

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 04 January 2023** to transact the business set out in the agenda below.

Parish Clerk
30 December 2022

AGENDA

Welcome by the Chairman

22/166	APOLOGIES FOR ABSENCE To receive any apologies for absence
22/167	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
22/168	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
22/169 	MINUTES OF MEETING To approve the minutes of the meeting of 07 December 2022 (M08) To discuss any matters arising from the minutes not included elsewhere on the agenda.
22/170	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
22/171 	FINANCIAL REPORT 1. Approval of Expenditure. To note items of expenditure in December 2022 as approved by the Finance committee 2. Management Accounts. To note Management Accounts for the eight months to 30 December 2022.
22/172 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received. Email from CEO of UDC confirming that UDC would not be giving financial support to the Highways Rangers Scheme in 2023-24.

22/173	KEY TASK MONITOR & PARISH FORUM To review and update the Key Task Monitor
22/174	HIGHWAYS MATTERS To consider matters relating to Highways. • Maintenance of hedges • VAR signs • Pedestrian crossing at school "Teams" meeting arranged with Cllr Lee Scott on 27 January.
22/175	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. • Installation of CCTV • Installation of height barrier lock
22/176	ALLOTMENT REPORT To receive and note a report on the Allotments and on future financing options.
22/177	PLAYGROUND To consider any matters relating to the playground. • New entrance gate.
22/178	VILLAGE GREEN To consider any matters relating to the village green • Action on Pond clearance • Tenders for grass cutting contract
22/179	VILLAGE AMENITIES To consider other village matters • Defibrillator, grant received courtesy of Cllr Lemon's New Homes Bonus fund. • New web-site, now operational but not fully populated.
22/180	WILDLIFE AREA To discuss the future of the wildlife area.
22/181	NEIGHBOURHOOD WATCH Progress on the reconstitution of the Neighbourhood Watch Scheme.
22/182	NEIGHBOURHOOD PLAN Progress on the pathway to producing the proposed Neighbourhood Plan. Claim in progress to UDC for expenditure incurred on leaflet publication.
22/183	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members
22/184	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
22/185	DATE OF NEXT MEETING The next scheduled meeting of the Council will be at 19:30 on Weds 01 Feb 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 07 December 2022

Present:

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

Cllr P Brown (PB)
Cllr N Robley (NR)

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

Peter Eldon
(Practice Manager Eden Surgery)

In attendance:

R Bowran – Parish Clerk

Welcome by the Chairman

22/143	APOLOGIES FOR ABSENCE Received from Cllr Breavington.
22/144	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members.
22/145	EDEN SURGERY Practice Manager, Peter Eldon, gave an update on recent changes and developments at the Hatfield Heath Surgery. He reported on: • Appointments. Still struggle to meet demand for appointments. Need to triage requests. "Strep A" is causing extra demand at the moment, inflated by media comment. • Telephone System. Still have same supplier but glitches are being removed. Change of supplier being considered in new year. • Receptionists. New reception manager, Kate, who is running a committed team. • Dispensary Manager. New manager, Abbie, appointed from within, root and branch review of all aspects. EPS, Electronic Prescribing System, initiated in July, opens up access to other dispensaries. • Patient Participation Group. Now restarted with 20 members. Next meeting will be in January. Gives good communications. • Website. Needs improvement. Will be relaunched in January. Peter was thanked for his feed back and congratulated on improvements which have been well received.
22/146	PUBLIC PARTICIPATION There were no questions from members of the public.
22/147	MINUTES OF MEETING Resolved: To approve the minutes of the meeting of 02 November 2022 (M07) There were no matters arising from the minutes not included elsewhere on the agenda.
22/148	PLANNING COMMITTEE MEETING Noted: The draft minutes of the Planning Committee which took place on 28 November 2022 (P07). ML has been in contact with planning officer for the Mill Lane applications. It had been hoped that these would be considered in January but that now looks unlikely as both ML, as the local Member, and the chair of the Planning Committee would both be absent.
22/149	FINANCE COMMITTEE MEETING Noted: 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. ML said grant from the NHB for a defibrillator has been agreed. Also grants made to URC for a mower and White Roding for an old people's annual dinner. No prospects for NHB sums next year. UDC has much home working, 49 vacancies in planning and environment. Finances look bleak but new officers are in post for the Local Plan which is unlikely to emerge before late 2024 or 2025.
22/151	FINANCIAL REPORT 1.Approval of Expenditure. Noted: Items of expenditure in November 2022 as approved by the Finance committee 2. Management Accounts. Noted: Management Accounts for the eight months to 30 November 2022.
22/152	BUDGET 2023-24 Members considered a budget for 2023-24 Resolved: To adopt the budget recommended by the Finance Committee. <i>[prop Cllr Lemon; secd Cllr Robley; all in favour]</i>
22/153	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received. • Letters of thanks from grant recipients • Letter from CEO of UDC asking that following withdrawal of financial support for Highways Rangers whether parish council would make a contribution to maintain the service. Members agreed that they would not. Clerk to advise CEO accordingly. • Letter from UDC solicitor asking parish council to acknowledge to the resolution made to adopt the provisions of S45 Local Government(Miscellaneous Provisions) Act 1976. Clerk to do so.
22/154	KEY TASK MONITOR & PARISH FORUM The Key Task Monitor was reviewed in summary and NR undertook to update the published monitor. Main action points covered elsewhere in these minutes.
22/155	HIGHWAYS MATTERS To consider matters relating to Highways. • Maintenance of hedges. Especially on Sheering Road. ML to approach Michael Hackley about help in this area. • VAR signs. Support from Cty Cllr obtained. Essex CC will only approve 4 contractors (who are national contractors) Clerk has asked for interested companies to confirm they are on the CC list) • Pedestrian crossing at school. Request made to Cllr Scott of Essex CC, progress meeting to be arranged for January. • Dunmow Road and Sawbridgeworth Road roundabouts. Progress needed from Essex CC,
22/156	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. • Installation of CCTV. Agreed to investigate proposals for the supply and installation of CCTV cameras in the village. • Installation of height barrier lock. SK said he could up with a solution.
22/157	ALLOTMENT REPORT To receive and note a report on the Allotments. • New lock has been fitted to entrance gate. • Water has been turned off for the winter season • Should the Allotments pay for themselves? Discuss principles for the future with RB on behalf of the allotments society.

22/158	PLAYGROUND To consider any matters relating to the playground. • New fencing. Bow top designs too expensive, wooden fencing to be repaired and reinforced. Gates need attention, SK to obtain a quote for a new gate.
22/159	VILLAGE GREEN To consider any matters relating to the village green • Christmas Tree. SS has been to 5 suppliers. Best advice is to plant a 5–6 foot trees for best chance of survival. This year a temporary tree. SS will progress. • Pond clearance. Alternative quotes needed and proposed. • Quotes needed for on-going maintenance of village green, verges etc. • Footway parking. Clerk to write to Hunters Meet and 2 Rosemary Cottages about obstructions. • Clerk to chase up Bidwells for their report on trees.
22/160	VILLAGE AMENITIES To consider other village matters • Defibrillator. ML has approved a grant in support. • New web-site is active and clerk beginning to populate it. Still running in parallel with existing site. • Policy for A Boards now revised SS will laminate and they will be distributed. • Two new dog bins installed. • Village sign repair. MB to recall who was contacted last time. • Liaison with Hastoe over planning conditions are still dormant
22/161	WILDLIFE AREA The future of the wildlife area. NR has obtained the original consultation report. Agreed to contact the author and ask for a quote to update their recommendations.
22/162	NEIGHBOURHOOD PLAN Progress on the pathway to producing the proposed Neighbourhood Plan. Questionnaire now on the existing website. Clerk to post this on new website. NR to publicise in village magazine.
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. Nothing of value to report. • 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. Nothing of value to report.
22/164	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. • Neighbourhood Watch • Action on Pond clearance • Tender for Green cutting
22/165	DATE OF NEXT MEETING The next scheduled meeting of the Council will be at 19:30 on Wednesday 04 Jan 2023

Meeting ended at 21:30

Invoices for Authorisation to 23 December 2022

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
28/11/2022	RBL Poppy Appeal	Remembrance Wreath	cheque	50.00	-	50.00	131	Chq # 300213
29/11/2022	HH URC	Meeting Room Rental	on-line	259.87	-	259.87	132	
04/12/2022	R Bowran	Postage Stamps	on-line	44.74	7.46	37.28	133	
04/12/2022	R Bowran	Stationery	on-line	8.10	1.35	6.75	134	
01/12/2022	Heath Computers	Web site maintenance	on-line	66.00	11.00	55.00	135	inv 4409
06/12/2022	Footprint	NP brochure & questionnaire	on-line	768.00	-	768.00	136	
06/12/2022	N Robley	Fixing kit for dog bins	on-line	102.12	-	102.12	137	
07/12/2022	Kee Locksmith	Lock for Allotment	on-line	255.00	-	255.00	138	
19/12/2022	R Bowran	December expenses & mileage	on-line	42.20	-	42.20	139	
23/12/2022	HMRC	Tax & NI	on-line	318.14	-	318.14	140	
23/12/2022	Ken Morris	December salary	on-line	120.99	-	120.99	141	
23/12/2022	John Jackson	December salary	on-line	96.79	-	96.79	142	
23/12/2022	John Sykes	December salary	on-line	193.57	-	193.57	143	
23/12/2022	R Bowran	December salary	on-line	828.64	-	828.64	144	
23/12/2022	Janice Page	December salary	on-line	120.99	-	120.99	145	
30/12/2022	Unity Trust Bank	Oct - Dec 22 bank charges	on-line	18.00	-	18.00	146	

Total	3,293.15	19.81	3,273.34
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Cash receipts

Date	From	Description	Amount	vchr
15/12/2022	UDC	Defibrillator Grant Via ML	£700.00	R10

Total	£700.00
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Balance at Bank (after these transactions)

£48,840.85

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

29 December 2022 (2022-2023)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Bank charges				80.00	54.00	26.00	26.00 (32%)
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	194.31	-94.31	-94.31 (-94%)
28	Training				400.00		400.00	400.00 (100%)
29	Office Provision					415.20	-415.20	-415.20 (N/A)
48	Other Subscriptions					170.50	-170.50	-170.50 (N/A)
55	Hall Hire				450.00	591.37	-141.37	-141.37 (-31%)
62	Misc Expenses							(N/A)
65	Admin/Finance Support							(N/A)
SUB TOTAL					3,920.00	4,466.82	-546.82	-546.82 (-13%)

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					255.00	-255.00	-255.00 (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	405.00	25.00	35.00 (4%)

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	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		700.00	700.00				700.00 (N/A)
SUB TOTAL			1,231.81	1,231.81	10,800.00	5,618.48	5,181.52	6,413.33 (59%)

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%)

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

29 December 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	547.87	152.13	152.13 (21%)
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	3,399.11	-599.11	-599.11 (-21%)

Litter Picking

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Litter Picking PPE					111.28	-111.28	-111.28 (N/A)

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

29 December 2022 (2022-2023)

SUB TOTAL				111.28	-111.28	-111.28 (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	768.00	232.00	232.00 (23%)
82	UDC Support	5,000.00		-5,000.00				-5,000.00 (-100%)
SUB TOTAL		5,000.00		-5,000.00	5,000.00	768.00	4,232.00	-768.00 (-7%)

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

29 December 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%)

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Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Remembrance Wreath				50.00	50.00		(0%)
59	Poppy Appeal							(N/A)
SUB TOTAL					50.00	50.00		(0%)

Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Current Staff				10,800.00	8,383.84	2,416.16	2,416.16 (22%)
7	Locum Clerk/RFO							(N/A)
47	Prior Staff							(N/A)
51	HMRC					2,583.12	-2,583.12	-2,583.12 (N/A)
52	Litter Pickers				5,000.00	4,931.34	68.66	68.66 (1%)
SUB TOTAL					15,800.00	15,898.30	-98.30	-98.30 (-0%)

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%)

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

29 December 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	53,984.84	2,294.84	58,220.00	39,323.38	18,896.62	21,191.46 (19%)
V.A.T.					2,613.95		
GROSS TOTAL		53,984.84			41,937.33		

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – December 2022

Date: 30 December 2022

Summary of main items of activity:

- Prepared agendas and minutes for meetings (council and planning)
- Carried out normal monthly administration tasks

Current Actions

- No further contact with Hastoe Housing on consulting with HHPC.

Correspondence (extract of key items)

- Response from Peter Holt, CEO of UDC, saying that due to lack of support from parishes, UDC will not be funding Highways Rangers after April 2023.
- Cllr Lee Scott has agreed to meet with us by Teams meeting on 27 January for an update session
- Lots of advice and actions from UDC on the procedures for the May 2023 elections. I will be sharing this with all members and publicising in the village magazine.