

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

Parish Clerk
30 June 2023

AGENDA

Welcome by the Chairman

23/43	APOLOGIES FOR ABSENCE To receive any apologies for absence
23/44	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
23/45	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
23/46 	MINUTES OF MEETING To approve the minutes of the Meeting of the Parish Council held on 07 June 2023 (M02) To discuss any matters arising from the minutes not included elsewhere on the agenda.
23/47	PLANNING COMMITTEE To note the draft minutes of the Planning Committee to be held on 03 July 2023. (P02). <i>Draft to follow</i>
23/48	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. • Cty Cllr Susan Barker • Dist Cllr Mark Lemon
23/49 	FINANCIAL REPORT Approval of Expenditure. To note items of expenditure in June 2023 as approved by the Finance committee

	AGAR To note that the AGAR for 2022/23 has been submitted to external auditors and appropriate notices have been posted on the website.
23/50 	INTERIM GRANT APPLICATION To consider a grant application from Hatfield Regis Local History Society for a grant of £150 to support the initial publication of 50 copies of "Then and Now for Hatfield Heath Village"
23/51 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
23/52	KEY TASK MONITOR The Key Task Monitor is still in the process of being revised and simplified to create a better working document. • Report from Forum held on 17 June.
23/53	HIGHWAYS MATTERS To consider any matters relating to Highways • Pot holes and resurfacing • Report on visit by Cty Cllr Scott on 16 June. • Traffic management data collection • Co-operative working with neighbouring authorities.
23/54	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. • Coverage by CCTV being investigated • Abandoned vehicles • Issues at Pond Lane • North Essex Parking Partnership
23/55	PLAYGROUND To consider any matters relating to the playground. • Report on annual RoSPA inspection. • Urgent repairs and maintenance • Resolution of nearby fallen tree
23/56	VILLAGE GREEN To consider any matters relating to the village green • Tree survey by Lord of the Manor awaited • Obstructed footpath from Broomfields / Cox Ley to Village Hall • Additional litter bin at Co-oP • Antisocial behaviour at football field • NR and Clerk to review cutting regime with present contractors
23/57	NEIGHBOURHOOD PLAN To receive a report on the meeting of the Steering Committee held on 29 June.
23/58	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members.
23/59	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.

23/60

DATE OF NEXT MEETINGS

- The next meeting of the Council will be on Weds 02 August 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 Meeting of the Parish Council held at URC Hall, Hatfield Heath at 19:30 on Wednesday 07 June 2023

Present:

Cllr M Bissell (MB)
Cllr P Brown (PB)

Cllr S King
Cllr M Lemon (ML)

Cllr C Overton (CO)
Cllr S Saban (SS)

3 members of the public

In attendance: R Bowran – Parish Clerk

Chairman welcomed Members and members of the public.

23/25	APOLOGIES FOR ABSENCE Apologies received from Cllr Saban – other meeting; Cllr Champion – family commitment and Cllr Allen – unwell.
23/26	DECLARATIONS OF PECUNIARY INTEREST There were no 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 A member of the public complained that the agenda for this meeting was not on the council website. <i>Clerk responded that this issue would be resolved,</i> A member of the public asked what format the Key Task Monitor would take. <i>NR responded that it would be a simplified working document relating to the council agenda.</i> Mark Ratcliff and Steve Foster presented the council with a framed copy of “Miss Laid” and the US flag which had been given to the Memorial team in a flag case. Handed to Cllr Lemon for display in the United Reform church. A vote of thanks was given to Mark and Steve for making this memorial event happen.
23/28	MINUTES OF MEETING Resolved: To approve the minutes of the Annual Meeting of the Parish Council held on 10 May 2023 (M01)
23/29	PLANNING COMMITTEE Noted: Draft minutes of the Planning Cttee held on 24 May 2023. (P01). Applications: - UTT/23/1132/FUL. External store to rear of new dwelling at High Pastures. HHPC comment: No <i>planning reason</i> to object. Decision by LPA; - UTT/23/0536/FUL. Stand-alone modular classroom. HH Community Primary School. LPA Decision: Approved.

Minutes are subject to approval at the Parish Council meeting on 05 July 2023.

	Enforcement notification: • INV/23/0075/C. Land to the rear of High Pastures. Construction of a spur road, use of land for storage of heavy construction equipment, increased use of site without consent. Major applications pending: • UTT/22/1261/FUL. Land to the west of Mill Lane. (the PoW camp site). Due to be determined by UDC planning committee on 05 July. • UTT/22/1747/FUL. Redevelopment of Camp Poultry Farm, Mill Lane (the Greenways site). Application currently withdrawn.
23/30	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. Dist Cllr Mark Lemon reported: • he was still on the UDC planning committee • UDC still say sporadic bin collections were due to “operational difficulties” mainly shortage of staff. • Susan Barker had asked for pot holes other than on main roads to be reported to her for resolution • The missing bollard outside the school has now been replaced • Community Initiative fund from Essex CC via EALC • Stansted Airport Community Fund. Cty Cllr Susan Barker (<i>in absentia</i>) reported: • Essex CC Highways were waiting on statistics about recent accidents before they could consider action. • The mitigation request for double white lines on Chelmsford Road could take up to two years to be installed.
23/31	FINANCIAL REPORT Approval of Expenditure. Noted: Items of expenditure in May 2023 as approved by the Finance committee Internal Auditor Resolved: To resolve to approve the appointment of Derek Farr as internal auditor to the council for the year 2023/24. [prop Cllr Bissell; secd Cllr Robley; all in favour]
23/32	AGAR 2022/23 1. Resolved: To approve the Annual Governance Statement 2022/23. [prop Cllr Robley; secd Cllr Bissell; all in favour] 2. Resolved: To approve the Accounting Statements 2022/23: [prop Cllr Robley; secd Cllr Bissell; all in favour]
22/33	CLERK'S REPORT & CORRESPONDENCE Noted: Clerk's report and correspondence received. • Hastoe Housing will visit the council in August to explain their construction method.

Minutes are subject to approval at the Parish Council meeting on 05 July 2023.

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 Planned visit by Cty Cllr Scott for an on-site visit on 16 June. Discussion on approach by those who can attend. NR to circulate a list of outstanding issues that need resolution.
23/36	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. - Coverage by CCTV being investigated by Clerk - Abandoned vehicles to be pursued by ML - Weed growth to be cleared by contractor - Clerk to contact Essex Parking Partnership over illegal parking
23/37	PLAYGROUND To consider any matters relating to the playground. - Report on annual RoSPA inspection is awaited. - Repairs and maintenance, SK will complete - Resolution has been made 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. - Clerk to contact potential replacement litter picker. PB to get in touch. - Debris from oak trees on Heath will be cleared away by SK - Flower troughs will be renewed by ML - Grass cutting for Festival to be progressed by MB - Proliferation of business signs to be limited. Signs will be laminated.
23/39	NEIGHBOURHOOD PLAN NR reported 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. Draft website produced. Presence at the Festival. 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. Presentations from Highways, the Police and UDC "Make Uttlesford Greener" officers - NR on Planning briefing with the Director of Planning, no new information
23/41	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.

Meeting ended at 21:05

Invoices for Authorisation to 26 June 2023

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
01/06/2023	Heath Computers	Web site maintenance	Online	66.00	11.00	55.00	31	4265
26/05/2023	J Kenney	Verge cutting	Online	796.60	132.77	663.83	32	0421
05/06/2023	Rodect	Allotment pest control	Online	50.00	-	50.00	33	
06/06/2023	Noticeboard company	N Plan noticeboard	Online	922.80	153.80	769.00	34	Recoverable
29/05/2023	Eyelid Productions	New website annual fee	Online	100.00	-	100.00	35	
09/05/2023	Norton 360	Laptop protection annual fee	Online	89.99	15.00	74.99	36	
26/06/2023	R Bowran	Office, travel and N Plan exes	Online	205.50	-	205.50	37	2303
26/06/2023	HMRC	Tax and NI	Online	342.07	-	342.07	38	
26/06/2023	John Sykes	June salary	Online	193.57	-	193.57	39	
26/06/2023	Ken Morris	June salary	Online	120.99	-	120.99	40	
26/06/2023	John Jackson	June salary	Online	96.79	-	96.79	41	
26/06/2023	Steven Caller	June salary	Online	96.79	-	96.79	42	
26/06/2023	R Bowran	June salary	Online	828.32	-	828.32	43	

Total **3,909.41** **312.56** **3,596.85**

Cash receipts

Date	From	Description	Amount	vchr
07/05/2023	UDC	N Plan reimbursement	£786.00	R3

Total **£786.00**

Balance at Bank (after these transactions)

£50,726.07



**HATFIELD REGIS
LOCAL HISTORY
SOCIETY**

President: William Gosling
Patron

Parish Clerk
Hatfield Heath Parish Council

Wednesday 21 June 2023

Mark Bissell
Chair
Hatfield Heath Parish Council

Dear Mark

As you are aware on behalf of the Hatfield Regis Local History Society, I have completed an 88-page 4-page cover publication containing photographs of Then and Now for Hatfield Heath Village. This document should prove a useful addition to the Heritage and History of the Village particularly in the way which the Hatfield Heath Neighborhood Plan Steering Group is focusing on the History of the Village.

Although simply a member has been asked by the Committee to approach the Parish Council and request assistance with a grant to help in the printing costs of a full colour publication. It is the intention of the Committee to advertise, through the Village magazine, website and Facebook this publication.

It is felt there would be a market for such a book with an initial printing of 50 copies.

The History Society would be grateful if a grant of £150.00 pounds is a viable possibility.

Kind regards

Ivan Cooper
(On behalf of HRLHS)

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – June 2023

Date: 30 June 2023

Summary of main items of activity:

- Prepared agendas and minutes for meetings (council and planning)
- Carried out normal monthly administration tasks
- On 29 June attended Neighbourhood Plan steering committee meeting
- Initial training session on use of Tablets carried out on 29 June.

Current Actions

- Insurance Policy has been renewed with current insurers.
- Year-end Final Internal Audit carried out – report sent to finance committee.
- Submitted year end accounts and AGAR report
- Hastoe Housing have made contact and will attend a council meeting in August/September to explain how they will approach planning conditions. s106 agreement has now been received.
- There has been no contact with our local PCSO, action to be escalated to Borough Commander
- Invoice has been received from UDC in the sum of £2,532 for May 2023 election expenses
- Litter pickers.
 - One new starter – Sam Taylor (replacing Ken Morris)
 - Contact by a parishioner who would like to become involved.

Future actions

- Proposal by Sheering PC to form a working group with Hatfield Heath PC and Sawbridgeworth TC to