

Hatfield Heath Parish Council

Chairman: Cllr Mark Bissell

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



To: Members of Hatfield Heath Parish Council

Cllrs Bissell, Breavington, Brown, Champion, Lemon, King, Overton, Robley, Saban

MEETING OF THE PARISH COUNCIL

You are hereby summoned to attend a Meeting of the Parish Council to be held in the URC Hall, Hatfield Heath at **19:30 on Wednesday 07 December 2022** to transact the business set out in the agenda below.

Parish Clerk
01 December 2022

AGENDA

Welcome by the Chairman

22/143	APOLOGIES FOR ABSENCE To receive any apologies for absence
22/144	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
22/145	EDEN SURGERY Practice Manager, Peter Eldon, to give an update on recent changes and developments at the Hatfield Heath Surgery.
22/146	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
22/147 	MINUTES OF MEETING To approve the minutes of the meeting of 02 November 2022 (M07) To discuss any matters arising from the minutes not included elsewhere on the agenda.
22/148 	PLANNING COMMITTEE MEETING To note the draft minutes of the Planning Committee which took place on 28 November 2022 (P07).
22/149 	FINANCE COMMITTEE MEETING To note the draft minutes of the Finance Committee which took place on 14 November 2022 (F07).

22/150	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
22/151  	FINANCIAL REPORT 1. Approval of Expenditure. To note items of expenditure in November 2022 as approved by the Finance committee 2. Management Accounts. To note Management Accounts for the eight months to 30 November 2022.
22/152  	BUDGET 2023-24 To consider and approve a budget for 2023-24. Clerk's notes are attached. Draft Budget, also attached, is recommended by the Finance Committee.
22/153 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received. Letters of thanks from grant recipients
22/154	KEY TASK MONITOR & PARISH FORUM 1. To review and update the Key Task Monitor. 2. Further actions from the Parish Forum which took place on 12 November.
22/155	HIGHWAYS MATTERS To consider matters relating to Highways. - Maintenance of hedges - VAR signs - Pedestrian crossing at school
22/156	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. - Installation of CCTV - Installation of height barrier lock
22/157	ALLOTMENT REPORT To receive and note a report on the Allotments.
22/158	PLAYGROUND To consider any matters relating to the playground. - Current vandalism - New fencing.
22/159	VILLAGE GREEN To consider any matters relating to the village green - Christmas Tree - Pond clearance
22/160	VILLAGE AMENITIES To consider other village matters - Defibrillator - New web-site
22/161	WILDLIFE AREA To discuss the future of the wildlife area.
22/162	NEIGHBOURHOOD PLAN Progress on the pathway to producing the proposed Neighbourhood Plan.

22/163	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members • Cllr Robley and the Clerk attended a liaison meeting of parish councils with the CEO of UDC on 07 November. • Cllr Champion and the Clerk attended a meeting hosted by Essex CC Highways on 10 November on the subject of Speeding and Safety in the villages.
22/164	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
22/165	DATE OF NEXT MEETING The next scheduled meeting of the Council will be at 19:30 on Wednesday 04 January 2023

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 02 November 2022

Present:

Cllr M Bissell (chair)
Cllr N Champion (NC)
Cllr S King (SK)

Cllr R Breavington (RB)
Cllr N Robley (NR)
Cllr P Brown (PB)

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

In attendance: R Bowran – Parish Clerk

PCSO Mike McDonnell-Smith (MM)

Welcome by the Chairman

22/121	APOLOGIES FOR ABSENCE Were received from Cllr Overton -unwell.
22/122	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members. - ML - Item 22/131.3 - RB & SS – Item 22/131.7 - ML - Item 22/131.9
22/123	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council. Item 22/126 was taken at this point. PCSO Mike McDonnell-Smith gave a summary of reports about activity in Hatfield Heath including crime statistics. Emphasised need to report crimes and ASB as soon as they occur. Concentrating on speeding, use of school groups. Speeding seminar on 10 November at HBO parish hall. "Trucams" are a useful tool but there is a lack of funding. Parking issues should be reported to police by Digital 101. Hatfield Heath newsletter circulated.
22/124	MINUTES OF MEETING Resolved: To approve the minutes of the meeting of 05 October 2022 (M06) There were no matters arising from the minutes not included elsewhere on the agenda.
22/125	PLANNING MEETING Noted: That the Planning Committee scheduled to take place on 24 October 2022 (P06) was inquorate and did not take place.
22/126	LOCAL POLICE VISIT Locality policing. Report from PCSO Mike McDonnell-Smith. Taken at Item 22/123.
22/127	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. ML advised - Speeding Presentation on 10 November at HBO. - UDC Carbon Communities Grants for climate change available. "Have your say" on council spending - Local Plan further delayed.
22/128	FINANCIAL REPORT 1.Approval of Expenditure. Noted: Items of expenditure in October 2022 as approved by the Finance committee

	2. Management Accounts Noted: Management Accounts for the four months to 26 October 2022. 3. Budget for 2023-24 Noted: That 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	CLERK'S REPORT & CORRESPONDENCE Noted: The Clerk's report and correspondence received.																																				
22/130	KEY TASK MONITOR & PARISH FORUM The Key Task Monitor was reviewed and will be updated by NR and published on the website. Key points: • Car Park CCTV scheme to be investigated. • Village sign refurbishment to be carried out by a professional restorer. • Forbetts to Croft, is this in Essex CC budget for next year? • Posting repairs are imminent. • J Kenney quoted to clear out ponds again. • Wildlife area; brambles have overtaken area, needs clearing. • Defibrillator – ML offered some grant assistance.																																				
22/131	GRANT APPLICATIONS Resolved: To make the following grant awards: <table><tr><td>1</td><td>HH PCC (Holy Trinity)</td><td>Churchyard Tree Surgery</td><td>Requested: £1,580 Granted 05 Oct 22</td></tr><tr><td>2#</td><td>HH PCC (Holy Trinity)</td><td>Churchyard Upkeep</td><td>Requested: £450 Granted £400</td></tr><tr><td>3</td><td>HH URC</td><td>Contribution to purchase lawnmower</td><td>Requested: £1,500 Granted £1,500. Clerk to liaise with treasurer.</td></tr><tr><td>4</td><td>Citizens Advice East Herts</td><td>Training Advisors</td><td>Requested: £500 Not granted</td></tr><tr><td>5</td><td>CST.today</td><td>Support for class in Village Hall</td><td>Requested: £528 Granted £60, paid to Village Hall for rental</td></tr><tr><td>6#</td><td>HH Cricket Club</td><td>Support for Grass cutting</td><td>Requested: £350 Granted £350</td></tr><tr><td>7</td><td>Royal British Legion</td><td>Support for Remembrance Service</td><td>Requested: £100 Granted £100</td></tr><tr><td>8</td><td>Essex & Herts Air Ambulance</td><td>Support for Service</td><td>Requested: £500 Granted £500</td></tr><tr><td>9</td><td>HH URC Leisure Hour</td><td>Chair trolley & Chair cleaning</td><td>Requested: £200 Granted £200</td></tr></table> Total granted: £3,940 # Items 2 and 6 to be considered as a budgeted expense. Book Grants; Application from Alex Leonard-Jay for an architecture text book. Cost from RIBA is £35. Grant approved. Essex CC are offering up to £1,000 to support a Keep Warm campaign. ML reported that UDC no longer required match funding from the parish council. Village hall free to make an individual application.	1	HH PCC (Holy Trinity)	Churchyard Tree Surgery	Requested: £1,580 Granted 05 Oct 22	2#	HH PCC (Holy Trinity)	Churchyard Upkeep	Requested: £450 Granted £400	3	HH URC	Contribution to purchase lawnmower	Requested: £1,500 Granted £1,500. Clerk to liaise with treasurer.	4	Citizens Advice East Herts	Training Advisors	Requested: £500 Not granted	5	CST.today	Support for class in Village Hall	Requested: £528 Granted £60, paid to Village Hall for rental	6#	HH Cricket Club	Support for Grass cutting	Requested: £350 Granted £350	7	Royal British Legion	Support for Remembrance Service	Requested: £100 Granted £100	8	Essex & Herts Air Ambulance	Support for Service	Requested: £500 Granted £500	9	HH URC Leisure Hour	Chair trolley & Chair cleaning	Requested: £200 Granted £200
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22/132	HIGHWAYS MATTERS Members attended a meeting with Essex Highways, represented by Cllr Lee Scott, on 18 October to discuss matters relating to Highways. Cllr Scott will meet again with Members to report back on outstanding questions raised.																																				

	Resolved: To ask Essex Highways to revisit the question of providing a pedestrian crossing to serve the school. Clerk to write to Village Hall to ask for use of their car park for school drop offs and pickups.
22/133	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. • Installation of CCTV. Two possible providers were mentioned and NR to consolidate options. Provision will be made in the budget for 2023-24. • Installation of height barrier lock. SK to review options again.
22/134	ALLOTMENT REPORT All quiet in the autumn season. Continuing vermin infestation to be tackled again by the pest control company.
22/135	PLAYGROUND To consider any matters relating to the playground. • New bow-top fencing. Initial quotes received are very costly. Option now to be considered is a more substantial wooden fence. SK will cost up similar to the repairs already carried out.
22/136	VILLAGE GREEN To consider any matters relating to the village green • Christmas Tree. Lord of Manor has granted permission for a permanent tree to be positioned at the site of the traditional temporary ones. SS has obtained quotes for a planting within the next couple of weeks. • Trees at Holy Trinity church. Now removed or cut back. Noted that there are further trees in danger of collapse. • Blockage on footway near Ardley Crescent to be reported to Essex Highways for attention.
22/137	WILDLIFE AREA To consider the future development and care of the Wildlife Area. Bramble infestation and subsequent cuts have rendered the project unviable and restoration will not be pursued at this time. Also see KTM.
22/138	NEIGHBOURHOOD PLAN Progress on the pathway to producing the proposed Neighbourhood Plan. NR had produced an explanatory leaflet and questionnaire. This was commended by Members and 1000 copies will be produced and circulated to all household as an enclosure with the village magazine. Cost of the publication to be passed to UDC for their promised support.
22/139	NEIGHBOURHOOD WATCH Report of the current status of Neighbourhood Watch. Several contacts were put forward at Item 22/123 for use with the police and UDC
22/140	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members • Cllrs Robley and Brown met with and established B Newman as the preferred handyman contractor. A specialist electrician still to be sought. • Cllr Robley and the Clerk will be attending a liaison meeting of parish councils with the CEO of UDC on 07 November. • Cllrs Robley, Champion and the Clerk will attend the speeding presentation on 10 November at HBO village hall.
22/141	AGENDA ITEMS FOR NEXT MEETING There were no additional items for the agenda of the next meeting.
22/142	DATE OF NEXT MEETING The next scheduled meeting of the Council is at 19:30 on Wednesday 07 December 2022

Meeting ended at 21:55

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 15:00 on Monday 28 November 2022 in the URC Hall

Present:

Cllr N Champion (NC)

Cllr N Robley (NR) chair

Cllr M Bissell

In attendance:

R Bowran – Parish Clerk

P 22/51	APOLOGIES FOR ABSENCE To receive any apologies for absence. Cllr King was absent
P 22/52	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
P 22/53	PUBLIC PARTICIPATION There were no questions from members of the public on matters within the remit of the Planning Committee.
P 22/54	MINUTES The record of the Planning Committee meeting scheduled for 22 October 2022 (P06) were noted.
P 22/55	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION <u>Proposed new garage and office annexe</u> Stonebridge Chelmsford Road Hatfield Heath Essex CM22 7BD Ref. No: UTT/22/3117/HHF HHPC Comment: Objection. This would be an inappropriate development within the Metropolitan Green Belt. <u>Demolition of existing side extension and link and erection of a single storey side extension and single storey rear extension</u> Maple Cottage 1 Foxglove Farm Dunmow Road Hatfield Heath Bishops Stortford CM22 7BL Ref. No: UTT/22/2945/HHF HHPC Comment: Objection. Any approval would be inconsistent with previous decisions by the LPA. The site is also with the Metropolitan Green Belt <u>Second storey rear extension</u> Planning Application Tudor Oak Stortford Road Hatfield Heath Essex CM22 7DL Ref. No: UTT/22/3154/HHF Received: Fri 18 Nov 2022 Validated: Wed 23 Nov 2022 HHPC Comment: No Objection REVISED APPLICATION RECEIVED FROM THE LPA FOR CONSIDERATION <u>The demolition of 10 no. existing structures, the conversion and restoration of 8 no. existing buildings to form 8 no. holiday cottages and 1 no. dwelling, the construction of 3 no. single storey dwellings. The creation of a pedestrian and cycle link path.</u>

	Land To the West of Mill Lane Hatfield Heath Ref. No: UTT/22/1261/FUL HHPC Comment: Objection. Full response attached to these minutesⁱ DECISIONS MADE BY THE LPA FOR NOTING Erection of outbuilding Mandal Chelmsford Road Hatfield Heath Essex CM22 7BG Ref. No: UTT/22/2633/CLP Status: Refused PLANNING APPEALS None received ENFORCEMENT ISSUES None received. Upon enquiry UDC do not have a schedule of outstanding enforcement issues relating to the parish.
P 22/56	MAJOR APPLICATIONS Pelham Structures planning application UTT/22/1261/FUL for the site in Mill Lane. A date for the consideration of this application has not yet been published. Greenways planning application UTT/22/1947/FUL for the other site in Mill Lane. A date for the consideration of this application has not yet been published. It is now understood that these applications are unlikely to be heard before January 2023
P 22/57	NEIGHBOURHOOD PLAN A preliminary leaflet and questionnaire for the Neighbourhood Plan has been distributed with the current edition of the village magazine.
P 22/58	THREE PARISHES LOCAL PLANNING GROUP / TPLPG There have been no further meetings of the Group
P 22/59	AGENDA ITEMS FOR NEXT MEETING There were no additional items for the agenda of the next meeting.
P 22/60	DATE OF NEXT MEETING The next scheduled meeting is to be in December 2022.

Meeting ended at 15:50

ⁱ **UTT/22/1261/FUL Land to the West of Mill Lane, Hatfield Heath**

The Hatfield Heath Parish Council have reviewed this proposal, an amendment to UTT/17/2499/FUL which was turned down by the LPA and which was subsequently also dismissed upon appeal. on a variety of grounds. This proposal, advised on 7th November 2022 is an amendment to a previous application under the same number which sought in May 2022 to now develop only the Southern section of the previous site, convert 8 existing POW camp buildings into 'holiday homes' in order to 'preserve' them and pay for this preservation work by converting the existing water tower into a dwelling and building 3 new large single storey dwellings on the site. Ten existing structures (POW buildings) would be demolished.

There is no provision for affordable housing, all non 'holiday homes' being market value and the developer seeks 'exception' from MGB rules based on the element of 'preservation' and a self-designated description of the whole site as 'previously developed' and 'brown field'.

Firstly with regards to MGB, it is agreed by all parties that the proposed development is fully in the ever diminishing green belt, but there is dispute over the definition of 'previously developed land', with the

developer arguing that the site should be so designated and further declared as 'brown field'. We would like again to make three major points:

1. The site was originally farm land that was requisitioned by the war office as a POW camp during WW2. After the war the land was returned to the farmer who owned the land together with the temporary structures used to house the prisoners and their guards. It continued to be continuously farmed, using the temporary structures until the farmer gave up farming in the 80's. Since then it has had no other use and no submissions for change of use have been made. It must therefore be viewed still as farm land (agricultural use only).
2. Temporary structures erected to hold and contain prisoners vary from tented villages, through compounds to the more humane structures found in this case. In no way can any of these be classified as 'prior development' because of their intended temporary and transient nature. Indeed this intent of the MoD by their action was to return the land to farm use
3. The whole area is fully within the MGB and outside the village development envelope

Secondly with regard to the building plan itself we would also like to reinforce our position taken on the previous application

1. The new buildings represent a major uplift in terms of price and structure from the 13 modest dwellings in Mill Lane and effectively form a mini estate. We believe that this is out of keeping with the strip development and gradual blending of the rest of the village through farmland and into the general countryside.
2. The site is isolated from the rest of the village and can only be presently accessed down Mill Lane plus a rural footpath to connect it through Home Pastures to the rest of the village and local amenities (schools, doctors bus stops etc). There is no footway for Mill Lane in the plan although there is a statement that one will be provided! Mill Lane is the obvious and by far the shortest way to access all of the above amenities by foot, but given the dangers we believe most of the new site occupants would drive, exacerbating an already unacceptable traffic situation.
3. The application seeks approval to widening and straightening the existing rural footpath to 3.0m, creating a new gate entrance at the existing turning head in Home Pastures and presumably paving it. HHPC strongly object to this element of the application since it is a clear attempt to form a second vehicular entrance to the site. There are concrete bollards set into the existing path to prevent vehicular use, but the plans are deliberately vague about their preservation as are the details of where and how the so called 'footpath' would exit, but it would appear to eliminate the turning bays and a mature oak tree. It is clear however that users cannot see or be seen by vehicles exiting from houses in Home Pastures until they step/cycle onto the road (no visibility splay is provided for either end of the proposed 'footpath' by the applicant). Number 4 and 5 Home Pastures have no turning bays on their drives, they must reverse in or out of their houses using the eliminated turning bay after the present footpath. This was a firm planning condition of the Home Pastures development to allow the 2 houses to be able to turn cars around, but it is also used extensively on an everyday basis by all 5 houses and their numerous visitors.
4. What is also clear is that construction would require permissions from both UDC and ECC (who own the footpath) and the width would mean MGB land being infringed yet again. We are unclear who owns the land on which the footpath exists, but it is clear that the existing footpath satisfies all the present needs of the community and would provide satisfactory pedestrian access to the development if this was to proceed.

Thirdly, expanding on access to the site and traffic flows:

1. The existing situation is that over the past few years the nature of traffic to and past the site has changed dramatically.
 - a. Greenways eggs (Camp Farm) has transitioned from light vans, to medium sized lorries, to larger lorries and articulated trucks that deliver the eggs to be cross docked at their egg-plant to the North of this site. The fact is that articulated lorries must be guided and personnel posted at either end of the lane to prevent any movement by the residents while these are entering or leaving the premises. The clearance for these trucks at the pinch point at the entrance to the road is just over a hand span either side.

- b. 10mph limit and road name signs have been damaged and/or destroyed on a number of occasions as have fences and railings of the existing houses at the lower end of the road, which remains essentially a farm track!
- c. The number of houses in the road has doubled (all legitimately approved through the LPA). This proposal would be a further major increase even if the so called holiday homes only attained 50% occupancy.
- d. An independent survey (Advanced Transportation Research under order number Q17884) carried out between 12th June to 19th June 2018 inclusive revealed 1102 trips were made, 654 due to Greenways and 448 for the 13 modest size houses in Mill Lane (34.5 per household). Rationally this would mean (assuming only 50% 'Holiday Home' occupancy) an added 40 trips per day on top of the existing 64, all concentrated around peak times. This is certainly not 'unnoticeable' as claimed in the new transport statement and would add to the existing dangers.
- e. Since our survey, a major automotive sales and servicing business has been created immediately adjacent to Camp Farm, that receives a large number of visits (including low loaders which are NOT escorted onto the site). This business has no change of use authorisation (from electrical components storage), but continues to operate despite this further exacerbating the situation.
- f. Finally, a recent approval by the LPA to expand Hatfield Haven will have a further major impact on parking in and around the area, with ambulances already semi blocking Mill Lane entrance and restricting line of sight, ingress and egress onto the A1060.
- g. In summary, Mill Lane is already completely overloaded and this development is not sustainable.

Fourthly we would like to comment on flooding and flood risk

1. The 'Revised Flood Risk Assessment and Drainage Strategy' is frankly a disgrace.
 - a. It totally ignores the fact that this site has been the major cause of flooding in the Stortford Road in the past and effectively lets the developer off the hook by stating that an existing drainage ditch runs through the site already and they can do what they like.
 - b. The fact is that the rainwater system feeds across the back of six houses and down a single exit to the Stortford Road and has only just had a major upgrade (by the Parish Council and householders) to prevent the major flooding at the back of the houses on the Stortford Road and on the Road itself. The major cause of flooding has been silt 'passed on' by the landowner.
 - c. The site owner has done nothing to ameliorate this 'pass on' of the silting problem and apparently feels that they can add to it at will.
 - d. Although the plan seems to include swales and such like to mediate flow, there will still be a major flow and silt increase into this completely overstretched system which has been ignored. The problem is simply passed on to the downstream owners/sufferers.
 - e. The Revised Assessment was done in 2016 on three different sites, this being one of them and is completely out of date. Appendices C,D and E post historical photos that are a complete misrepresentation of the present facts including all the work done to prevent silt laden water from the site reaching the road side systems and flooding the road, with many documented traffic problems.
 - f. We are also not impressed by the 'new' study referencing two other sites that are no doubt under scrutiny by the developer, but completely irrelevant to this application.

Fifthly we would like to expand on the statements about the POW camp itself and its historical and physical importance to the village.

1. A few years ago the site was open for visits by schoolchildren and the like to visit and learn something about our culture and heritage and how we came to be who we are. This opportunity has more recently been denied them by the joint owners of the property on which the camp stands who have point blank refused access. The school nonetheless continue to run projects about the camp and the part it played in our village and the greater scheme of things sponsored by the History Society and the British Legion. It is therefore a very important part of the village heritage.
2. On this basis the Camp (both this site and that occupied by Greenways) has been included on the latest list of Designated Local Heritage Assets and section 4 status has been applied for that would ensure

non demolition of buildings. Even without the physical section 4 document the intention of listing is to ensure access to the public, but as far as we can ascertain the proposed site will be a closed estate community with no general access. This to us completely belies the declared intention of 'preservation'.

3. With regard to 'preservation/restoration', this end of the site was dedicated to accommodation for the guards and included the camp water tower and canteen, all block built in concrete. This application would result in the total destruction of the guard hut side of the camp, which would be changed to look exactly like the prisoner hut side, which already exists in quite a good state on the Greenways site. Surely restoration should mean preservation of the basic identity and look of the guard complex and ancillary buildings at this end of the site. This is to us not restoration but faking things up to justify the development plans. Given the chance we would restore the buildings to their historical state.
4. We also question the habitability overall of these 'holiday homes'. It seems from the very sketchy construction plan provided that none of them would close to pass muster if they were being proposed as saleable properties, so why would they be acceptable as habitable as 'holiday home'? We would hope that if this proposal were to go ahead, Building Standards would insist that they were not used for anything other than an historical viewing purpose, however fake that may be!
5. The previous application also included a large section on archaeological Investigation to be carried out as a condition prior to any works being started. Although we are objecting to the proposal, this should be properly addressed in the application

Lastly the applicant relies totally on all other existing infrastructure to support the proposal.

Yet:

1. Foul water systems are already overloaded in Mill Lane leading to frequent blockages. Not addressed.
2. The sewage farm on the Matching Road is overloaded and tankers have already to be regularly deployed. Not addressed
3. The Doctor's surgery is overloaded leading to outside queues already to collect prescriptions and long waiting lists for appointments. While the Parish Council is working with the surgery to ameliorate these issues there is only so much that can be done to bring things under control.
4. The village school is oversubscribed and the electrical, gas, water and telephone systems are all highly marginal. This proposal would almost certainly tip the over the edge locally.

In summary, this development proposed is still for an exclusive 'gated' complex that is not inclusive or linked to the village in any way and which takes no account whatsoever of any wishes by the rest of its inhabitants. It could most properly be designated as an 'estate infill' behind the Stortford Road that is completely self-contained in all respects (apart from all major amenities, services and water egress that are overstrained already). It detracts in all respects from the ethos and direction of responsible and sustainable development that has been the watchword of the village and would only contribute in a major and negative manner to the continued sustainability of the village as a village.

HATFIELD HEATH PARISH COUNCIL

Minutes of the Finance Committee of the Parish Council held at URC Hall, Hatfield Heath at 15:00 on Monday 14 November 2022

Present:

Cllr M Bissell (chair)
Cllr N Robley (NR)

Cllr R Breavington (RB)
Cllr S Saban (SS)

In attendance:

R Bowran – Parish Clerk

F 22/01	ELECTION OF CHAIRMAN & VICE CHAIRMAN Cllr Breavington was elected to be chairman of the committee for the civic year 2022-23 Cllr Robley was elected to be vice-chairman of the committee for the civic year 2022-23
F 22/02	APOLOGIES FOR ABSENCE Received from Cllr Lemon – UDC commitment
F 22/03	DECLARATIONS OF PECUNIARY INTEREST Clerk advised that because of the nature of the business, the budget, that there was a deemed exemption from Declarations of Pecuniary Interest by Members
F 22/04	PUBLIC PARTICIPATION There were no questions from members of the public.
F 22/05	NATIONAL PAY AWARD 2022-23 Resolved: To apply the national pay award as announced by NALC/SLCC on 01 November 2022
F 22/06	BUDGET 2023-24 Received the draft Budget for 2023-24. After discussion it was agreed: • To maintain the precept demand at the same level as the current year. • To submit a budget showing a deficit. • To decide on projects with major expenditure at full council. • Any deficit to be taken from General Reserves. Recommended: That the Budget, as discussed, and as appended to these minutes, be submitted for approval by the Council
F 22/07	DATE OF NEXT MEETING The next meeting will be scheduled when it is required.

Meeting ended at 16:10

Invoices for Authorisation to 24 November 2022

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
26/10/2022	Essex Tree Masters	Tree work at HTTrinity church	on-line	1,850.00	308.34	1,541.66	110	Paid
01/11/2022	Heath Computers	Web site maintenance	on-line	66.00	11.00	55.00	111	
01/11/2022	R Bowran	Tablet Mice	on-line	149.90	25.00	124.90	112	
01/11/2022	R Bowran	Tablet packaging	on-line	8.99	1.50	7.49	113	
06/11/2022	Rodect	Allotment pset control	on-line	50.00	-	50.00	114	
31/10/2022	J Kenney	Verge cutting	on-line	1,902.53	317.09	1,585.44	115	
02/11/2022	Holy Trinity church	Churchyard upkeep	on-line	400.00	-	400.00	116	Grant - 02 Nov 22
02/11/2022	United Reform church	Contribution to mower	on-line	1,500.00	-	1,500.00	117	Grant - 02 Nov 22
02/11/2022	HH Village Hall	Easy Seated Exercise - hall hire	on-line	60.00	-	60.00	118	Grant - 02 Nov 22
02/11/2022	HH Cricket Club	Grass cutting	on-line	350.00	-	350.00	119	Grant - 02 Nov 22
02/11/2022	Royal British Legion	Costs contribution	on-line	100.00	-	100.00	120	Grant - 02 Nov 22
02/11/2022	E&H Air Ambulance	Costs contribution	on-line	500.00	-	500.00	121	Grant - 02 Nov 22
02/11/2022	HH URC Leisure hour	Chair Trolley	on-line	200.00	-	200.00	122	Grant - 02 Nov 22
02/11/2022	Alex Leonaard-Jay	Book Grant	on-line	35.00	-	35.00	123	Book Grant - 02 Nov 22
24/11/2022	RBowran	Clerk's expenses	on-line	107.00	-	107.00	124	
24/11/2022	HMRC	Tax & NI	on-line	479.00	-	479.00	125	
24/11/2022	RBowran	November Salary	on-line	1,122.36	-	1,122.36	126	includes back pay
24/11/2022	JSykes	November Salary	on-line	291.52	-	291.52	127	includes back pay
24/11/2022	JPage	November Salary	on-line	182.26	-	182.26	128	includes back pay
24/11/2022	JJackson	November Salary	on-line	145.86	-	145.86	129	includes back pay
24/11/2022	KMorris	November Salary	on-line	182.26	-	182.26	130	includes back pay

Total **9,682.68** **354.59** **7,478.09**

Cash receipts

Date	From	Description	Amount	vchr

Total **£0.00**

Balance at Bank (after these transactions)

£49,477.39

AGENDA: 22/151.1

Hatfield Heath Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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					373.00	-373.00	-373.00 (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	4,102.72	-182.72	-182.72 (-4%)

Allotments

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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	150.00	50.00	50.00 (25%)
SUB TOTAL		430.00	440.00	10.00	430.00	150.00	280.00	290.00 (33%)

Amenities

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
34	Street Furniture		531.81	531.81	2,500.00	531.81	1,968.19	2,500.00 (100%)
40	Grants				3,500.00	4,686.67	-1,186.67	-1,186.67 (-33%)
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%)
84	Defibrillator							(N/A)
SUB TOTAL			531.81	531.81	10,800.00	5,618.48	5,181.52	5,713.33 (52%)

Audit

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

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

30 November 2022 (2022-2023)

5 External Audit	200.00	300.00	-100.00	-100.00 (-50%)
SUB TOTAL	480.00	370.00	110.00	110.00 (22%)

Car Parks

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

Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 Community Events				300.00		300.00	300.00 (100%)
30 Annual Parish Meeting				100.00		100.00	100.00 (100%)
33 Christmas Tree				500.00		500.00	500.00 (100%)
35 Fairs	1,850.00	700.00	-1,150.00		1,055.43	-1,055.43	-2,205.43 (-119%)
SUB TOTAL	1,850.00	700.00	-1,150.00	900.00	1,055.43	-155.43	-1,305.43 (-47%)

Highways

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

Information Technology

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2 Web-site				700.00	492.87	207.13	207.13 (29%)
31 IT Repairs and Software				50.00	150.98	-100.98	-100.98 (-201%)
32 IT Equipment				50.00	1,740.28	-1,690.28	-1,690.28 (-3380%)
53 Zoom Subscriptions							(N/A)
78 Web-site Rebuild				2,000.00	959.98	1,040.02	1,040.02 (52%)
SUB TOTAL				2,800.00	3,344.11	-544.11	-544.11 (-19%)

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

30 November 2022 (2022-2023)

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

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

Other Amenities

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49 Leaflet Printing							(N/A)
61 Repairs & Maintenance					75.00	-75.00	-75.00 (N/A)
63 Tree Works					300.00	-300.00	-300.00 (N/A)
64 Poppy Appeal							(N/A)
66 Cricket Club grass							(N/A)
86 Holy Trinity church grass							(N/A)
87 United Reform Church grass							(N/A)
SUB TOTAL				375.00	-375.00		-375.00 (N/A)

Other Expenditure

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

Other Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70 V.A.T. Income		8,852.43	8,852.43				8,852.43 (N/A)
SUB TOTAL		8,852.43	8,852.43				8,852.43 (N/A)

Playgrounds

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

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

30 November 2022 (2022-2023)

SUB TOTAL				2,000.00	91.00	1,909.00	1,909.00 (95%)
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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	7,555.20	3,244.80	3,244.80 (30%)
7 Locum Clerk/RFO							(N/A)
47 Prior Staff					2,264.98	-2,264.98	-2,264.98 (N/A)
51 HMRC				5,000.00	4,399.00	601.00	601.00 (12%)
52 Litter Pickers							
SUB TOTAL				15,800.00	14,219.18	1,580.82	1,580.82 (10%)

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 Halingbury pc		557.80	557.80				557.80 (N/A)
74 Little Halingbury pc		57.80	57.80				57.80 (N/A)
83 Secretariat				1,000.00		1,000.00	1,000.00 (100%)

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

30 November 2022 (2022-2023)

SUB TOTAL	615.60	615.60	3,000.00	132.00	2,868.00	3,483.60 (116%)
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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	2,249.27	390.73	390.73 (14%)
67	Heath Posting							(N/A)
75	conservation area							(N/A)
85	Pond Maintenance							(N/A)
SUB TOTAL		2,265.00		-2,265.00	9,640.00	6,314.85	3,325.15	1,060.15 (8%)

Summary

NET TOTAL	51,690.00	53,284.84	1,594.84	58,220.00	36,050.04	22,169.96	23,764.80 (21%)
V.A.T.					2,594.14		
GROSS TOTAL		53,284.84			38,644.18		

Memorandum from the Clerk

To: All Councillors

Subject: Budget 2023-24

Date: 02 December 2022

Attached is the first draft of a budget for 2023-24 for discussion and decision at the Council meeting on 07 December 2022.

For the purposes of this exercise, points to note:

- Assume precept demand remains unchanged at £42,145. Recent announcement by the Prime Minister has said Principal Authorities can increase Council Tax demands by up to 6%, without referendum. There is no such restriction upon Parish Councils.
- Current draft shows a deficit of £13,995.
- This could be met by either:
 - a precept increase of 35% or
 - a decrease in General Reserves or
 - a reduction in budgeted costs or
 - a combination of the above
- Main increases in costs shown are:
 - Provision for election expenses in May 2023
 - Increase in cost of cutting grass verges not being met by Essex CC
 - New cost of clearing the Sheering Road pond
 - Refurbishment of the bus shelter
 - Potential cost of supporting hedge cutting
 - Anticipated increase in insurance costs
 - Unrecoverable costs of preparing Neighbourhood Plan.

Nothing is insurmountable – I wanted to set the draft out thus way so that it would be a basis for debate. I will have my laptop with me so that any proposed changes can be seen in real time.

Budget 2023-24

	Title	2022-23 Budget	2022-23 Act 6 mos	2022-23 F'cast	2023-24 Budget	Notes
Administration	8 Bank charges	80	36	72	72	
	10 Car mileage	400	0	0	500	
	11 Members expenses	100	0	0	100	
	16 Data registration	40	0	40	40	
	17 EALC subscription	500	493	493	500	
	18 SLC subscription	100	110	110	115	
	24 Insurance	1,450	2,549	2,549	2,800	May 23
	25 Elections	250	0	0	2,000	
	26 Printing Postage Stationary	100	128	200	200	
	28 Training	400	0	0	450	
	29 Office provision	0	977	1,500	1,000	9 x £50
	48 Other subscriptions	0	160	160	160	
	55 Hall hire	450	331	600	600	
	62 Misc expenses	0	0	0	0	
	65 Admin/finance support	0	0	0	0	
		3,870	4,784	5,724	8,537	
	Expenditure	3,870	4,784	5,724	8,537	
	Income	0	0	0	0	
	Administration Outcome	3,870	4,784	5,724	8,537	
Allotments	8 Repairs and maintenance	0	0	0	1,000	lock
	54 Grass cutting	230	0	230	250	
	60 Pest control	200	100	200	200	
		430	100	430	1,450	
	6 Rents					
		430	440	440	440	
		430	440	440	440	
	Expenditure	430	100	430	1,450	
	Income	430	440	440	440	
	Allotments Outcome	0	-340	-10	1,010	

Budget 2023-24

	Title	2022-23 Budget	2022-23 Act 6 mos	2022-23 F'cast	2023-24 Budget	Notes
Amenities						
34	Street furniture/Bus shelter	2,500	532	532	750	bus shelter
40	Grants	3,500	-532	-532	2,500	532 from D Hockley
41	Wildlife area	500	400	400	0	
42	Green waste skips	2,500	0	2,500	2,500	
44	Wildlife project	1,500	0	0	0	
45	War Memorial	250	0	0	0	
84	Defibrillator	0	0	0	150	
		10,750	400	2,900	5,900	
	Expenditure	10,750	400	2,900	5,900	
	Income	0	0	0	0	
	Amenities Outcome	10,750	400	2,900	5,900	
Audit						
4	Internal audit	280	70	150	200	
5	External audit	200	300	300	300	
		480	370	450	500	
	Expenditure	480	370	450	500	
	Income	0	0	0	0	
	Audit Outcome	480	370	450	500	
Car Parks						
21	Village car park / incl cctv	1,200	269	269	5,500	5000 cctv
22	Church car park	0	0	0	0	
		1,200	269	269	5,500	
	Expenditure	1,200	269	269	5,500	
	Income	0	0	0	0	
	Car Parks Outcome	1,200	269	269	5,500	
Events						
14	Community events	300	1,055	0	250	Loan to Jubilee cttee
30	Annual Parish meeting	100	0	0	50	
33	Christmas tree	500	0	500	250	
		900	1,055	500	550	
35	Fairs	1,850	700	1,400	1,500	spring fair
		1,850	700	1,400	1,500	
	Expenditure	900	1,055	500	550	
	Income	1,850	700	1,400	1,500	
	Events Outcome	-950	355	-900	-950	

Budget 2023-24

		Title	2022-23 Budget	2022-23 Act 6 mos	2022-23 F'cast	2023-24 Budget	Notes
Other Amenities	49	Leaflet printing	0	0	0	0	
	61	Repairs and maintenance	0	75	150	150	
	63	Tree works	0	300	300	250	
	64	RBL Appeal	0	0	100	100	
	66	Cricket Club grass	0	0	350	350	
	86	HT church grass	0	0	400	400	
	87	URC church grass	0	0	0	400	
			0	375	1,300	1,650	
		Expenditure	0	375	1,300	1,650	
		Income	0	0	0	0	
		Other Amenities Outcome	0	375	1,300	1,650	
Playgrounds	23	Repairs and maintenance	1,000	91	250	1,000	fencing
	46	Play area	1,000	0	0	500	safety & inspection
		Playgrounds Outcome	2,000	91	250	1,500	
Policing	39	Community policing	2,000	0	0	0	
		Community Policing Outcome	2,000	0	0	0	
Precept	3	Precept on UDC	42,145	42,145	42,145	42,145	
			42,145	42,145	42,145	42,145	
		Expenditure	0	0	0	0	
		Income	42,145	42,145	42,145	42,145	
		Precept Outcome	-42,145	-42,145	-42,145	-42,145	

Budget 2023-24

		Title	2022-23 Budget	2022-23 Act 6 mos	2022-23 F'cast	2023-24 Budget	Notes
s137	12	Remembrance wreath	50	0	50	50	
		S137 Outcome	50	0	50	50	
Salaries	1	Current Staff	9,000	7,076	9,676	9,918	+2.5%
	51	HMRC (Tax + NI)	1,800	1,786	2,940	3,014	
	52	Litter Pickers	2,000	3,597	6,715	6,883	+2.5%
			12,800	12,459	19,331	19,814	
		Expenditure	12,800	12,459	19,331	19,814	
		Income	0	0	0	0	
		Salaries Outcome	12,800	12,459	19,331	19,814	
TPLPG	71	Consultants	0	0	0	0	
	83	Secretariat/website	0	174	174	174	incl. web site maint
			0	174	174	174	
	72	Hatfield Broad Oak PC	0	0	0	0	
	73	Great Hallingbury PC	0	58	58	58	
	74	Little Hallingbury PC	0	58	58	58	
			0	116	116	116	
		Expenditure	0	174	174	174	
		Income	0	116	116	116	
		USAG Outcome	0	58	58	58	
Village Green	13	Grass cutting	3,000	3,776	6,500	6,500	
	15	Repairs and maintenance	4,000	290	500	500	
	43	Rural verges	2,640	664	2,248	2,430	Kenney 8% increase
	67	Heath posting	0	0	500	500	
	75	Conservation area	0	0	0	0	
	85	Pond maintenance	0	0	750	5,430	750 annual maint +SRd pond
			9,640	4,730	10,498	15,360	
	36	Essex CC Highways	2,265	0	2,265	2,265	
			2,265	0	2,265	2,265	
		Expenditure	9,640	4,730	10,498	15,360	
		Income	2,265	0	2,265	2,265	
		Village Green Outcome	7,375	4,730	8,233	13,095	

	2022-23	2023-24
Precept	42,145	42,145
Tax Base	865.95	865.95
Band D equiv Epa	48.7	48.7
p per week	93.6	93.6
p per day	13.4	13.4
		0.0%
		0.0%
		0.0
		0.0
		0.0

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – November 2022

Date: 02 December 2022

Summary of main items of activity:

- Prepared agendas and minutes for meetings (council, planning and finance)
- Attended parishes liaison meeting with CEO of UDC on 07 November
- Attended meeting with Essex Highways on 10 November on issue of speeding.
- Carried out normal monthly administration tasks

Current Actions

- Prepare recommended budget 2023-24 for Council on 07 December.
- Clarify ECC pre-installation requirements for speed limiting devices
- Held commissioning session on tablets with Techwyse
- Self-train on operation of new website
- Complete bank mandate changes
- Obtain quotes for replacement defibrillator, grant from D Cllr Lemon
- No further contact with Hastoe Housing on consulting with HHPC.

Correspondence (extract of key items)

- E-mails to grant applicants with details of grants awarded (or not)
- Dialogue with Essex Highways on outstanding issues including request to review installing a pedestrian crossing near school.
- Cllr Lee Scott has agreed to meet with us again in January for an update session