

# Hatfield Heath Parish Council

**Chairman:** Cllr Mark Bissell

**Parish Clerk:** Richard Bowran BSc (Hons) PSLCC

**Contact:** [parishclerk@hatfieldheath.com](mailto: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 02 November 2022** to transact the business set out in the agenda below.

Parish Clerk  
27 October 2022

## **AGENDA**

Welcome by the Chairman

|            |                                                                                                                                                                                      |  |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 22/121     | <b>APOLOGIES FOR ABSENCE</b><br>To receive any apologies for absence                                                                                                                 |  |
| 22/122     | <b>DECLARATIONS OF PECUNIARY INTEREST</b><br>To receive any Declarations of Pecuniary Interest by Members.                                                                           |  |
| 22/123     | <b>PUBLIC PARTICIPATION</b><br>To receive and respond to questions from members of the public on matters within the remit of the Parish Council                                      |  |
| 22/124<br> | <b>MINUTES OF MEETING</b><br>To approve the minutes of the meeting of 05 October 2022 (M06)<br>To discuss any matters arising from the minutes not included elsewhere on the agenda. |  |
| 22/125     | <b>PLANNING MEETING</b><br>To note the Planning Committee scheduled to take place on 24 October 2022 (P06) was inquorate and did not take place.                                     |  |
| 22/126     | <b>LOCAL POLICE VISIT</b><br>Locality policing. Report from PCSO Mike McDonnell-Smith who will be available to answer questions.                                                     |  |
| 22/127     | <b>REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</b><br>To receive and note reports from County and District Councillors.                                                             |  |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                    |                       |                         |        |   |                       |                   |      |   |        |                                    |        |   |                            |                   |      |   |           |                                   |      |   |                 |                           |      |   |                      |                                 |      |   |                             |                     |      |   |                     |                                |      |
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| 22/128 | <b>FINANCIAL REPORT</b><br>1.Approval of Expenditure.<br>To note items of expenditure in October 2022 as approved by the Finance committee<br><br>2. Management Accounts<br>To note Management Accounts for the four months to 26 October 2022.<br><br>3. Budget for 2023-24<br>A draft Budget for 2023-24 will be submitted to the Finance Committee on 14 November and their recommendations will be brought to council at the meeting of council on 07 December.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                    |                       |                         |        |   |                       |                   |      |   |        |                                    |        |   |                            |                   |      |   |           |                                   |      |   |                 |                           |      |   |                      |                                 |      |   |                             |                     |      |   |                     |                                |      |
| 22/129 | <b>CLERK'S REPORT &amp; CORRESPONDENCE</b><br>To receive and note Clerk's report and correspondence received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                    |                       |                         |        |   |                       |                   |      |   |        |                                    |        |   |                            |                   |      |   |           |                                   |      |   |                 |                           |      |   |                      |                                 |      |   |                             |                     |      |   |                     |                                |      |
| 22/130 | <b>KEY TASK MONITOR &amp; PARISH FORUM</b><br>1. To review and update the Key Task Monitor.<br><br>2. Further actions from the Parish Forum which took place on 15 October                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                    |                       |                         |        |   |                       |                   |      |   |        |                                    |        |   |                            |                   |      |   |           |                                   |      |   |                 |                           |      |   |                      |                                 |      |   |                             |                     |      |   |                     |                                |      |
| 22/131 | <b>GRANT APPLICATIONS</b><br>To consider the following grant applications: <table><tr><td>1</td><td>HH PCC (Holy Trinity)</td><td>Churchyard Tree Surgery</td><td>£1,580</td></tr><tr><td>2</td><td>HH PCC (Holy Trinity)</td><td>Churchyard Upkeep</td><td>£450</td></tr><tr><td>3</td><td>HH URC</td><td>Contribution to purchase lawnmower</td><td>£1,500</td></tr><tr><td>4</td><td>Citizens Advice East Herts</td><td>Training Advisors</td><td>£500</td></tr><tr><td>5</td><td>CST.today</td><td>Support for class in Village Hall</td><td>£528</td></tr><tr><td>6</td><td>HH Cricket Club</td><td>Support for Grass cutting</td><td>£350</td></tr><tr><td>7</td><td>Royal British Legion</td><td>Support for Remembrance Service</td><td>£100</td></tr><tr><td>8</td><td>Essex &amp; Herts Air Ambulance</td><td>Support for Service</td><td>£500</td></tr><tr><td>9</td><td>HH URC Leisure Hour</td><td>Chair trolley &amp; Chair cleaning</td><td>£200</td></tr></table> <p>2022-23 Budget £3,500    Total requested: £5,708</p> <p>Details of applications are attached.</p> <p>Book Grants; Application from Alex Leonard-Jay for an architecture text book. Cost from RIBA is ££35.</p> <p>Also to consider: Essex CC are offering up to £1,000 to support a Keep Warm campaign on condition that the parish council "match-fund" the sum awarded.</p> | 1                                  | HH PCC (Holy Trinity) | Churchyard Tree Surgery | £1,580 | 2 | HH PCC (Holy Trinity) | Churchyard Upkeep | £450 | 3 | HH URC | Contribution to purchase lawnmower | £1,500 | 4 | Citizens Advice East Herts | Training Advisors | £500 | 5 | CST.today | Support for class in Village Hall | £528 | 6 | HH Cricket Club | Support for Grass cutting | £350 | 7 | Royal British Legion | Support for Remembrance Service | £100 | 8 | Essex & Herts Air Ambulance | Support for Service | £500 | 9 | HH URC Leisure Hour | Chair trolley & Chair cleaning | £200 |
| 1      | HH PCC (Holy Trinity)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Churchyard Tree Surgery            | £1,580                |                         |        |   |                       |                   |      |   |        |                                    |        |   |                            |                   |      |   |           |                                   |      |   |                 |                           |      |   |                      |                                 |      |   |                             |                     |      |   |                     |                                |      |
| 2      | HH PCC (Holy Trinity)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Churchyard Upkeep                  | £450                  |                         |        |   |                       |                   |      |   |        |                                    |        |   |                            |                   |      |   |           |                                   |      |   |                 |                           |      |   |                      |                                 |      |   |                             |                     |      |   |                     |                                |      |
| 3      | HH URC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Contribution to purchase lawnmower | £1,500                |                         |        |   |                       |                   |      |   |        |                                    |        |   |                            |                   |      |   |           |                                   |      |   |                 |                           |      |   |                      |                                 |      |   |                             |                     |      |   |                     |                                |      |
| 4      | Citizens Advice East Herts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Training Advisors                  | £500                  |                         |        |   |                       |                   |      |   |        |                                    |        |   |                            |                   |      |   |           |                                   |      |   |                 |                           |      |   |                      |                                 |      |   |                             |                     |      |   |                     |                                |      |
| 5      | CST.today                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Support for class in Village Hall  | £528                  |                         |        |   |                       |                   |      |   |        |                                    |        |   |                            |                   |      |   |           |                                   |      |   |                 |                           |      |   |                      |                                 |      |   |                             |                     |      |   |                     |                                |      |
| 6      | HH Cricket Club                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Support for Grass cutting          | £350                  |                         |        |   |                       |                   |      |   |        |                                    |        |   |                            |                   |      |   |           |                                   |      |   |                 |                           |      |   |                      |                                 |      |   |                             |                     |      |   |                     |                                |      |
| 7      | Royal British Legion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Support for Remembrance Service    | £100                  |                         |        |   |                       |                   |      |   |        |                                    |        |   |                            |                   |      |   |           |                                   |      |   |                 |                           |      |   |                      |                                 |      |   |                             |                     |      |   |                     |                                |      |
| 8      | Essex & Herts Air Ambulance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Support for Service                | £500                  |                         |        |   |                       |                   |      |   |        |                                    |        |   |                            |                   |      |   |           |                                   |      |   |                 |                           |      |   |                      |                                 |      |   |                             |                     |      |   |                     |                                |      |
| 9      | HH URC Leisure Hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Chair trolley & Chair cleaning     | £200                  |                         |        |   |                       |                   |      |   |        |                                    |        |   |                            |                   |      |   |           |                                   |      |   |                 |                           |      |   |                      |                                 |      |   |                             |                     |      |   |                     |                                |      |
| 22/132 | <b>HIGHWAYS MATTERS</b><br>Members attended a meeting with Essex Highways, represented by Cllr Lee Scott, on 18 October to discuss matters relating to Highways.<br><br>To consider whether to ask Essex Highways to revisit the question of providing a pedestrian crossing to serve the school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                    |                       |                         |        |   |                       |                   |      |   |        |                                    |        |   |                            |                   |      |   |           |                                   |      |   |                 |                           |      |   |                      |                                 |      |   |                             |                     |      |   |                     |                                |      |

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| <b>22/133</b> | <b>PARKING MANAGEMENT AND CAR PARKS</b><br>To consider matters relating to parking management. <ul style="list-style-type: none"> <li>• Installation of CCTV</li> <li>• Installation of height barrier lock</li> </ul>                                                               |
| <b>22/134</b> | <b>ALLOTMENT REPORT</b><br>To receive and note a report on the Allotments.                                                                                                                                                                                                           |
| <b>22/135</b> | <b>PLAYGROUND</b><br>To consider any matters relating to the playground. <ul style="list-style-type: none"> <li>• New bow-top fencing.</li> </ul>                                                                                                                                    |
| <b>22/136</b> | <b>VILLAGE GREEN</b><br>To consider any matters relating to the village green <ul style="list-style-type: none"> <li>• Christmas Tree</li> <li>• Trees at Holy Trinity church</li> </ul>                                                                                             |
| <b>22/137</b> | <b>WILDLIFE AREA</b><br>To consider the future development and care of the Wildlife Area.                                                                                                                                                                                            |
| <b>22/138</b> | <b>NEIGHBOURHOOD PLAN</b><br>Progress on the pathway to producing the proposed Neighbourhood Plan.                                                                                                                                                                                   |
| <b>22/139</b> | <b>NEIGHBOURHOOD WATCH</b><br>Report of the current status of Neighbourhood Watch.                                                                                                                                                                                                   |
| <b>22/140</b> | <b>REPORTS FROM MEMBERS ON MEETINGS ATTENDED</b><br>To receive and note any additional reports from members <ul style="list-style-type: none"> <li>• Cllr Robley and the Clerk will be attending a liaison meeting of parish councils with the CEO of UDC on 07 November.</li> </ul> |
| <b>22/141</b> | <b>AGENDA ITEMS FOR NEXT MEETING</b><br>To note items for the agenda of the next meeting.                                                                                                                                                                                            |
| <b>22/142</b> | <b>DATE OF NEXT MEETING</b><br>The next scheduled meeting of the Council is at 19:30 on Wednesday 07 December 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 05 October 2022

### Present:

Cllr M Bissell (chair)  
Cllr N Champion (NC)

Cllr R Breavington (RB)  
Cllr N Robley (NR)

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

In attendance: R Bowran – Parish Clerk

One member of the public

Welcome by the Vice Chairman

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| 22/100 | <b>APOLOGIES FOR ABSENCE</b><br>Apologies for absence were received from Cllr Peter Brown, Cllr Chris Overton and Cllr Sam King.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 22/101 | <b>DECLARATIONS OF PECUNIARY INTEREST</b><br>There were no Declarations of Pecuniary Interest by Members.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 22/102 | <b>ROYAL PROCLAMATION</b><br><i><b>Noted and Recorded:</b></i> The public proclamation of the ascension of HM King Charles III <sup>1</sup> (attached as footnote).                                                                                                                                                                                                                                                                                                                                                                                                    |
| 22/103 | <b>PUBLIC PARTICIPATION</b><br>To receive and respond to questions from members of the public on matters within the remit of the Parish Council.<br><br><b>A member of the public</b> attended to support the application by Holy Trinity church for funding for tree surgery in the churchyard. He emphasised that any income from sale of felled timber would be set against future tree work.<br><br><b>Urgent Business.</b> At chairman's Discretion, it was proposed and <b>agreed</b> that the parish council would accept an invoice of £1,850 (including VAT). |
| 22/104 | <b>MINUTES OF MEETING</b><br><i><b>Resolved:</b></i> To approve the minutes of the meeting of 07 September 2022 (M05)                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 22/105 | <b>PLANNING MEETINGS</b><br><i><b>Noted:</b></i> The minutes of the Planning Committee held on 07 Sept 2022 (P04)<br><br><i><b>Noted:</b></i> The draft minutes of the Planning Committee held on 26 Sept 2022 (P05)                                                                                                                                                                                                                                                                                                                                                   |
| 22/106 | <b>REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</b><br>To receive and note reports from County and District Councillors.<br><br>Dist. Cllr Lemon had nothing to report.<br><br>Cty. Cllr Barker reported in absentia that she has some grant monies available to put towards a permanent Christmas tree. Permission has been sought from the Lord of the Manor. Cllr Lemon to chase for a response.                                                                                                                                                                    |

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| 22/107 | <b>FINANCIAL REPORT</b><br>1.Approval of Expenditure.<br><b>Noted:</b> Items of expenditure in September 2022 as approved by the Finance committee<br><br>2. Management Accounts<br><b>Noted:</b> Management Accounts for the four months to 30 September 2022.<br><br>3. External Audit<br><b>Noted:</b> Receipt of the conclusion of audit for 2021/22, published on council web-site                                                                                                                                                                                                                                                                                                            |
| 22/108 | <b>CLERK'S REPORT &amp; CORRESPONDENCE</b><br><b>Noted:</b> The Clerk's report and correspondence received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 22/109 | <b>KEY TASK MONITOR</b><br>The Key Task Monitor was reviewed and confirmed to be updated and posted on the website. <ul style="list-style-type: none"> <li>• Village sign in need of repair and refurbishment. Clerk to investigate.</li> <li>• Progress needed on flooding issues specially at Lea Hall, ML to progress with Environmental Health</li> <li>• Inspection of playpark to pass to SS</li> <li>• Tree report will be after leaf fall season</li> <li>• Policy for signage to be reviewed by Clerk</li> <li>• Extra dog bins to be ordered by Clerk. (Ardley Crescent &amp; Friars Lane)</li> <li>• Defibrillator to be ordered by Clerk</li> </ul>                                    |
| 22/110 | <b>HIGHWAYS MATTERS</b><br><b>Noted:</b> That members will be attending a meeting with Essex Highways on 18 October to discuss matters relating to Highways. Principally these are: <ul style="list-style-type: none"> <li>• Replacement of inoperative VAS sign</li> <li>• 20mph restriction outside school</li> <li>• Mini roundabout at junction of A1060 and B183</li> <li>• Realignment of junction of Stord =ford Road and Sawbridgeworth Road</li> <li>• Broken safety bollard outside school</li> <li>• Dunmow Road potholes, safety issue</li> <li>• Footway clearance on Sheering Road, safety issue</li> <li>• Increase in traffic on B183 due to opening of M11 junction 7A</li> </ul> |
| 22/111 | <b>LOCAL POLICE VISIT</b><br>Locality policing. Clerk reported that the Neighbourhood Team did not attend on Monday 26 September. He has subsequently met with PCSO Mike McDonnell-Smith on 03 October, reported ASB issues and handed over intelligence of people involved. The PCSO was keen to establish local liaison and will attend the next Forum meeting on Saturday 15 October.                                                                                                                                                                                                                                                                                                           |
| 22/112 | <b>PARKING MANAGEMENT AND CAR PARKS</b><br>To consider matters relating to parking management. <ul style="list-style-type: none"> <li>• Installation of CCTV. Fish Bar also wanting coverage.</li> <li>• Installation of height barrier lock</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 22/113 | <b>ALLOTMENT REPORT</b><br>There was nothing to report on the Allotments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| <b>22/114</b> | <b>PLAYGROUND</b><br>To consider any matters relating to the playground. <ul style="list-style-type: none"> <li>• Bolts relaced and signs being replaced.</li> <li>• New bow-top fencing waiting for quotes by SK</li> </ul>                                                                                                                                                                                                                                                                                                                                                                              |
| <b>22/115</b> | <b>VILLAGE GREEN</b><br>To consider any matters relating to the village green <ul style="list-style-type: none"> <li>• Abandoned car has been reported.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>22/116</b> | <b>NEIGHBOURHOOD PLAN</b><br>Progress on the pathway to producing the proposed Neighbourhood Plan. <ul style="list-style-type: none"> <li>• Will be featured on new website and when under way will use a new site on the ".com" address</li> <li>• Initial questionnaires to be dropped off at "Footprint" or call the Clerk. Inspection of playpark to pass to SS</li> <li>• Potential candidate identified to chair the Steering Committee</li> </ul>                                                                                                                                                  |
| <b>22/117</b> | <b>NEIGHBOURHOOD WATCH</b><br>Report of the current status of Neighbourhood Watch. <ul style="list-style-type: none"> <li>• Being revitalised</li> <li>• Emphasised need to report ASB and crimes to "101", especially publicise "on-line 101"</li> </ul>                                                                                                                                                                                                                                                                                                                                                 |
| <b>22/118</b> | <b>REPORTS FROM MEMBERS ON MEETINGS ATTENDED</b><br>To receive and note any additional reports from members <ul style="list-style-type: none"> <li>• Parishes Forum held on 21 September, however UDC had not been notified.</li> <li>• ML was able to report that Head of Planning is issuing a new Protocol on how parishes should be involved including on pre-application.</li> <li>• SS reported that she would be taking Condolence Book to St James's Palace and it would be one of only fifteen on display.</li> <li>• Forum issues: Speeding, Ardley Crescent Bridge and dog fouling.</li> </ul> |
| <b>22/119</b> | <b>AGENDA ITEMS FOR NEXT MEETING</b><br>To note items for the agenda of the next meeting. <ul style="list-style-type: none"> <li>• Future treatment of Wildlife area</li> <li>• Grants for consideration</li> <li>• Draft budget for 2023-24. ML called for moderation considering cost of living pressures.</li> </ul>                                                                                                                                                                                                                                                                                   |
| <b>22/120</b> | <b>DATE OF NEXT MEETING</b><br>The next scheduled meeting of the Council is at 19:30 on Wednesday 02 November 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

Meeting ended at 21:15.

#### **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

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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**

# Invoices for Authorisation to 28 October 2022

| Date       | Paid to         | Description                   | Pay method | Gross    | VAT    | Net      | vchr | Notes    |
|------------|-----------------|-------------------------------|------------|----------|--------|----------|------|----------|
| 29/09/2022 | UALC            | Annual subscription           | on-line    | 10.00    | -      | 10.00    | 92   |          |
| 29/09/2022 | P May           | Grass Cutting                 | on-line    | 505.74   | 84.29  | 421.45   | 93   | Inv 3797 |
| 01/10/2022 | Heath Computers | Web site maintenance          | on-line    | 66.00    | 11.00  | 55.00    | 94   | Inv 4338 |
| 10/10/2022 | P May           | Flail cutting wildlife artea  | on-line    | 480.00   | 80.00  | 400.00   | 95   | Inv 3816 |
| 30/09/2022 | R Bowran        | Postage stamps                | on-line    | 21.98    | -      | 21.98    | 96   |          |
| 15/10/2022 | R Bowran        | 10 x Tablet cases & keyboards | on-line    | 299.90   | 50.00  | 249.90   | 97   |          |
| 17/10/2022 | R Bowran        | 10 x Android Tablets          | on-line    | 1,594.30 | 265.70 | 1,328.60 | 98   |          |
| 19/10/2022 | R Bowran        | Bluetooth mouse               | on-line    | 14.99    | 2.50   | 12.49    | 99   |          |
| 19/10/2022 | R Bowran        | Bluetooth mouse               | on-line    | 20.28    | 3.38   | 16.90    | 100  |          |
| 18/10/2022 | Glasdon         | 2 x Dog Litter Bins           | on-line    | 263.79   | 43.97  | 219.82   | 101  |          |
| 20/10/2022 | P May           | Flail cutting rough areas     | on-line    | 300.00   | 50.00  | 250.00   | 102  | Inv 3835 |
| 26/10/2022 | RBowran         | Clerk's expenses              | on-line    | 74.60    | -      | 74.60    | 103  |          |
| 26/10/2022 | HMRC            | Tax & NI                      | on-line    | 297.63   | -      | 297.63   | 104  |          |
| 26/10/2022 | RBowran         | September Salary              | on-line    | 786.20   | -      | 786.20   | 105  |          |
| 26/10/2022 | JSykes          | September Salary              | on-line    | 179.47   | -      | 179.47   | 106  |          |
| 26/10/2022 | JPage           | September Salary              | on-line    | 112.23   | -      | 112.23   | 107  |          |
| 26/10/2022 | JJackson        | September Salary              | on-line    | 112.23   | -      | 112.23   | 108  |          |
| 26/10/2022 | KMorris         | September Salary              | on-line    | 112.23   | -      | 112.23   | 109  |          |

Total **5,241.57** **590.84** **4,650.73**

## Cash receipts

| Date       | From                  | Description             | Amount | vchr |
|------------|-----------------------|-------------------------|--------|------|
| 07/10/2022 | Great Hallingbury PC  | Contribution to website | £57.80 | R8   |
| 25/10/2022 | Little Hallingbury PC | Contribution to website | £58.80 | R9   |

Total **£116.60**

AGENDA: 22/128.1

AKA 22/128.2

27 October 2022 (2022-2023)

# 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   | 150.28   | -50.28    | -50.28 (-50%)        |
| 28        | Training                    |          |        |          | 400.00   |          | 400.00    | 400.00 (100%)        |
| 29        | Office Provision            |          |        |          |          | 266.00   | -266.00   | -266.00 (N/A)        |
| 48        | Other Subscriptions         |          |        |          |          | 170.50   | -170.50   | -170.50 (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 | 3,995.72 | -75.72    | -75.72 (-1%)         |

### 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    | 400.00 | 100.00   | 100.00 (20%)         |
| 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 | 931.81 | 9,868.19 | 10,400.00 (96%)      |

### 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

27 October 2022 (2022-2023)

|                  |  |  |  |               |               |               |                     |
|------------------|--|--|--|---------------|---------------|---------------|---------------------|
| <b>SUB TOTAL</b> |  |  |  | <b>480.00</b> | <b>370.00</b> | <b>110.00</b> | <b>110.00 (22%)</b> |
|------------------|--|--|--|---------------|---------------|---------------|---------------------|

### 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)                |
| <b>SUB TOTAL</b> |                  |          |        |          | <b>1,200.00</b> | <b>268.11</b> | <b>931.89</b> | <b>931.89 (77%)</b>  |

### 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%)       |
| <b>SUB TOTAL</b> |                       | <b>1,850.00</b> | <b>700.00</b> | <b>-1,150.00</b> | <b>900.00</b> | <b>1,055.43</b> | <b>-155.43</b> | <b>-1,305.43 (-47%)</b> |

### 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)                |
| <b>SUB TOTAL</b> |                         |          |        |          | <b>200.00</b> |        | <b>200.00</b> | <b>200.00 (100%)</b> |

### Information Technology

| Code             | Title                   | Receipts |        |          | Payments        |                 |                | Net Position          |
|------------------|-------------------------|----------|--------|----------|-----------------|-----------------|----------------|-----------------------|
|                  |                         | Budgeted | Actual | Variance | Budgeted        | Actual          | Variance       | +/- Under/over spend  |
| 2                | Web-site                |          |        |          | 700.00          | 437.87          | 262.13         | 262.13 (37%)          |
| 31               | IT Repairs and Software |          |        |          | 50.00           | 150.98          | -100.98        | -100.98 (-201%)       |
| 32               | IT Equipment            |          |        |          | 50.00           | 1,607.89        | -1,557.89      | -1,557.89 (-3115%)    |
| 53               | Zoom Subscriptions      |          |        |          |                 |                 |                | (N/A)                 |
| 78               | Web-site Rebuild        |          |        |          | 2,000.00        | 959.98          | 1,040.02       | 1,040.02 (52%)        |
| <b>SUB TOTAL</b> |                         |          |        |          | <b>2,800.00</b> | <b>3,156.72</b> | <b>-356.72</b> | <b>-356.72 (-12%)</b> |

### 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

27 October 2022 (2022-2023)

|                  |  |  |  |             |              |                    |
|------------------|--|--|--|-------------|--------------|--------------------|
| <b>SUB TOTAL</b> |  |  |  | <b>9.16</b> | <b>-9.16</b> | <b>-9.16 (N/A)</b> |
|------------------|--|--|--|-------------|--------------|--------------------|

### 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%)    |
| <b>SUB TOTAL</b> |                      | <b>5,000.00</b> |        | <b>-5,000.00</b> | <b>5,000.00</b> |        | <b>5,000.00</b> | <b>(0%)</b>          |

### 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)                |
| <b>SUB TOTAL</b> |                       |          |        |          |          | <b>375.00</b> | <b>-375.00</b> | <b>-375.00 (N/A)</b> |

### Other Expenditure

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

### 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)        |
| <b>SUB TOTAL</b> |               |          | <b>8,852.43</b> | <b>8,852.43</b> |          |        |          | <b>8,852.43 (N/A)</b> |

### 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%)       |
| <b>SUB TOTAL</b> |                       |          |        |          | <b>2,000.00</b> | <b>91.00</b> | <b>1,909.00</b> | <b>1,909.00 (95%)</b> |

# Hatfield Heath Parish Council

## Summary of Receipts and Payments

27 October 2022 (2022-2023)

All Cost Centres and Codes

### 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 | 7,076.20  | 3,723.80  | 3,723.80 (34%)       |
| 7         | Locum Clerk/RFO |          |        |          |           |           |           | (N/A)                |
| 47        | Prior Staff     |          |        |          |           |           |           | (N/A)                |
| 51        | HMRC            |          |        |          |           | 1,785.98  | -1,785.98 | -1,785.98 (N/A)      |
| 52        | Litter Pickers  |          |        |          | 5,000.00  | 3,597.10  | 1,402.90  | 1,402.90 (28%)       |
| SUB TOTAL |                 |          |        |          | 15,800.00 | 12,459.28 | 3,340.72  | 3,340.72 (21%)       |

### 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  |          | 557.80 | 557.80   |          |        |          | 557.80 (N/A)         |
| 74        | Little Hallingbury pc |          | 57.80  | 57.80    |          |        |          | 57.80 (N/A)          |
| 83        | Secretariat           |          |        |          | 1,000.00 |        | 1,000.00 | 1,000.00 (100%)      |
| SUB TOTAL |                       |          | 615.60 | 615.60   | 3,000.00 | 132.00 | 2,868.00 | 3,483.60 (116%)      |

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

27 October 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        | 3,775.76        | -775.76         | -775.76 (-25%)        |
| 15               | Repairs & Maintenance |                 |        |                  | 4,000.00        | 289.82          | 3,710.18        | 3,710.18 (92%)        |
| 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)                 |
| <b>SUB TOTAL</b> |                       | <b>2,265.00</b> |        | <b>-2,265.00</b> | <b>9,640.00</b> | <b>4,729.41</b> | <b>4,910.59</b> | <b>2,645.59 (22%)</b> |

**Summary**

|                    |                  |                  |                 |                  |                  |                  |                        |
|--------------------|------------------|------------------|-----------------|------------------|------------------|------------------|------------------------|
| <b>NET TOTAL</b>   | <b>51,680.00</b> | <b>53,284.84</b> | <b>1,594.84</b> | <b>58,220.00</b> | <b>27,673.64</b> | <b>30,546.36</b> | <b>32,141.20 (29%)</b> |
| <b>V.A.T.</b>      |                  |                  |                 |                  | <b>1,931.22</b>  |                  |                        |
| <b>GROSS TOTAL</b> |                  | <b>53,284.84</b> |                 |                  | <b>29,604.86</b> |                  |                        |

**Memorandum from the Clerk**

To: All Councillors

Subject: Clerk's Report – October 2022

Date: 27 October 2022

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Summary of main items of activity:

- Prepared agendas and minutes for meetings
- Attended meeting on 18 October with Cllr 6 September to discuss ASB.
- Purchase of 10 x Tablets for use by Members, currently being configured
- Purchase of 2 x Dog Litter bins
- Carried out normal monthly administration tasks

Current Actions

- Prepare draft budget 2023-24 for Finance committee on 14 November.
- Prepare paper and quotations for speed limiting devices
- Arrange commissioning session on tablets with Techwyse
- Self-train on operation of new website
- Complete bank mandate changes
- Obtain quotations for general litter bins
- Obtain quotes for replacement defibrillator

Correspondence (extract of key items)

- Essex Highways user survey, closes in January 2023.
- Advice from UDC on procedures for elections in May 2023
- Responding to FoI request from a HBO councillor
- Dialogue with Essex Highways on outstanding issues
- Winter warmth and welcome spaces fund.
- Complaint, again, about parking outside 2 Rosemary Cottages.
- Directing several members of the public to Essex Highways fault reporting site
- Advising members of the public to use "Digital 101" to report ASB and other crimes.
- Invitation to speeding presentation, 10 November, in HBO village hall
- Letter from Hastoe Housing advising that they would be consulting with HHPC.

| KEY TASK MONITOR | October 2022 | CURRENT | Agenda : 22/130 |
|------------------|--------------|---------|-----------------|
|------------------|--------------|---------|-----------------|

| SUBJECT                   | ISSUE                                                                                                                       | ACTIONS                                                                                                                                                                                                                                                                                                                     | PRIORITY<br>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. Open item                                                                                                                                                                | M                     | NR/ML    | Ongoing |
| Village Sign              | Concerns over condition and maintenance                                                                                     |                                                                                                                                                                                                                                                                                                                             | L                     | MB       | ongoing |
| Flooding – Stortford Road | Three major flooding issues.                                                                                                | Croft Issue Resolved<br>Coggers owner has agreed to fix his issue. King's to advise finish date<br>Forbett's to Croft issue in budget for 2023. F/U needed.                                                                                                                                                                 | M                     | HHPC     | Open    |
| Flooding – Dunmow Road    | Issue outside Lea Hall.                                                                                                     |                                                                                                                                                                                                                                                                                                                             | H                     | SK       | Ongoing |
| Play Areas and Paths      | H&S. RoSPA report identified areas to be addressed                                                                          | 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                                                                                                                                | M                     | NR/Clerk | Ongoing |
| Website Maintenance       | Review of website and its maintenance                                                                                       | Quarterly risk assessment needs to be completed for April, July, October and January. NR to approach SS to take on task                                                                                                                                                                                                     | H                     | NR/SS    | Ongoing |
| Village Green Maintenance | Cut village green and verges. Ragwort and posting maintenance<br>Trees need attention                                       | Contract now placed with Eyelid Productions                                                                                                                                                                                                                                                                                 | M                     | Clerk    | Ongoing |
| Emergency Plan            | No Local Plan                                                                                                               | Contract given to PW May. Monitor. Request for quote sent to PW May<br>Met w. Bidwells who understand issues and are organizing a full survey for implementation after leaf fall. F/U Required<br>Plan completed but GDPR implications need to be clarified. New Emergency Planning Consultant appointed. Clerk in liaison. | M                     | HHPC     | Ongoing |
|                           |                                                                                                                             |                                                                                                                                                                                                                                                                                                                             | H                     | NR       | Urgent  |
|                           |                                                                                                                             |                                                                                                                                                                                                                                                                                                                             | H                     | Clerk    | October |
|                           |                                                                                                                             |                                                                                                                                                                                                                                                                                                                             | M                     | Clerk    | Ongoing |

| Highways – Cox Ley Road     | Cty Cllr to see if any remedial works are planned.                 | Formal approach to Essex Highways.<br>Latest date estimate December/January                                                                                                                                                                                                                                                         | 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.<br>Clerk to purchase 2 x Bins                                                                                                                                                                                    | 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<br>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<br>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<br>B | Completed      |
| Pedestrian Crossing         | Increased risk to children crossing main road                  | Highways have refused this. Close this item. | M | NR        | Completed      |

# Grant Applications - November 2022

Agenda: 22/131

Budget: £3,500

| # | Applicant                  | Purpose                    | Amount | Notes                                      |
|---|----------------------------|----------------------------|--------|--------------------------------------------|
| 1 | HH PCC (Holy Trinity)      | Churchyard Tree Surgery    | £1,580 | Net amount - Approved by council 05 Oct 22 |
| 2 | HH PCC (Holy Trinity)      | Churchyard upkeep          | £450   | Last year £400 granted                     |
| 3 | HH URC                     | Lawn Mower                 | £1,500 | Total gross cost £2,299.90 (net £1,839.92) |
| 4 | Citizens Advice East Herts | Training advisers          | £500   | Unable to state how many HH people helped  |
| 5 | CST.today                  | Support for class in VHall | £528   | Easy Seated Exercise to Music              |
| 6 | HH Cricket Club            | Grass cutting              | £350   | Last year £350 granted                     |
| 7 | Royal British Legion       | Remembrance day            | £100   |                                            |
| 8 | E&H Air Ambulance          | Support for service        | £500   | £100 - £500 given in the past              |
| 9 | HH URC Leisure Hour        | Chair trolley and cleaning | £200   | Last year £200 granted                     |

**Total requested: £5,708**

## Hatfield Heath Parish Council

Chairman: Cllr Mark Biscoe  
Parish Clerk: Richard Howman MSc (Hons) PGD (C)  
Contact: [parishclerk@hatfieldheath.com](mailto:parishclerk@hatfieldheath.com)



### Application for Grant – November 2022

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents if you wish.

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|                                                           |                                                                                              |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Name of Organisation:                                     | HATFIELD HEATH P.C.C.                                                                        |
| Name and position of person making this application       | MRS DIANA GRAVES<br>CHURCH WARDEN, HOLY TRINITY                                              |
| Address for correspondence:                               | 3 COX WEG<br>HATFIELD HEATH<br>CM 22 7ER                                                     |
| Phone number:                                             | 01274 738611                                                                                 |
| Name of Project:                                          | UPKEEP OF HOLY TRINITY<br>CHURCHYARD                                                         |
| Description of Project, how and when grant will be spent. | COST OF CUTTING CHURCHYARD<br>GRASS, RUMMAGE AND<br>MAINTENANCE OF EQUIPMENT<br>ANNUAL GRANT |
| Estimated cost of project including VAT                   |                                                                                              |
| Estimated income from project                             |                                                                                              |

# Hatfield Heath Parish Council

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Parish Clerk: Richard Bowran BSc (Hons) PSLCC

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## Application for Grant – November 2022

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|                                                                |                                                                     |
|----------------------------------------------------------------|---------------------------------------------------------------------|
| Name of Organisation:                                          | HATFIELD HEATH URC                                                  |
| Name and position of person making this application            | JOHN JACKSON                                                        |
| Address for correspondence:                                    | 10 BENTLEY VILLAS<br>HATFIELD HEATH<br>BPS STORTFORD HERTS CM22 7AG |
| Phone number:                                                  | 01279 731072 / 07547461294                                          |
| Name of Project:                                               | Up-Grade Church Yard Equipment                                      |
| Description of Project, how and when grant will be spent.      | The URC wishes to purchase a ride-on mower (see attached)           |
| Total cost of project (excluding VAT)<br>inc VAT @ 20% £459.98 |                                                                     |
| £ 2299.90                                                      |                                                                     |
| Amount of Grant requested:                                     |                                                                     |
| £ 1500                                                         |                                                                     |



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|                                                                  |                                               |                    |
|------------------------------------------------------------------|-----------------------------------------------|--------------------|
| <b>Name of Organisation:</b>                                     | Citizens Advice East Herts                    |                    |
| <b>Name and position of person making this application</b>       | Laura Hyde                                    |                    |
| <b>Address for correspondence:</b>                               | 74 South Street, Bishop's Stortford, CM23 3AZ |                    |
| <b>Phone number:</b>                                             | 01920 459931                                  |                    |
| <b>Name of Project:</b>                                          | Recruiting and training volunteers            |                    |
| <b>Description of Project, how and when grant will be spent.</b> | Recruiting and Training Volunteer Advisers    |                    |
| <b>Total cost of project (excluding VAT)</b>                     |                                               | <b>£33500</b><br>£ |
| <b>Amount of Grant requested:</b>                                |                                               | <b>£500</b><br>£   |

(5)

# Hatfield Heath Parish Council

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|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Organisation:</b>                                     | CST.Today                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Name and position of person making this application</b>       | Debbie Mouldsdaie, Seated exercise to music instructor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Address for correspondence:</b>                               | 11 Queens Crescent, Bishop's Stortford, Herts<br>CM23 3RP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Phone number:</b>                                             | 07904198309                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Name of Project:</b>                                          | Easy Seated Exercise To Music                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Description of Project, how and when grant will be spent.</b> | An Easy Seated Exercise to music course for the elderly and less mobile. Strengthening muscles, keeping fit and combating isolation.<br>A 6-week course starting Friday 19 <sup>th</sup> January 2023 and finishing 24 <sup>th</sup> February 2023, a one-hour class once a week.<br>The grant will pay for: Hall Hire, Public liability Insurance, PPL (Music Licence) Qualified exercise to Music Instructor, including class preparation, travel, advertising, promotion, monitoring and follow ups. Refreshments: Tea, coffee, milk, sugar, and biscuits. Resistance bands. |

£528

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|                                                           |                                                                                                                                                      |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Organisation:                                     | HATFIELD HEATH CRICKET CLUB                                                                                                                          |
| Name and position of person making this application       | PETER GRAVES<br>VOLUNTEER GROUNDSMAN & FIXTURE SEC.                                                                                                  |
| Address for correspondence:                               | 3 CAX LEY<br>HATFIELD HEATH<br>CM22 7ER                                                                                                              |
| Phone number:                                             | 07960 443788                                                                                                                                         |
| Name of Project:                                          | GRASS CUTTING                                                                                                                                        |
| Description of Project, how and when grant will be spent. | KEEPING THE CRICKET FIELD GRASS CUT THROUGHOUT THE SUMMER MONTHS PLUS THE AREA TO THE WEST OF THE CRICKET FIELD AND THE AREA AROUND THE WAR MEMORIAL |
| Total cost of project (excluding VAT)                     | £                                                                                                                                                    |
| Amount of Grant requested:                                | £ 350.00                                                                                                                                             |

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|                                                                  |                                                                                                                                           |             |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Name of Organisation:</b>                                     | Royal British Legion                                                                                                                      |             |
| <b>Name and position of person making this application</b>       | Treasurer                                                                                                                                 |             |
| <b>Address for correspondence:</b>                               | Earlsdown,<br>Stortford Road,<br>Hatfield Heath,<br>Herts, CM22 7DL                                                                       |             |
| <b>Phone number:</b>                                             | 01279 730568                                                                                                                              |             |
| <b>Name of Project:</b>                                          | Branch Maintenance                                                                                                                        |             |
| <b>Description of Project, how and when grant will be spent.</b> | To help defray costs associated with commemorative events such as the annual Remembrance and Poppy Appeal as well as upkeep of the Branch |             |
| <b>Total cost of project (excluding VAT)</b>                     |                                                                                                                                           | <b>£100</b> |
| <b>Amount of Grant requested:</b>                                |                                                                                                                                           | <b>£100</b> |

(8)

# Hatfield Heath Parish Council

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|                              |                                           |
|------------------------------|-------------------------------------------|
| <b>Name of Organisation:</b> | Essex & Herts Air Ambulance Trust (EHAAT) |
|------------------------------|-------------------------------------------|

|                                                            |                                                     |
|------------------------------------------------------------|-----------------------------------------------------|
| <b>Name and position of person making this application</b> | Aderyn Gillett<br>Trusts & Special Projects Manager |
|------------------------------------------------------------|-----------------------------------------------------|

|                                    |                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Address for correspondence:</b> | Flight House, The Business Centre, Earls Colne Business Park, Earls Colne, Colchester, CO6 2NS |
|------------------------------------|------------------------------------------------------------------------------------------------|

|                      |               |
|----------------------|---------------|
| <b>Phone number:</b> | 0345 2417 690 |
|----------------------|---------------|

|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Project:</b>                                          | Essex & Herts Air Ambulance Trust                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Description of Project, how and when grant will be spent.</b> | <p>EHAAT provides a free emergency medical service deploying critical care teams consisting of pre-hospital care doctors and critical care paramedics. Its aim is to save lives, reduce or prevent disability, or suffering from critical illness and injury, by delivering first class pre-hospital emergency medical care to the people of Hertfordshire, Essex and the surrounding areas.</p> <p>Today EHAAT provides this 24/7 life-saving service via helicopters and, during the hours of darkness, via Rapid Response Vehicles (RRV's). Critical care teams, dispatched by the East of England Ambulance Service NHS</p> |

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## Application for Grant – November 2022

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|                              |              |
|------------------------------|--------------|
| <b>Name of Organisation:</b> | LEISURE HOUR |
|------------------------------|--------------|

|                                                            |                            |
|------------------------------------------------------------|----------------------------|
| <b>Name and position of person making this application</b> | MARY STEWART - CHAIRPERSON |
|------------------------------------------------------------|----------------------------|

|                                    |                                               |
|------------------------------------|-----------------------------------------------|
| <b>Address for correspondence:</b> | 23 COX LEY, HATFIELD HEATH ESSEX,<br>CM22 7ER |
|------------------------------------|-----------------------------------------------|

|                      |               |
|----------------------|---------------|
| <b>Phone number:</b> | 01279 731 319 |
|----------------------|---------------|

|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Project:</b>                                          | IMPROVING THE SEATING FACILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Description of Project, how and when grant will be spent.</b> | <p>1. To purchase a chair trolley for the URC Hall.</p> <p>The moving and carrying of chairs is a problem for many using the church hall as the chairs are awkward and heavy. Members of Leisure Hour and the other clubs who use the hall (eg. Gardening Club, History Society and Bible study, Exhibitions etc) are older people who have various fitness issues that mean they have trouble lifting, carrying and stacking these chairs.</p> <p>Trolleys cost between £63-£120 depending on type required.</p> |

£200