

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

Parish Clerk
26 February 2023

AGENDA

Welcome by the Chairman

22/208	APOLOGIES FOR ABSENCE To receive any apologies for absence
22/209	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
22/210	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
22/211 	MINUTES OF MEETING To approve the minutes of the meeting of 01 February 2023 (M10) To discuss any matters arising from the minutes not included elsewhere on the agenda.
22/212 	PLANNING COMMITTEE To note the minutes of the Planning Cttee scheduled for 20 February 2023 (P10) To note that Cllr King wishes to step down from this committee due to work commitments, and to appoint a Member to the committee.
22/213	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
22/214 	FINANCIAL REPORT 1.Approval of Expenditure. To note items of expenditure in February 2023 as approved by the Finance committee

	2. Management Accounts. To note Management Accounts for the eleven months to 24 February 2023. 3. To note that the interim internal audit report has been sent to and reviewed by the finance committee.
22/215 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received. • Community Payback scheme • Coronation celebrations • Elections on 04 May 2023
22/216	KEY TASK MONITOR & PARISH FORUM To review and update the Key Task Monitor with actions from Forum meeting held on 11 February. • Footpaths maintenance • Village sign maintenance • Overhanging trees on Dunmow Road • Possible unauthorised building at Lea Hall • Ongoing flooding issue on Dunmow Road near Lea Hall
22/217	HIGHWAYS MATTERS To consider matters relating to Highways. • Maintenance of hedges • VAR signs "Teams" meeting with Cllr Lee Scott now rearranged for 07 March.
22/218	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. • Installation of height barrier lock
22/219	ALLOTMENT REPORT To receive and note a report on the Allotments.
22/220	PLAYGROUND To consider any matters relating to the playground. • New entrance gate.
22/221	VILLAGE GREEN To consider any matters relating to the village green • Action on Pond clearance • Tenders for grass cutting contract
22/222	VILLAGE AMENITIES To consider matters related to other village amenities • Defibrillator
22/223	WILDLIFE AREA To discuss the future of the wildlife area. Contact made with EECOS consultants who reported in 2009.
22/224	NEIGHBOURHOOD WATCH To receive a report on the reconstitution of the Neighbourhood Watch Scheme.
22/225	NEIGHBOURHOOD PLAN Progress on the pathway to producing the proposed Neighbourhood Plan. Claim in progress to UDC for expenditure incurred on leaflet publication. Initial analysis of responses to questionnaire seeking priorities for village and participants for preparing the plan.

22/226	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members
22/227	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
22/228	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

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 01 February 2023

Present:

Cllr N Champion (NC) - chair
Cllr C Overton (CO)
Cllr S King (SK)

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

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

In attendance:

R Bowran – Parish Clerk

2 members of the public

Welcome by the Vice-Chairman

22/186	APOLOGIES FOR ABSENCE Received from Cllr Bissell – work commitment and Cllr Lemon – holiday plus Cty Cllr Barker who has a Licensing Committee meeting..
22/187	DECLARATIONS OF PECUNIARY INTEREST There were no 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. A member of the public asked about progress on the Wildlife Area. <i>NR responded that the council is revisiting the 2009 report from EECOS and seek their further advice. A separate contractor will be appointed to rectify and look after the area.</i>
22/189	MINUTES OF MEETING <i>Resolved:</i> To approve the minutes of the meeting of 04 January 2023 (M09)
22/190	PLANNING COMMITTEE <i>Noted:</i> The minutes of the Planning Committee held on 23 January 2023 (P09). NR noted the decisions made by the LPA. Major applications in Mill Lane were discussed and draft submissions reviewed. Consideration is likely to be made at the meeting of 08 March. Cahir of History Society will also make a presentation.
22/191	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS There were no reports to note.
22/192	FINANCIAL REPORT 1.Approval of Expenditure. <i>Noted:</i> Items of expenditure in January 2023 as approved by the Finance committee. NR queried payment to an individual on behalf on the Football Club. Clerk will raise with the internal auditor. 2. Management Accounts. <i>Noted:</i> Management Accounts for the eight months to 27 January 2023.
22/193	CLERK'S REPORT & CORRESPONDENCE <i>Noted:</i> 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. NR noted that ECC Highways had defined that responsibility for clearing overgrown hedges was the responsibility of the riparian owner. Clerk to clarify with ECC Highways. Flooding next to new church car park regarded as a temporary phenomenon. Pothole by White Horse has been badly filled in and is likely to reoccur. NR and PB to review all blocked footpaths. Tree work near Holy Trinity Church reviewed and will be taken up with the Lord of the Manor. Continued parking issues. RB gave options: Agreed to seek legal opinion as to options for enforcement.
22/195	HIGHWAYS MATTERS To consider matters relating to Highways. • Maintenance of hedges, see item 22/194 above. • VAR signs, Clerk had presented a paper with a proposal. RB queried budget availability; Clerk said the issue would be raised with the internal auditor. ○ Resolved: To purchase two Evolis solar VAR devices at a cost of £4,400. <i>[prop Cllr Saban; secd Cllr Robley, all in favour]</i> "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 in car park, quotes to be obtained. • Installation of height barrier lock, SK to complete.
22/197	ALLOTMENT REPORT RB said there was nothing to report.
22/198	PLAYGROUND To consider any matters relating to the playground. • New entrance gate. SK to complete.
22/199	VILLAGE GREEN To consider any matters relating to the village green • Action on Pond clearance. NR has had discussions with current contractor. • Tenders for grass cutting contract, NR to send Clerk with details of current contracts. • Notes that Janice Page was moving house and so cannot continue as a litter picker. NR and NC to follow up options.
22/200	VILLAGE AMENITIES To consider other village matters • Provision of deer signs. NR to resurrect map. Probably HHPC responsibility. • Village sign on Sheering Road approach has been removed. Probably ECC responsibility.

22/201	WILDLIFE AREA To discuss the future of the wildlife area. Contact made with EECOS consultants who reported in 2009, no response as yet.
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. Extensive report from Police and Neighbourhood Watch scheme. Significant interest expressed.
22/203	NEIGHBOURHOOD PLAN Progress on the pathway to producing the proposed Neighbourhood Plan. Responses received by the end of January will now be analysed. 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. <i>Decided:</i> That since the grants budget for this year was already overspent, the council will consider the application in the next round in November 2023. Agreed to send a letter of support to applicant to aid the grant application to UDC.
22/205	REPORTS FROM MEMBERS ON MEETINGS ATTENDED There were no additional reports from members
22/206	AGENDA ITEMS FOR NEXT MEETING There were no additional 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 Wednesday 01 March 2023 Clerk noted that due to the upcoming elections the May meeting of the parish council would be on Wednesday 10 May.

Meeting ended at 20:40

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 15:00 on Monday 20 February 2023 in the URC Hall

Present:

Cllr N Champion (NC)

Cllr N Robley (NR) chair

In attendance:

R Bowran – parish clerk

P 22/71	APOLOGIES FOR ABSENCE Received from Cllr Bissell - work commitment and Cllr King – work commitment. The meeting was declared to be inquorate and did not proceed.
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Invoices for Authorisation to 24 February 2023

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
01/02/2023	Heath Computers	Web support	on-line	66.00	11.00	55.00	166	
07/02/2023	Rodect	Allotment pest control	on-line	50.00	-	50.00	167	
05/02/2023	R Bowran	Litter pickers tongs	on-line	16.49	2.75	13.74	168	
05/02/2023	R Bowran	Litter pickers tongs	on-line	32.98	5.50	27.48	169	
06/02/2023	R Bowran	Litter pickers gloves	on-line	23.97	3.99	19.98	170	
24/02/2023	R Bowran	January expenses & mileage	on-line	98.40	-	98.40	171	
24/02/2023	HMRC	Tax & NI	on-line	317.87	-	317.87	172	
24/02/2023	Ken Morris	January salary	on-line	120.99	-	120.99	173	
24/02/2023	John Jackson	January salary	on-line	96.79	-	96.79	174	
24/02/2023	John Sykes	January salary	on-line	193.57	-	193.57	175	
24/02/2023	R Bowran	January salary	on-line	828.32	-	828.32	176	
24/02/2023	Janice Page	January salary	on-line	120.99	-	120.99	177	
Total				1,966.36	23.23	1,943.13		

Cash receipts

Date	From	Description	Amount	vchr
23/03/2023	HH Festival Cttee	Repayment of loan	£1,206.03	R12

Total **£1,206.03**

Balance at Bank (after these transactions)

£46,153.68

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

23 February 2023 (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	90.14	9.86	9.86 (9%)
28	Training				400.00		400.00	400.00 (100%)
29	Office Provision					588.20	-588.20	-588.20 (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	5,355.95	-1,435.95	-1,435.95 (-36%)

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	200.00		(0%)
SUB TOTAL		430.00	440.00	10.00	430.00	455.00	-25.00	-15.00 (-1%)

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	4,586.67	-1,086.67	-1,086.67 (-31%)
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	5,518.48	5,281.52	6,513.33 (60%)

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

23 February 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	1,906.03	56.03		1,055.43	-1,055.43	-999.40 (-54%)
SUB TOTAL	1,850.00	1,906.03	56.03	900.00	1,055.43	-155.43	-99.40 (-3%)

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	657.87	42.13	42.13 (6%)
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	3,509.11	-709.11	-709.11 (-25%)

Litter Picking

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38 Litter Picking PPE					172.48	-172.48	-172.48 (N/A)

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

23 February 2023 (2022-2023)

SUB TOTAL		172.48	-172.48	-172.48 (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

23 February 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	10,040.80	759.20	759.20 (7%)
7	Locum Clerk/RFO							(N/A)
47	Prior Staff							(N/A)
51	HMRC					3,217.13	-3,217.13	-3,217.13 (N/A)
52	Litter Pickers				5,000.00	6,020.22	-1,020.22	-1,020.22 (-20%)
SUB TOTAL					15,800.00	19,278.15	-3,478.15	-3,478.15 (-22%)

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

23 February 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	57,455.79	5,765.79	58,220.00	44,696.89	13,523.11	19,288.90 (17%)
V.A.T.					2,921.16		
GROSS TOTAL		57,455.79			47,618.05		

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – February 2023

Date: 24 February 2023

Summary of main items of activity:

- Prepared agendas and minutes for meetings (council and planning)
- Carried out normal monthly administration tasks
- Published Green Waste collection schedule
- Interim Internal Audit carried out on Tuesday 07 February with Derek Farr, report received and sent to finance committee.
- On 15 February attended parishes Zoom meeting with CEO of UDC.

Current Actions

- No further contact with Hastoe Housing on consulting with HHPC.
- On auditor's advice registered for free Risk Assessment course with EALC
- Contact made with EECOS re: Wildlife Area, only and interim response received.
- Investigating Community Payback scheme
- Contacted TeesLaw re: parking issues
- On 28 February attending a free Zoom seminar by Hiscox on Risk Management.

Correspondence (extract of key items)

- Cllr Lee Scott agreed to meet with us by Teams meeting on 07 March.
- Kemi Badenoch has new contact details, poster for notice board