

HATFIELD HEATH PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at URC Hall, Hatfield Heath at 19:30 on Wednesday 10 May 2023

The meeting was preceded by those persons elected at the Poll on 04 May 2023 signing their Declarations of Acceptance of Office.

Present:

Cllr M Bissell (MB)

Cllr P Brown (PB)

Cllr H Allen (HA)

2 members of the public

Cllr N Champion (NC)

Cllr M Lemon (ML)

Cllr C Overton (CO)

Cllr S Saban (SS)

In attendance: R Bowran – Parish Clerk

Chairman welcomed returning Members and Hilary Allen as the newly elected Member. He thanked Roger Breavington for his past service as a member although not returned on this occasion.

23/01	ELECTION OF CHAIRMAN Resolved: To elect Cllr Bissell as chairman of the council for the civic year 2023/24. <i>[prop Cllr Lemon; secd Cllr Saban; all in favour]</i> Chairman signed the Declaration of Acceptance of Office.
23/02	ELECTION OF VICE-CHAIRMAN Resolved: To elect Cllr Champion as vice-chairman of the council for the civic year 2023/24. <i>[prop Cllr Bissell; secd Cllr Saban; all in favour]</i>
23/03	APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Robley and Cllr King - who were both on holiday.
23/04	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members. Members were reminded that they must complete their Declarations and election expenses returns.
23/05	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 raised the issue of persistent flooding adjacent to the new Holy Trinity church car park. <i>The history of the site was revisited and it was agreed that steps would be taken to review the drainage arrangements, including a gully under the car park, which appear to have been compromised.</i> A member of the public refereed to previous minutes and asked about: 1. The progress of the Mill Lane planning application, especially as the question of non-determination had been raised.

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	<i>ML said he was not aware of any definite date for determination but that it was still likely to be heard by UDC planning committee, probably in June, but the if it did go to the Planning Inspectorate there was still scope for local representation.</i> 2. What has happened about funding for a youth worker. <i>Clerk explained that a former councillor at Hatfield Broad Oak had sought support from HHPC and LHPC but that both councils had not budgeted for any funding but had not excluded the possibility for the future.</i> 3. Whether the council had received reimbursement of current Neighbourhood Plan expenses. <i>Clerk replied that we had not yet received reimbursement but had re-established contact with the relevant officer at UDC.</i> 4. What the progress of the Neighbourhood Plan. <i>Clerk said that the next meeting of the Steering Group would be held on 24 May, constitution discussed and web-site reviewed.</i> A member of the public (<i>in absentia</i>) had asked when bin collections were going to return to normal in the Heath. <i>Clerk said that he contacted UDC Waste Services for comment, had not received a response, but was aware that a number of people had received explanations of operational difficulties. ML said he would follow the situation up.</i>
23/06	MINUTES OF MEETING Resolved: To approve the minutes of the meeting of 05 April 2023 (M12)
23/07	PLANNING COMMITTEE Noted: The draft minutes of the Planning Committee held on 24 April 2023.
23/08	ANNUAL PARISH MEETING Noted: The draft minutes of the Annual Parish Meeting held on 15 April 2023.
23/90	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. Cty Cllr Barker said that she was arranging a date with Cllr Scott, ECC Highways, to visit the Heath to review outstanding matters for himself. She advised that following the recent elections she had now become the leader of the opposition party at the county council. She further advised actions on pothole rectification, but that after the postponement due to rain, works on the Heath were now scheduled for July. Dst Cllr Lemon confirmed that after the recent elections Conservatives had increased to 11 but R4U were still the majority party at the district council.
23/10	ADOPTION OF KEY POLICIES Resolved: To confirm the adoption of existing Standing Orders, Financial Regulations and the Code of Conduct. All three to be reviewed by the Finance Committee in the coming months. [<i>prop Cllr Bissell; secd Cllr Champion; all in favour</i>]

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23/11	GENERAL POWER OF COMPETANCE Resolved: There being an electoral mandate of two thirds of Members elected and there being a suitably certified clerk, to Resolve to adopt the General Power of Competence for the operation of the council's business. <i>[prop Cllr Bissell; secd Cllr Lemon; all in favour]</i>
23/12	COMMITTEE STRUCTURE & MEMBERSHIP Resolved: To agree a committee structure for the year 2023/24 and to appoint members to committees and to appoint members as Champions and Representatives for areas of Council responsibility. <i>[committee membership for 2023/4 attached]</i>
23/13	CALENDAR OF MEETINGS Resolved: To consider and approve the proposed calendar of meetings for the civic year 2023/24 <i>[meetings calendar for 2023/4 attached]</i> ⁱⁱ
23/14	FINANCIAL REPORT Approval of Expenditure. Noted: Items of expenditure in April 2023 as approved by the Finance committee
23/15	CLERK'S REPORT & CORRESPONDENCE Noted: Clerk's report and correspondence received.
23/16	KEY TASK MONITOR The Key Task Monitor.format is being revised and simplified to create a better working document.
23/16	HIGHWAYS MATTERS To consider any matters relating to Highways • Briefing session on 07 July, agreed Clerk to attend. • Resurfacing by school and Thatchers now scheduled for mid-July
23/17	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management and village car parks. • CCTV coverage. HA to pass on the contact of the contractor who installed at the Village hall
23/18	ALLOTMENT REPORT There was no report on the Allotments. PB will liaise with the chair of the Allotment Association and bring any matters to the attention of council.
23/19	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. • Annual RoSPA inspection is being carried out in May. • SK investigation replacement self-closing gate. • Some fence panels broken, action by SK to repair • Neighbour reported a fallen tree close to her garden. CO and PB to investigate and arrange remedy.

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	ML suggested that the council should consider setting aside funds in specific reserve for the future refurbishment or enhancement of the play equipment which has now been in place for several years.
23/20	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green - Two more apparently abandoned cars on the green and in the car park. ML to follow up with UDC. - ML to follow up promised tree survey by the Lord of the Manor. - Clerk to contact police again about blue truck persistently parked in the verge - FP12 has been widened enough to facilitate potential vehicular access. - Posts missing around green, NR and Clerk to review cutting regime and post maintenance.
23/21	NEIGHBOURHOOD PLAN To consider any matters relating to the proposed Neighbourhood Plan. Next meeting of the start-up steering group will be on 24 May. A draft constitution will be discussed and a draft website will be reviewed.
23/22	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members. - NC attended a Special Constable recruitment seminar. We have done most things right. Essex police are now to help in recruiting volunteers. - Coronation mug distribution has been well received. - Coronation party in village hall on Sunday 07 April. was greatly appreciated. - HA advised Community Active on 20 May; Village Hall Quiz on 07 October and Nancy May in concert on 23 December
23/23	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. HA asked on behalf of a parishioner about the mission bollard by the school. This is an Essex Highways issue and has been reported multiple times.
23/24	DATE OF NEXT MEETINGS - The next scheduled meeting of the Council will be at 7.30pm on Wednesday 07 June 2023 - The next meeting of the Planning Committee will be at 3pm on Monday 22 May 2023

Meeting ended at 21:00.

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i Committees and Champions 2023-24

Committees:

Finance & Policy:

Cllr Bissell
Cllr Lemon
Cllr Robley
Cllr Allen
Cllr Saban

Personnel:

Cllr Bissell
Cllr Robley
Cllr Champion

Planning:

Cllr Bissell
Cllr Robley
Cllr Saban
Cllr Champion

Champions:

Wildlife:

Cllr Robley
Cllr Brown
Cllr Allen
Cllr Saban

Speeding & Safety:

Cllr Robley
Cllr Saban
Cllr Champion
Cllr King
Cllr Lemon

Passenger Transport

Cllr Overton

Allotments:

Cllr Brown

Village Hall Trust:

Cllr Allen

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Playground:
Cllr Overton

Three Parishes LPG:
Cllr Bissell
Cllr Robley

Footpaths
Cllr Brown

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Calendar of meetings 2023/24

		Council 7.30 pm	Planning 3.00 pm	Forum 10.00 am	N'hood Plan 3.00 pm	Other
2023	Jan	Wed 04	Mon 23			
	Feb	Wed 01	Mon 20			
	Mar	Wed 01	Mon 27			
	Apr	Wed 05	Mon 24	Sat 15	Fri 21	APM: 15
	May	Wed 10 *	Mon 22	Sat 13	Wed 25	
	Jun	Wed 07	Mon 26	Sat 10		
	Jul	Wed 05	Mon 24	Sat 15		
	Aug	Wed 02	Tue 29	Sat 12		
	Sep	Wed 06	Mon 25	Sat 16		
	Oct	Wed 04	Mon 23	Sat 14		
	Nov	Wed 01	Mon 27	Sat 11		
	Dec	Wed 06	Mon 18	Sat 16		
2024	Jan	Wed 03	Mon 29	Sat 13		
	Feb	Wed 07	Mon 26	Sat 17		
	Mar	Wed 06	Mon 25	Sat 16		APM: 16
	Apr	Wed 03	Mon 22	Sat 13		

15 Apr 2023 – Annual Parish Meeting – Village Institute

10 May 2023 – Annual Meeting of the Parish Council

All meetings from Jun 2023 onwards are subject to resolution by council on 10 May

Finance and Personnel to be agreed

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