

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 05 October 2022** to transact the business set out in the agenda below.

Parish Clerk
29 September 2022

AGENDA

Welcome by the Chairman

22/100	APOLOGIES FOR ABSENCE To receive any apologies for absence
22/101	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
22/102	ROYAL PROCLAMATION To note and record the public proclamation of the ascension of HM King Charles III ⁱ , attached as footnote. 
22/103	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
22/104	MINUTES OF MEETING To approve the minutes of the meeting of 07 September 2022 (M05) To discuss any matters arising from the minutes not included elsewhere on the agenda.  
22/105	PLANNING MEETINGS To note the minutes of the Planning Committee held on 07 September 2022 (P04)  To note the draft minutes of the Planning Committee held on 26 September 2022 (P05) 

22/106	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
22/107  	FINANCIAL REPORT 1.Approval of Expenditure. To note items of expenditure in September 2022 as approved by the Finance committee 2. Management Accounts To note Management Accounts for the four months to 30 September 2022. 3, External Audit To note receipt of the conclusion of audit for 2021/22, published on council web-site
22/108 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
22/109 	KEY TASK MONITOR To review and update the Key Task Monitor.
22/110	HIGHWAYS MATTERS To note that members will be attending a meeting with Essex Highways on 18 October to discuss matters relating to Highways. Principally these are: • Replacement of inoperative VAS sign • 20mph restriction outside school • Mini roundabout at junction of A1060 and B183 • Realignment of junction of Stord =ford Road and Sawbridgeworth Road • Broken safety bollard outside school • Dunmow Road potholes, safety issue • Footway clearance on Sheering Road, safety issue • Increase in traffic on B183 due to opening of M11 junction 7A
22/111	LOCAL POLICE VISIT Locality policing. To report on the visit by the Neighbourhood Team on Monday 26 September.
22/112	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. • Installation of CCTV • Installation of height barrier lock
22/113	ALLOTMENT REPORT To receive and note a report on the Allotments.
22/114	PLAYGROUND To consider any matters relating to the playground. • New bow-top fencing.
22/115	VILLAGE GREEN To consider any matters relating to the village green

22/116	NEIGHBOURHOOD PLAN Progress on the pathway to producing the proposed Neighbourhood Plan.
22/117	NEIGHBOURHOOD WATCH Report of the current status of Neighbourhood Watch.
22/118	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members
22/119	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
22/120	DATE OF NEXT MEETING The next scheduled meeting of the Council is at 19:30 on Wednesday 02 November 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

PUBLIC PROCLAMATION

Whereas it has pleased Almighty God to call to His Mercy our late Sovereign Lady Queen Elizabeth the Second of Blessed and Glorious Memory, by whose Decease the Crown of the United Kingdom of Great Britain and Northern Ireland is solely and rightfully come to The Prince Charles Philip Arthur George: We, therefore, the Lords Spiritual and Temporal of this Realm and Members of the House of Commons, together with other members of Her late Majesty's Privy Council and representatives of the Realms and Territories, Aldermen and Citizens of London, and others, do now hereby with one voice and Consent of Tongue and Heart publish and proclaim that The Prince Charles Philip Arthur George is now, by the Death of our late Sovereign of Happy Memory, become our only lawful and rightful Liege Lord, Charles the Third by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of His other Realms and Territories, King, Head of the Commonwealth, Defender of the Faith, to whom we do acknowledge all Faith and Obedience with humble Affection; beseeching God by whom Kings and Queens do reign to bless His Majesty with long and happy Years to reign over us.

Given at St. James's Palace this tenth day of September in the year of Our Lord two thousand and twenty-two.

God Save the King

HATFIELD HEATH PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at URC Hall, Hatfield Heath at 19:30 on Wednesday 07 September 2022

Present:

Cllr N Champion (NC) chair
Cllr P Brown (PB)
Cty Cllr S Barker (19:40 to 19:50)

Cllr N Robley (NR)
Cllr S King (SK)

Cllr M Lemon (ML)
Cllr S Saban (SS)

In attendance: R Bowran – Parish Clerk No members of the public

Welcome by the Vice Chairman

22/80	APOLOGIES FOR ABSENCE Apologies received and accepted from Cllr M Bissell, Cllr C Overton and Cllr R Breavington.
22/81	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members.
22/82	PUBLIC PARTICIPATION There were no questions from members of the public on matters within the remit of the Parish Council
22/83	MINUTES OF MEETING Resolved: To approve the minutes of the meeting of 03 August 2022 (M04)
22/84	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. Dist Cllr Lemon reported that he two planning applications for Mill Lane would now be considered at the same meeting of the UDC planning committee. UDC are falling behind with electrical and asbestos testing of houses. Local Plan Regulation 18 still has a November target. MAG have turned down a £1.4m offer to settle their claim. Cty Cllr Barker had sent a response from Essex Highways recommending refusal of the Mill Lane application on several grounds. Meeting arranged with Highways delayed until 18 October. NR will prepare some bullet points for an agenda. Call for the next round of pot hole requests. Dunmow Road and Chelmsford Road pot holes will not be fixed as both roads are scheduled for resurfacing in November. Grant money available for "green" projects. Boundary reviews may mean an extra county councillor in Uttlesford.

Minutes are subject to approval at the Parish Council meeting on 05 October 2022.

22/85	FINANCIAL REPORT 1. Approval of Expenditure. Noted: Items of expenditure in August 2022 as approved by the Finance committee 2. Management Accounts Noted: Management Accounts for the four months to 30 August 2022. 3. SAAA Opt Out Decision Resolved: That upon the termination of the current external audit contract, the council will remain in the collective agreement for appointment of a new auditor Potential book grants for students discussed and availability to be publicised in the village magazine.
22/86	CLERK'S REPORT & CORRESPONDENCE Noted: The Clerk's report and correspondence received. - Request to support revised chair storage at the URC Hall to only two high. Agreed this was a matter for the church and not the council. - A proposal in principle to purchase 10 Samsung tablets for the use of Members for council business. Clerk to obtain detailed quotations for purchase and commissioning.
22/87	KEY TASK MONITOR The Key Task Monitor had been revised by NR and was reviewed line by line. Now to be circulated to Members and published on the web-site.
22/88	HIGHWAYS MATTERS To consider any matters relating to Highways and items for meeting with Highways on 18 October. NR to prepare bullet points in preparation for the meeting.
22/89	MEMORIAL FLAG BOX Resolved: to approve the funding for 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. - Installation of CCTV is about to be completed once a suitable location has been established. - Height restriction bar at the entrance to be secured by a locking mechanism.
22/92	ALLOTMENT REPORT No report due to the absence of RB.

Minutes are subject to approval at the Parish Council meeting on 05 October 2022.

22/93	PLAYGROUND To consider any matters relating to the playground. • Bow-top fencing quote will be presented at the next meeting • Repairs now substantially completed
22/94	VILLAGE GREEN To consider any matters relating to the village green • Vandalism and ASB reported. • Mallyons Fair to be from 09 to 11 September. • Defibrillator discussed. Members to try and establish entry code. Review of condition and proposal for replacement.
22/95	NEIGHBOURHOOD PLAN Cllr Robley circulated pathway documentation to producing the proposed Neighbourhood Plan. This to be discussed at the next meeting of council.
22/96	NEIGHBOURHOOD WATCH The current status of Neighbourhood Watch was not determined but several councillors are to make enquiries of the last known contacts.
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

Meeting ended at 21:15.

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 18:45 on Wednesday 07 September 2022 in the URC Hall

Present:

Cllr N Champion (NC)

Cllr N Robley (NR) chair
In attendance:

Cllr S King (from 18:55)
R Bowran – Parish Clerk

P22/30	APOLOGIES FOR ABSENCE Received and accepted from Cllr Bissell
P22/31	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
P22/32	PUBLIC PARTICIPATION There were no question from members of the public on matters within the remit of the Planning Committee.
P22/33	MINUTES <i>Resolved:</i> To approve the minutes of the Planning Committee meeting held on 25 July 2022 (P03)
P22/34	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION Application to discharge condition 5 (Biodiversity enhancement strategy) 6 (wildlife lighting scheme) attached to UTT/22/1423/HHF Farthings Park Drive Hatfield Heath Essex CM22 7BJ Ref. No: UTT/22/2300/DOC HHPC Comment : No Objection. Application to discharge condition 2 (full specification of works and a repairs methodology), condition 3 (samples of external materials), condition 5 (drawings of new windows, doors, rooflights, glazed panels, balustrades, eaves and verges) and condition 7 (asbestos disposal records) attached to UTT/19/3164/LB. Lea Hall Dunmow Road Hatfield Heath Essex CM22 7BL Ref. No: UTT/22/2275/DOC Status: Awaiting decision Application to discharge condition 6 (asbestos disposal records) attached to UTT/19/3163/LB Lea Hall Dunmow Road Hatfield Heath Essex CM22 7BL Ref. No: UTT/22/2276/DOC HHPC Comment : Not competent to comment. Amendments to previously approved application UTT/21/3428/HHF for the replacement of existing single storey rear extensions with part two storey, part single storey extension - straightening up of existing garage walls to the front and rear and align with proposed extension to allow for easier construction and render the house in white render. 20 Clipped Hedge Hatfield Heath Essex CM22 7EG Ref. No: UTT/22/2254/HHF HHPC Comment : Not competent to comment. Conversion of stable to residential annexe Down Court Matching Road Hatfield Heath Essex CM22 7AS Ref. No: UTT/22/1786/HHF HHPC Comment : No Objection.

	DECISIONS MADE BY THE LPA FOR NOTING • 1no. cedar Holy Trinity Church Stortford Road Hatfield Heath Bishops Stortford CM22 7EA Ref. No: UTT/22/2110/TPO Status: Approved • Application to discharge condition 2 (materials) attached to UTT/20/1093/HHF. 6 Clipped Hedge Hatfield Heath Bishops Stortford Hertfordshire CM22 7EG Ref. No: UTT/22/1960/DOC Status: Discharge Conditions in Full • Rear Extension 51 Broomfields Hatfield Heath Essex CM22 7EL Ref. No: UTT/22/1763/CLP 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.
P22/35	MAJOR APPLICATIONS 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. Comment received from Essex Highways recommending refusal. Greenways planning application UTT'22/1947/FUL for the other site in Mill Lane. A date for the consideration of this application has not yet been published. Understood that these two applications, being coincident will now be considered at the same meeting, as requested by the parish council.
P22/36	NEIGHBOURHOOD PLAN A project map for creating a Neighbourhood Plan will be presented to the next meeting of council on 07 September.
P22/37	THREE PARISHES LOCAL PLANNING GROUP / TPLPG There have been no further meetings of the Group. Invoice received in the sum of £158.40 concerning the on-going cost of maintaining the Unsustainable Sites web-site. NR had agreed the site should continue. Clerk to seek contributions from the other two parishes.
P22/38	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
P22/39	DATE OF NEXT MEETING The next scheduled meeting is on Monday 26 September 2022.

Meeting ended at 19:10

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 15:00 on Monday 26 September 2022 in the URC Hall

Present:

Cllr N Champion (NC)
In attendance:

Cllr N Robley (NR) chair
R Bowran – Parish Clerk

Cllr M Bissell
4 members of the public

P22/40	APOLOGIES FOR ABSENCE None received, Cllr King was absent.
P22/41	DECLARATIONS OF PECUNIARY INTEREST None received
P22/42	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Planning Committee.
P22/43	MINUTES Resolved: To approve the minutes of the Planning Committee meeting held on 07 September 2022 (P04)
P22/44	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION Caravan behind slaughter house. Heath View Pond Lane The Heath Hatfield Heath CM22 7AB Ref. No: UTT/22/2504/CLE HHPC Comment: No planning objection. DECISIONS MADE BY THE LPA FOR NOTING None received PLANNING APPEALS None received ENFORCEMENT ISSUES None received. Upon enquiry UDC do not have a schedule of outstanding enforcement issues relating to the parish.
P22/45	MAJOR APPLICATIONS 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. Greenways planning application UTT'22/1947/FUL for the other site in Mill Lane. A date for the consideration of this application has not yet been published. These two applications will be considered by the LPA at the same meeting.

P22/46	NEIGHBOURHOOD PLAN A project map for creating a Neighbourhood Plan was presented to the of council on 07 September. Confirmed to NR to proceed with information publications.
P22/47	THREE PARISHES LOCAL PLANNING GROUP / TPLPG There have been no further meetings of the Group
P22/48	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
P22/49	DATE OF NEXT MEETING The next scheduled meeting is on Monday 24 October 2022.

Meeting ended at 15:20

Invoices for Authorisation to 30 September 2022

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
23/08/2022	Keith Artus	Unsustainable sites web-site	on-line	158.40	26.40	132.00	77	
03/09/2022	PKF Littlejohn	External Audit 2021/22	on-line	360.00	60.00	300.00	78	
01/09/2022	Heath Computers	Web site maintenance	on-line	66.00	11.00	55.00	79	
02/09/2022	123-Reg	email server renewal	on-line	43.06	7.18	35.88	80	
02/09/2022	123-Reg	,com domain name renewal	on-line	20.39	3.40	16.99	81	
26/09/2022	RBowran	Clerk's expenses	on-line	58.40	-	58.40	82	
13/09/2022	RBowran	Stationery	on-line	8.49	1.42	7.08	83	
13/09/2022	RBowran	Stationery	on-line	15.02	2.50	12.52	84	
26/09/2022	HMRC	Tax & NI	on-line	297.73	-	297.43	85	
26/09/2022	RBowran	September Salary	on-line	786.40	-	786.40	86	
26/09/2022	JSykes	September Salary	on-line	179.47	-	179.47	87	
26/09/2022	JPage	September Salary	on-line	112.23	-	112.23	88	
26/09/2022	JJackson	September Salary	on-line	89.83	-	89.83	89	
26/09/2022	Kmorris	September Salary	on-line	112.23	-	112.23	90	
30/09/2022	Unity Trust Bank	Quarterly account charge	on-line	18.00	-	18.00	91	

Total **2,167.25** **85.49** **2,081.46**

Cash receipts

Date	From	Description	Amount	vchr
13/09/2022	Mallyons	Fairground Fental	£700.00	R6
20/09/2022	UDC	Precept 2nd Tranche	£21,072.50	R7

Total **£21,772.50**

ARENDA 22/107.1

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	36.00	44.00	44.00 (55%)
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	128.30	-28.30	-28.30 (-28%)
28	Training				400.00		400.00	400.00 (100%)
29	Office Provision					977.60	-977.60	-977.60 (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	4,675.34	-755.34	-755.34 (-19%)

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	531.81	1,968.19	2,500.00 (100%)
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	531.81	10,268.19	10,800.00 (100%)

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	300.00	-100.00	-100.00 (-50%)

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

26 September 2022 (2022-2023)

SUB TOTAL				480.00	370.00	110.00	110.00 (22%)
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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	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	700.00	-1,150.00		1,055.43	-1,055.43	-2,205.43 (-119%)
SUB TOTAL		1,850.00	700.00	-1,150.00	900.00	1,055.43	-155.43	-1,305.43 (-47%)

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	382.87	317.13	317.13 (45%)
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	1,493.83	1,306.17	1,306.17 (46%)

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

26 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

26 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	42,145.00					(0%)
SUB TOTAL	42,145.00	42,145.00					(0%)

s137

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	5,503.80	5,296.20	5,296.20 (49%)
7 Locum Clerk/RFO							(N/A)
47 Prior Staff							(N/A)
51 HMRC					1,488.35	-1,488.35	-1,488.35 (N/A)
52 Litter Pickers				5,000.00	3,080.94	1,919.06	1,919.06 (38%)
SUB TOTAL				15,800.00	10,073.09	5,726.91	5,726.91 (36%)

TPLPG

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71 Consultants				2,000.00	132.00	1,868.00	1,868.00 (93%)
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	132.00	2,868.00	3,368.00 (112%)

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

26 September 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	70.00	3,930.00	3,930.00 (98%)
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	3,838.14	5,801.86	3,536.86 (29%)

Summary

NET TOTAL	51,690.00	53,169.24	1,479.24	58,220.00	23,012.91	35,207.09	36,686.33 (33%)
V.A.T.					1,340.38		
GROSS TOTAL		53,169.24			24,353.29		

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – September 2022

Date: 28 September 2022

Summary of main items of activity:

- Prepared agenda for September Planning committees and acted on minutes
- Prepared agenda and papers for October meeting of Parish Council
- Prepared minutes of September Meeting of Parish Council
- Collected £700 from Mallyon Entertainments
- Received notice of conclusion of audit for 2021/22.
- Attended meeting on 26 September to discuss ASB.
- Carried out normal monthly administration tasks

Correspondence

- Request from Mallyon Entertainment for an Easter fairground.
- Policing our Parishes – PCSO Mike O'Donnell-Smith – 26 September
- Revised consultation for Essex Minerals plan to 2040.

KEY TASK MONITOR	Sept 2022	CURRENT	Agenda : 22/109
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SUBJECT	ISSUE	ACTIONS	PRIORITY H / M / L	WHO	WHEN
Village Car Park	Perceived abuse of the village car park by 'ride sharers' and 'holiday parkers', restricting village use. Abusive behaviour	CCTV notices erected. Camera bought. Positioning TBE to gather evidence. Solution TBE depending on evidence. Use the same CCTV to gather evidence.	M	NR/ML	Ongoing
Village Sign	Concerns over condition and maintenance	Open item	L	MB	ongoing
Flooding – Stortford Road	Three major flooding issues.	Croft Issue Resolved Coggers owner has agreed to fix his issue. King's to advise finish date Forbett's to Croft issue in budget for 2023. F/U needed.	M	HHPC	Open
			H	SK	Ongoing
			M	NR/Clerk	Ongoing
Flooding – Dunmow Road	Issue outside Lea Hall.	LoM has cleared ditches and cross road culvert. Issue allegedly caused by residents of Lea Hall bungalows filling in ditches allowing run off to Pincey Brook. Discuss NEXT Steps at meeting	H	HHPC	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. Ragwort and posting maintenance Trees need attention	Contract given to PW May. Monitor. Request for quote sent to PW May Met w. Bidwells who understand issues and are organizing a full survey for implementation after leaf fall. F/U Required	M H H	HHPC NR Clerk	Ongoing Urgent October
Emergency Plan	No Local 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. Special Constable route being pursued. NC produced adverts/ advertising but little response. Need to discuss further	H	Clerk/NC	09/21
Speeding /Road Safety	Excess Speed in the village	The 4 schemes allegedly being pursued by the LHP seem to be stalled (perpetually in 'verification stage'). The four are replacement VAS sign near the school, Dunmow Road Mini Roundabout, Stortford Road Mini Roundabout and 20mph flashing signs O/S school. Zoom meeting with head of Highways scheduled TBE for Yes/No answers.	M	NR/ML	Ongoing
Signage – Pond Lane/Village	Proliferation of signs. Lack of uniformity. Sight line blockage.	Replace multiple signs with an "estate" sign on Pond Lane. Review policy and communicate with businesses.	M	MB/Clerk	Open
Dog Bins	Insufficient/non-collected dog bins	Need and locations established. Quotation obtained. Awaiting confirmation that UDC will empty them once installed.	M	Clerk	Open
Hastoe Project – Cox Ley	No Start/Completion date	Planning consent has been given but 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.	TPLPG created which will report back to the Planning Committee and thence to Council.	H	planning	ongoing
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
LoM roles and responsibilities	Unclear about who owns what	See under Village Green Maintenance. Now ongoing.	M	Clerk	Nov 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
Ardley Crescent accident	Dog bin missing	Contact police to find culprit	M	Clerk	Feb 22
Village handyman	Is there a need to employ one?	Create an invitation to be a preferred contractor	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	SK	May 22
Deer signs	Warning signs needed	Clerk to establish locations and obtain warning signs. NR has a map	M	Clerk	May 22

KEY TASK MONITOR		ARCHIVE			
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
Pothole in drive to surgery	Complaints about a pothole	Now Done. Close item	M	MIL	Completed
Jubilee celebrations	Arrangements	Done. Remove item.	M	NR/M B	Completed
Pedestrian Crossing	Increased risk to children crossing main road	Highways have refused this. Close this item.	M	NR	Completed