print of the aircraft and crew.

Proposal 1

That the council should purchase a Flag Box to be made by local man Reg Bishop of Forest Hall Joinery at a cost of £300.

The alternative is a box of unknown quality by HBCY Creations at a cost of £151.

Proposal 2.

That the council should purchase a commemorative print of the aircraft and crew by Mark Styling of Aviation Illustration at a cost of £58 (unframed)

Recommendation

That the council resolves to approve the expenditure on both these items, to be costed to the Community Events budget, not used elsewhere.

