

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 Allen, Bissell, 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 **7.30pm** on **Wednesday 07 June 2023** to transact the business set out in the agenda below.

Parish Clerk
02 June 2023

AGENDA

Welcome by the Chairman

23/25	APOLOGIES FOR ABSENCE To receive any apologies for absence	
23/26	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.	
23/27	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council	
23/28 	MINUTES OF MEETING To approve the minutes of the Annual Meeting of the Parish Council held on 10 May 2023 (M01) To discuss any matters arising from the minutes not included elsewhere on the agenda.	
23/29 	PLANNING COMMITTEE To note the draft minutes of the Planning Committee held on 23 May 2023. (P01)	
23/30	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.	
23/31 	FINANCIAL REPORT Approval of Expenditure. To note items of expenditure in May 2023 as approved by the Finance committee	

	Internal Auditor To resolve to approve the appointment of Derek Farr as internal auditor to the council for the year 2023/24.
23/32  	AGAR 2021/23 - To resolve to approve the Annual Governance Statement 2022/23. - To resolve to approve the Accounting Statements 2022/23:
22/33 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
23/34	KEY TASK MONITOR The Key Task Monitor is still in the process of being revised and simplified to create a better working document.
23/35	HIGHWAYS MATTERS To consider any matters relating to Highways - Pot holes and resurfacing - Replacement of missing bollard by the school. - Planned visit by Cty Cllr Scott for an on-site visit.
23/36	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. - Coverage by CCTV being investigated - Abandoned vehicles
23/37	PLAYGROUND To consider any matters relating to the playground. - Report on annual RoSPA inspection is awaited. - Repairs and maintenance - Resolution of nearby fallen tree
23/38	VILLAGE GREEN To consider any matters relating to the village green - Tree survey by Lord of the Manor awaited - NR and Clerk to review cutting regime with present contractors.
23/39	NEIGHBOURHOOD PLAN To receive a report on the meeting of the Steering Committee held on 25 May. The election of a chair and vice-chair. Agreement of the Constitution. Consideration of the next steps. Next meeting scheduled for 29 June.
23/40	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members. - Parishes liaison meeting with UDC on 05 June - NR on Planning briefing
23/41	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.

23/42

DATE OF NEXT MEETINGS

- The next scheduled meeting of the Council will be on Weds 05 July 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

The meeting is being recorded for the purposes of minute taking.

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 <i>Resolved:</i> To elect Cllr Bissell as chairman of the council for the civic year 2023/24. [prop Cllr Lemon; sec'd Cllr Saban; all in favour] Chairman signed the Declaration of Acceptance of Office.
23/02	ELECTION OF VICE-CHAIRMAN <i>Resolved:</i> To elect Cllr Champion as vice-chairman of the council for the civic year 2023/24. [prop Cllr Bissell; sec'd Cllr Saban; all in favour]
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 referred 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.

Minutes are subject to approval at the Parish Council meeting on 07 June 2022.

	<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 (in absentia) 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 missing 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.

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

Minutes are subject to approval at the Parish Council meeting on 07 June 2022.

Playground:
Cllr Overton

Three Parishes LPG:
Cllr Bissell
Cllr Robley

Footpaths
Cllr Brown

Calendar of meetings 2023/24

		Council 7.30 pm	Planning 3.00 pm	Forum 10.00 am	N'hood Plan	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 7pm	APM: 15
	May	Wed 10 *	Mon 22	Sat 13	Wed 25 3pm	
	Jun	Wed 07	Mon 26	Sat 10	Thu 29 2pm	
	Jul	Wed 05	Mon 24	Sat 15		
	Aug	Wed 02	Mon 21	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

Minutes are subject to approval at the Parish Council meeting on 07 June 2022.

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 15:00 on Tuesday 24 May 2022 in the URC Hall

Present:

Cllr M Bissell (MB)

Cllr N Champion (NC)

Cllr N Robley (NR)

In attendance:

R Bowran – Parish Clerk

P23/01	ELECTION OF CHAIRMAN & VICE CHAIRMAN <i>Resolved:</i> To elect Cllr Robley as chairman of the committee for the civic year 2023/24 [prop Cllr Bissell; secd Cllr Champion] <i>Resolved:</i> To elect Cllr Champion as vice- chairman of the committee for the civic year 2023/24 [prop Cllr Bissell; secd Cllr Robley]
P23/02	APOLOGIES FOR ABSENCE Received from Cllr Saban travelling from another engagement.
P23/03	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
P23/04	PUBLIC PARTICIPATION There were no questions from members of the public on matters within the remit of the Planning Committee.
P23/05	MINUTES <i>Resolved:</i> To approve the minutes of the Planning Committee meeting held on 24 April 2023 (P12)
P23/06	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION <u>Single storey external store to rear of new dwelling at High Pastures</u> New Dwelling High Pastures Stortford Road Hatfield Heath CM22 7DL Ref. No: UTT/23/1132/FUL HHPC Comment: No planning reason to object. DECISIONS MADE BY THE LPA FOR NOTING <u>Stand-alone modular classroom building.</u> Hatfield Heath Community Primary School the Heath Hatfield Heath Essex CM22 7EA Ref. No: UTT/23/0536/FUL Status: Approved

	PLANNING APPEALS None received ENFORCEMENT ISSUES <u>Land to the rear of High Pastures.</u> INV/23/0075/C 1. Construction of a spur road on site to storage area 2. Use of land for storage of heavy construction equipment 3. Increased area of site for use without consent - at the above location.
P23/07	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 was understood from UDC likely to be on Wednesday 08 March, however after two postponements the earliest likely date will be in July. Concern expressed over consequences of non-determination. Clerk to write to Nigel Brown at UDC for clarification of intent. Greenways planning application UTT'22/1947/FUL for the other site in Mill Lane. This was due to be considered by UDC on 08 March, but the application was withdrawn on 03 March. A new 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.
P23/08	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.
P23/09	THREE PARISHES LOCAL PLANNING GROUP / TPLPG There have been no further meetings of the Group.
P23/10	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
P23/11	DATE OF NEXT MEETING The next scheduled meeting is on Monday 26 June 2023.

Meeting ended at 15:55

Invoices for Authorisation to 26 May 2023

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
01/05/2023	Heath Computers	Web site maintenance	Online	66.00	11.00	55.00	17	4588
16/05/2023	Geosphere	Parish online	Online	120.00	20.00	100.00	18	
27/04/2023	Gallagher	Insurance premium	Online	2,694.86	-	2,694.86	19	
30/04/2023	PW May	Grass cutting	Online	1,097.72	182.95	914.77	20	4036
09/05/2023	Norton	PC protection	Online	89.99	15.00	74.99	21	
18/05/2023	Amazon	tablet cables	Online	53.89	8.98	44.91	22	
26/05/2023	R Bowran	Office and N Plan	Online	194.60	-	194.60	23	2302
26/05/2023	PW May	Grass cutting	Online	505.74	84.29	421.45	24	4067
26/05/2023	HMRC	Tax and NI	Online	342.07	-	342.07	25	
26/05/2023	John Sykes	May salary	Online	193.57	-	193.57	26	
26/05/2023	Ken Morris	May salary	Online	120.99	-	120.99	27	
26/05/2023	John Jackson	May salary	Online	96.79	-	96.79	28	
26/05/2023	Steven Caller	May salary	Online	96.79	-	96.79	29	
26/05/2023	R Bowran	May salary	Online	828.32	-	828.32	30	

Total	6,501.33	322.22	6,179.11
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Cash receipts

Date	From	Description	Amount	vchr

Total	£0.00
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Balance at Bank (after these transactions)

£53,849.50

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Hatfield Heath Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

07/06/2023

and recorded as minute reference:

M02 23/32.1

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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Section 2 – Accounting Statements 2022/23 for

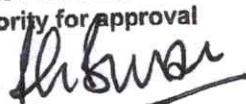
Hatfield Heath Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	60,170	36,249	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	42,145	42,145	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	19,570	16,470	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	15,710	19,943	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	69,927	32,314	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	36,249	42,606	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	36,249	42,606	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	84,737	86,535	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)		✓	
11b. Disclosure note re Trust funds (including charitable)		✓	

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



02/06/2023

Date

I confirm that these Accounting Statements were approved by this authority on this date:

02/06/2023

as recorded in minute reference:

M02 23/32.2

Signed by Chairman of the meeting where the Accounting Statements were approved

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – May 2023

Date: 02 June 2023

Summary of main items of activity:

- Prepared agendas and minutes for meetings (council and planning)
- Carried out normal monthly administration tasks
- On 25 May attended Neighbourhood Plan steering committee meeting

Current Actions

- Prepared revised terms of reference for NP Steering Group
- Prepared year end accounts and AGAR report
- Lodged enforcement request re land rear of High Pastures.
- Members election expense returns sent to UDC
- Hastoe Housing have made contact and will attend a council meeting in August to explain how they will approach planning conditions and a construction plan once their tender process is completed.

Future actions

- Members to complete outstanding Declarations of Pecuniary Interest

Please note

- Clerk will be on annual leave from 10 June to 27 June.