

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 01 February 2023** to transact the business set out in the agenda below.

Parish Clerk
26 January 2023

AGENDA

Welcome by the Chairman

22/186	APOLOGIES FOR ABSENCE To receive any apologies for absence
22/187	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
22/188	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
22/189 	MINUTES OF MEETING To approve the minutes of the meeting of 04 January 2023 (M09) To discuss any matters arising from the minutes not included elsewhere on the agenda.
22/190 	PLANNING COMMITTEE To note the minutes of the Planning Committee held on 23 January 2023 (P09)
22/191	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
22/192  	FINANCIAL REPORT 1. Approval of Expenditure. To note items of expenditure in January 2023 as approved by the Finance committee 2. Management Accounts. To note Management Accounts for the eight months to 27 January 2023.

22/193 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
22/194 	KEY TASK MONITOR & PARISH FORUM To review and update the Key Task Monitor with actions from Forum meeting held on 14 January.
22/195 	HIGHWAYS MATTERS To consider matters relating to Highways. • Maintenance of hedges • VAR signs "Teams" meeting arranged with Cllr Lee Scott on 27 January was postponed due to members being absent. New date to be arranged.
22/196	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. • Installation of CCTV • Installation of height barrier lock
22/197	ALLOTMENT REPORT To receive and note a report on the Allotments.
22/198	PLAYGROUND To consider any matters relating to the playground. • New entrance gate.
22/199	VILLAGE GREEN To consider any matters relating to the village green • Action on Pond clearance • Tenders for grass cutting contract
22/200	VILLAGE AMENITIES To consider other village matters
22/201	WILDLIFE AREA To discuss the future of the wildlife area. Contact made with EECOS consultants who reported in 2009.
22/202	NEIGHBOURHOOD WATCH To receive a report on the meeting held on 14 January to discuss progress on the reconstitution of the Neighbourhood Watch Scheme.
22/203	NEIGHBOURHOOD PLAN Progress on the pathway to producing the proposed Neighbourhood Plan. Claim in progress to UDC for expenditure incurred on leaflet publication.
22/204 	GRANT APPLICATION To consider an application from the Heath Players for a grant of £500 to £1,000 to contribute to a new lighting scheme in the Village Hall.
22/205	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members
22/206	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
22/207	DATE OF NEXT MEETING The next scheduled meeting of the Council will be at 19:30 on Weds 01 Mar 2023

Symbols:  : paper attached  : vote required

HATFIELD HEATH PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at URC Hall, Hatfield Heath at 19:30 on Wednesday 04 January 2023

Present:

Cllr M Bissell (MB) (chair)	Cllr P Brown (PB)	Cllr R Breavington (RB)
Cllr N Champion (NC)	Cllr N Robley (NR)	Cllr S Saban (SS)
Cllr C Overton (CO)		
In attendance:	R Bowran – Parish Clerk	2 members of the public

Welcome by the Chairman

22/166	APOLOGIES FOR ABSENCE Received from Cllr Lemon – on holiday / unwell Cllr King was absent.
22/167	DECLARATIONS OF PECUNIARY INTEREST There were no 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 A member of the public asked if the parish council was available to support a grant application for new lighting for the Heath Players. <i>Chairman responded that it was out of sequence but a request for expenditure would be put on the agenda for the next council meeting.</i> A member of the public reminded members of the value of the PoW camp in Mill Lane and asked if he be part of the process of preserving the camp and make a presentation to the UDC planning committee. <i>NR responded that earliest application would be heard by UDC would be February. Response will be co-ordinated by NC prior to hearing.</i>
22/169	MINUTES OF MEETING <i>Resolved:</i> To approve the minutes of the meeting of 07 December 2022 (M08)
22/170	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS County Cllr Susan Barker has asked for an update on issues that needed to be brought to her attention.
22/171	FINANCIAL REPORT 1. Noted: Items of expenditure in Dec 2022 as approved by the Finance cttee 2. Noted: Management Accounts for the eight months to 30 December 2022.
22/172	CLERK'S REPORT & CORRESPONDENCE Noted: 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. - Preparatory information from UDC concerning may elections.

22/173	KEY TASK MONITOR & PARISH FORUM To review and update the Key Task Monitor. Parish Forum did not meet in December. Updates covered in other items on agenda. NR to update and publish.
22/174	HIGHWAYS MATTERS To consider matters relating to Highways. • Maintenance of hedges. NR to discuss with local farmer. • VAR signs, Essex CC seem too expensive. In the meantime, agreed that council would confirm independent quotes and take to next meeting. • Pedestrian crossing at school • Flooding issues. "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, quotes awaited. • Installation of height barrier lock. SK to follow up.
22/176	ALLOTMENT REPORT To receive and note a report on the Allotments and on future financing options. Agreed to leave current arrangement – rents passed to council and council pay for upkeep and maintenance.
22/177	PLAYGROUND To consider any matters relating to the playground. • New entrance gate. SK to follow up. • Possible revamp discussed. To be considered in future. • Inspection regime needs to be reinstated. CO to action.
22/178	VILLAGE GREEN To consider any matters relating to the village green • Action on Pond clearance. NR to clarify current actions with J Kenney. • Tenders for grass cutting. NR to forward past documents to Clerk. • Tree maintenance, waiting for report from Bidwells Thanks were expressed to Michael Hockley and Peter Graves for their efforts in refilling grit bins
22/179	VILLAGE AMENITIES To consider other village matters • Defibrillator, grant received from Cllr Lemon's New Homes Bonus fund. • New web-site, now operational but not fully populated. Thanks were expressed to Hilary Allen, SS and others for the New Years Eve party in the village hall.
22/180	WILDLIFE AREA To discuss the future of the wildlife area. NR to forward EECOS report from 2009 and invite them to revisit us to advise on future works needed.
22/181	NEIGHBOURHOOD WATCH Progress on the reconstitution of the Neighbourhood Watch Scheme. Meeting arranged in the Institute for 14 January to recruit volunteers.

22/182	NEIGHBOURHOOD PLAN Progress on the pathway to producing the proposed Neighbourhood Plan. Published in village magazine, Repeated in January edition with a guide to completion. NC to publish on social media. 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 • NC reported approach from neighbours concerning light pollution from The Haven. Clerk to report to UDC Enforcement.
22/184	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. • Grant application from Heath Players • Carpark and mobile CCTV • Stortford Road and Dunmow Road flooding • VAR quotations • Neighbourhood Watch report.
22/185	DATE OF NEXT MEETING The next scheduled meeting of the Council will be at 19:30 on Weds 01 Feb 2023

Meeting ended at 20:45

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 15:00 on Monday 23 January 2023 in the URC Hall

Present:

Cllr N Champion (NC)

Cllr N Robley (NR) chair

Cllr M Bissell

In attendance:

R Bowran – parish clerk

P 22/71	APOLOGIES FOR ABSENCE Cllr King was absent
P 22/72	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
P 22/73	PUBLIC PARTICIPATION There were no questions from members of the public on matters within the remit of the Planning Committee.
P 22/74	MINUTES Resolved: To agree the minutes of the Planning Committee meeting held on 19 December 2022 (P08)
P 22/75	PLANNING MATTERS APPLICATIONS RECEIVED FOR CONSIDERATION None received DECISIONS MADE BY THE LPA FOR NOTING <u>Installation of double height glazed screen in place of doors and Juliette balcony. Removal of garage doors and installation of new windows.</u> Stonebridge Chelmsford Road Hatfield Heath Essex CM22 7BD Ref. No: UTT/22/3248/HHF Status: Approved <u>Proposed entrance gate and pillars</u> Teralands Matching Road Hatfield Heath Essex CM22 7AJ Ref. No: UTT/22/3208/HHF Status: Approved <u>Erection of outbuilding</u> Mandal Chelmsford Road Hatfield Heath Essex CM22 7BG Ref. No: UTT/22/3173/CLP Status: Approved <u>Proposed new garage and office annexe</u> Stonebridge Chelmsford Road Hatfield Heath Essex CM22 7BD Ref. No: UTT/22/3117/HHF 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 22/76	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, but is understood likely to be on Wednesday 08 February. 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 not yet sure if this will be considered at the same meeting as the above application. NR and NC read out their proposed addresses to the UDC planning committee and will circulate to all members for comment.
P 22/77	NEIGHBOURHOOD PLAN A preliminary leaflet and questionnaire for the Neighbourhood Plan has been republished in the December edition of the village magazine. Little Hallingbury PC has advised they are proposing to produce a Neighbourhood Plan and would work in parallel with HHPC.
P 22/78	THREE PARISHES LOCAL PLANNING GROUP / TPLPG There have been no further meetings of the Group
P 22/79	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
P 22/80	DATE OF NEXT MEETING The next scheduled meeting is to be on Monday 20 February 2023.

Meeting ended at 15:50

Invoices for Authorisation to 27 January 2023

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
01/01/2023	Heath Computers	Web support	on-line	66.00	11.00	55.00	147	
27/07/2022	HH Village Hall	Institute rental Jun to Nov 2022	on-line	132.00	-	132.00	148	Inv 22/148 Date !!!
03/01/2023	EALC	Training - Election	on-line	54.00	9.00	45.00	149	Inv 16106
11/01/2023	Technwyse	Samsung tablet set up	on-line	114.00	19.00	95.00	150	Inv 30610
04/01/2023	Bonnies Oak	Christmas tree, lights and barriers	on-line	1,180.00	196.67	983.33	151	Inv 1071
17/01/2023	George Wadhams	HH Football Club grant - Nov 21	on-line	275.00	-	275.00	152	replaces lost cheque
17/01/2023	Hilary Allen	Neighbourhood Watch expenses	on-line	25.70	-	25.70	153	
20/01/2023	Starboard systems	Scribe annual subscription	on-line	414.72	69.12	345.60	154	Accounting system
25/01/2023	SLCC	Annual Membership Fee	on-line	177.00	-	177.00	155	
25/01/2023	R Bowran	January expenses & mileage	on-line	74.60	-	74.60	156	
26/01/2023	HMRC	Tax & NI	on-line	318.14	-	318.14	157	
26/01/2023	Ken Morris	January salary	on-line	120.99	-	120.99	158	
26/01/2023	John Jackson	January salary	on-line	96.79	-	96.79	159	
26/01/2023	John Sykes	January salary	on-line	193.57	-	193.57	160	
26/01/2023	R Bowran	January salary	on-line	828.64	-	828.64	161	
26/01/2023	Janice Page	January salary	on-line	120.99	-	120.99	162	

Total **4,192.14** **304.79** **3,887.35**

Cash receipts

Date	From	Description	Amount	vchr
04/01/2023	Essex CC	Verge cutting	£2,264.92	R11

Total **£2,264.92**

Balance at Bank (after these transactions)

£46,914.02

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

27 January 2023 (2022-2023)

Administration

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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					489.80	-489.80	-489.80 (N/A)
48	Other Subscriptions					738.10	-738.10	-738.10 (N/A)
55	Hall Hire				450.00	749.07	-299.07	-299.07 (-66%)
62	Misc Expenses							(N/A)
65	Admin/Finance Support					95.00	-95.00	-95.00 (N/A)
SUB TOTAL					3,920.00	5,361.72	-1,441.72	-1,441.72 (-36%)

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					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 +/- 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	4,961.67	-1,461.67	-1,461.67 (-41%)
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	5,893.48	4,906.52	6,138.33 (56%)

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

27 January 2023 (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	602.87	97.13	97.13 (13%)
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	3,454.11	-654.11	-654.11 (-23%)

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

27 January 2023 (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)
88 Christmas Tree					983.33	-983.33	-983.33 (N/A)
SUB TOTAL				1,358.33	-1,358.33		-1,358.33 (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

27 January 2023 (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	9,212.48	1,587.52	1,587.52 (14%)
7 Locum Clerk/RFO							(N/A)
47 Prior Staff							(N/A)
51 HMRC					2,899.26	-2,899.26	-2,899.26 (N/A)
52 Litter Pickers				5,000.00	5,487.88	-487.88	-487.88 (-9%)
SUB TOTAL				15,800.00	17,599.62	-1,799.62	-1,799.62 (-11%)

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

27 January 2023 (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%)
43	Rural Verges	2,265.00	2,264.92	-0.08	2,640.00	2,249.27	390.73	390.65 (7%)
67	Heath Posting							(N/A)
75	conservation area							(N/A)
85	Pond Maintenance							(N/A)
SUB TOTAL		2,265.00	2,264.92	-0.08	9,640.00	6,314.85	3,325.15	3,325.07 (27%)

Summary

NET TOTAL	51,690.00	56,249.76	4,559.76	58,220.00	43,232.93	14,987.07	19,546.83 (17%)
V.A.T.					2,918.74		
GROSS TOTAL		56,249.76			46,151.67		

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – January 2023

Date: 27 January 2023

Summary of main items of activity:

- Prepared agendas and minutes for meetings (council and planning)
- Carried out normal monthly administration tasks
- Toured village to verify a number of current complaints and took action.
- Attended an EALC sponsored meeting with UDC on election procedures.
- Precept demand submitted to UDC

Current Actions

- No further contact with Hastoe Housing on consulting with HHPC.
- Interim Internal Audit set for Tuesday 07 February with Derek Farr
- Quotations received for VAR cameras
- Contact made with EECOS re: Wildlife Area

Correspondence (extract of key items)

- Cllr Lee Scott agreed to meet with us by Teams meeting on 27 January. Meeting postponed, now waiting for a new date.

Parish Council Forum 14th January 2023

We had three visitors. John Smith, Keith Hunt and Jean Whybrew. Hilary. In attendance were Nigel Robley, Peter Brown, Chris Overton and Mark Lemon.

John Smith's Issues

Was concerned about the state of the Sheering footpaths.

Highways (Lee Scott) maintains that clearing the overgrowing hedges is the responsibility of the riparian owner (owner of the adjacent land. NR talked to Michael Hockley who owns the adjacent field and who says that his land ownership ends way back from the highway and he is in no way responsible since the land is owned by highways themselves. He has provided photos to demonstrate this. The other key 'owners' are Gladwins and Gladwins Lodge who have not been contacted. NR to forward letter to Susan Barker and Lee Scott asking them to resolve the issue.

He was also concerned about flooding in the Church car park that he believed to be caused by surfacing it. NR had a look and while there is some minor standing water in heavy rain it is not the quagmire it used to be prior to surfacing and is completely useable.

He agreed to talk to John Kenney about pond clearance that he is contracted for as soon as he returns from vacation and also clearance of the conduit under Pond Lane that connects the 'main' pond with that on the corner of Pond Lane

Richard's Reported Issues

1. Pothole by White Horse. Complaint by Phil Middleditch. I responded asking whether he had reported it. Marie Middleditch has told people on social media that it had been reported to the parish council. NR reported this on the Tuesday prior to the meeting to Highways emergency line and they registered it as an emergency repair. It has since been inspected (twice) and been partially filled with substrate (unclear by whom). Now only about four inches deep!
2. Pothole near Thatchers. Reported on social media! I have logged this with Essex Highways.
3. Janice Page has reported waste bags on Chelmsford Road. I have reported this, twice now, to UDC as fly tipping. Still there at 13:00 Friday 13th
4. Janice also reported waste bin by church car park is in standing water. Seemed OK this afternoon. But maybe needs moving. We don't think so, very heavy rainfall probably the issue.
5. Sylvie Coles has sent me three emails about the overgrown path from opposite Pond Lane. This is probably a UDC issue? We believe that this should be reported to the footpath people at Essex highways who are responsible for keeping rural footpaths open.

PCSO Mike O'Donnell-Smith has asked if there were any contact points for getting to parishioners. I have reminded him about the Forum, told him about the Neighbourhood Watch meeting and let him know the date of the next council meeting. He was not present at either!

Michael Hockley Issues

He wishes to have the large Chestnut by the Institute cropped back since it is an increasing risk to the Institute itself. We have established that it is on the LoM's land. Richard to call Bidwells and make sure it is on their survey list and ask when the promised survey will be completed and an action plan published.

He would like to site a replacement for the felled cedar tree either outside the church hedge to the front of the existing benches, or in the wildlife area on the other side of the church. NR has told him that the whole of the wildlife area is presently under review (Richard to establish a review date with the original surveyors and that both would require LoM permission. Not urgent.

Keith Hunt Issues

On parking, his wife has difficulty finding a space which she has paid for and believes illegal parking is the reason. NEPP have been contacted and replied saying that she should contact one website to make an enforcement request and another (freedom of information request) to get details of how often the area is patrolled. NR to forward correspondence on return from holiday. He also believes that this information should be shared in the Village Magazine (we disagree).

On speeding he is adamant that the only way to stop it is by using speed cameras and despite all the facts and arguments presented to him still believes this. We told him our next meeting with highways is on 27th January and we will bring this up again.

Jean Whybrews Issues

Inconsiderate parking and blocking of pavements. All the usual suspects – Hunters Meet, 2 Rosemary Cottages and the Village Tearooms.. We seem to be getting nowhere on this, but Chris O suggested we may wish to issue each of the offenders with a writ, which costs little but puts the onus back onto the offenders! Needs more discussion.

She is also very concerned about speeding with many near misses being evident around the village but many on the Chelmsford Road which has bad sight lines.

Mill Lane

Agreed NR, NC and David Parish should all write speeches for each of the two sites and get together to make sure they are consistent. NR and NC have done this and circulated. NC to contact Mark Ratcliffe, since David may not be well enough to attend.

NR 240123

VAR PROPOSAL

Members decided at the meeting held on 04 January 2023 to proceed with the purchase and installation of two VAR recording devices.

Investigation by NR and the Clerk has concluded that rather than complying with the Essex CC nominated suppliers, the best solution was one proposed by Elancity for their solar powered Evolis Radar Speed Signs.

It is proposed that HHPC should purchase two devices at a net cost of £4,400 (Quotation attached) to be located at the present sites near Hunters Meet and on the Sawbridgeworth Road.



The EVOLIS Radar Speed Sign records traffic statistics in both directions. Equipped with a large internal memory (more than 1 million events),

EVOLIS Solution generates data that can be easily exploited and exported to Excel or PDF files. It accurately counts the number of vehicles per time slot or speed slot, the average or maximum speeds.

With our software and smartphone application, you can easily configure the Radar Speed Display and retrieve the recorded data.

The council's approval is sought for the purchase of these items.

ELANCITY-UK

Wilberforce House, Station Road

LONDON

NW4 4QE - United Kingdom

Phone: +442039360920

Email: sales@elancity.co.uk

Quotation N° SO-UK02755

Your Reference

Quotation Date

Contact

Payment Terms

05/10/2022

Hugo BARR

30 Net Days

Description	Qty	Unit Price	Disc.(%)	Discounted price	Price
[02010] GB[AS-BT] Evolis Radar Speed Sign - Solar version Ready for installation & consists of : • SPEED DISPLAY SCREEN 34 x 43cm Green, Amber, Red display with Warning Triangle (anti Race-effect) • TEXT MESSAGE DISPLAY 16 x 64cm • USB & BLUETOOTH connectivity • ROAD TRAFFIC DATA recorded in BOTH DIRECTIONS • INSTALLATION KIT (does not include fixing straps/jubilee clips) • Full 2 YEAR WARRANTY ; Parts, labour, factory return (all transport costs included)	2,00 Unit(s)	2250,00	0,00	2250,00	£ 4500,00
[0233] 80W Solar Panel & mounting kit	2,00 Unit(s)	380,88	100,00	0.00	£ 0,00
[028] Battery 12V 22Ah Battery	4,00 Unit(s)	64,96	100,00	0.00	£ 0,00
[061] TRANSPORT & PACKAGING	2,00 Unit(s)	89,99	0,00	89,99	£ 179,98
DISCOUNT	1,00 Unit(s)	-279,98	0,00	-279,98	£ -279,98
Total discount HT:					£ 1301,58
Total excl. VAT:					£ 4400,00
Taxes (20%):					£ 880,00
Total :					£ 5280,00

ELAN CITY LTD, Wilberforce House, Station Road, London NW4 4QE | Registration number : 11087636 |

VAT registration number : GB 297094655 | Phone: (020) 3936 0920 | Email: sales@elancity.co.uk | Website: www.elancity.co.uk |

Bank / Branch : BNP PARIBAS - London NW1 6AA | IBAN : GB83BNPA40638490402014 | SWIFT/BIC : BNPAGB22XXX - Sort Code :

40-63-84

Dec'd at Jan 23

AGENDA: 22/204

Funding request by Heath Players for replacement stage lighting

We are applying to Uttlesford DC for funding from their Zero Carbon Communities grant

The bid is to replace some of our existing stage lighting with newer LED lighting that will reduce our carbon footprint via the electricity used as well as giving other benefits afforded by the new units.

The cost of the lanterns is £5,000 and we are seeking full funding for the project (our own funds having been depleted by

- The purchase of our new seating rostra
- the cancellation of our production scheduled for March 2020 (eventually staged this autumn) and
- General inactivity throughout 2020 and 2021 because of Covid 19.

Uttlesford have indicated the project may be funded in full by them but suggest that applicants approach their Parish Council to establish if they are able to give financial assistance.

We encourage you to approach your parish council, especially if it is one of the larger parish councils, for part-funding of any applications you make. There is no requirement for this, but if the fund is oversubscribed, proposals including funding from other sources will be prioritised. Part-funding can include your own fundraising and can be of monetary and/or in-kind value.

I'm therefore asking if the council would be prepared to make a grant of between £500-£1000 to support the project.

Unfortunately the application window closes tomorrow at midday so I will need to have a decision tonight. I was only made aware of the grant just before Christmas.

I attach a copy of our latest accounts (to July 2022)

Mark Ratcliff
Chair-Heath Players

Heath Players accounts 1 July 2021 to 30 June 2022

Income and Expenditure Account

	2021/22		2021/22
Income		Expenditure	
Radio Shows	911.14	Website	144.15
Interest	0.16	Noda	72.00
		Radio Shows	538.55
		Excess income over expenditure	156.60
	<u>911.30</u>		<u>911.30</u>

Monies held at 30 June 2022

Community Account	322.35
Business Saver Account	1951.97
Cash in hand	35.00
	<u>2309.32</u>

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