

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

A handwritten signature in black ink, appearing to read 'Richard Bowran'.

Parish Clerk
29 September 2023

AGENDA

Welcome by the Chairman

23/96	APOLOGIES FOR ABSENCE To receive any apologies for absence
23/97	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
23/98	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
23/99 	MINUTES OF MEETING To approve the minutes of the Meeting of the Parish Council held on 06 September 2023 (M05) To discuss any matters arising from the minutes not included elsewhere on the agenda.
23/100 	PLANNING COMMITTEE To note the draft minutes of the Planning Committee held on 25 September 2023. (P05). To note the Regulation 16 submission by UDC for the Local Plan.
23/101	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. • Cty Cllr Susan Barker • Dist Cllr Mark Lemon

23/102   	FINANCIAL REPORT Approval of Expenditure. To note items of expenditure in September 2023 as approved by the Finance committee Management Accounts To note management accounts for the six months to September 2023. External Audit To note the completion of the external audit of the AGAR for 2022/23.
23/103 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
23/104	KEY TASK MONITOR The Key Task Monitor has been revised and simplified to create a better working document. • Report from Forum held on 16 September.
23/105	HIGHWAYS MATTERS To consider any matters relating to Highways • Pot holes and resurfacing – White Horse area • Traffic management data collection – speed cameras • Additional cameras for Stortford Road. • Speed gun operations
23/106	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. • Coverage by CCTV has been installed
23/107	PLAYGROUND To consider any matters relating to the playground. • Urgent repairs and maintenance
23/108	VILLAGE GREEN To consider any matters relating to the village green • Tree survey by Lord of the Manor awaited • Footpaths survey • NR and Clerk to review cutting regime with present contractors
23/109	ALLOTMENT PLOTS To review the current condition of Allotment plots and any action that needs to be taken.
23/110	STANSTED AIRPORT WATCH To receive a verbal report on current activities of Stansted Airport Watch.
23/111	WILDLIFE AREA To discuss the report from EECOS on the Wildlife Area. <i>(Copy sent to all Members on 13 September)</i>
23/112	GRANT REQUEST To consider an extraordinary request for funding of a licence for showing videos etc. at The Close.

23/113	NEIGHBOURHOOD PLAN To receive a report on the meeting of the Steering Committee held on 31 August.
23/114	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members.
23/115	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
23/116	DATE OF NEXT MEETINGS The next meeting of the Council will be Wednesday 01 November 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 by the Clerk 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 06 September 2023

Present:

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

Cllr N Champion (NC)
Cllr M Lemon (ML)
Cllr H Allen (HA)

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

2 members of the public

In attendance: R Bowran – Parish Clerk

Welcome by the Chairman

23/79	APOLOGIES FOR ABSENCE Received and accepted from Cllr Robley - other engagement and Cllr King – business commitment. Cty Cllr Susan Barker apologised if she could not get to the meeting.
23/80	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members.
23/81	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 the council's response to the UDC Viability Assessment from new consultants to the Local Plan. <i>NR responded that we had been given five days to respond with no new information after nearly two years of waiting. Council's disappointment had been expressed. ML confirmed new consultants but was not impressed with their approach so far.</i> A member of the public asked about progress on the new council website. <i>Clerk said his objective was to have it available for use by the time the next Neighbourhood Plan meeting takes place.</i> A member of the public asked about progress on reassessing the Wildlife area. <i>Clerk responded that several members had met EECOS and we were waiting for their report. MB said that many areas were working as planned. It was confirmed that the report would be made public.</i>
23/82	MINUTES OF MEETING Resolved: To approve the minutes of the Meeting of the Parish Council held on 02 August 2023 (M04)
23/83	PLANNING COMMITTEE To note the draft minutes of the Planning Committee to be held on 21 August 2023. (P04). Main points were:

	<u>Proposed construction of 2 no. bungalow dwellings and electrical substation</u> Lea Hall Dunmow Road Hatfield Heath Essex CM22 7BL Ref. No: UTT/23/1966/FUL Strongly Object: Original plan under UTT/19/3173/FUL was approved in June 2022 with these two additional new build bungalows specifically refused. The PC position is still the same that these are in the Green Belt and outside the village envelope and no attempt is made to justify them on the 'other grounds' that allowed the other new builds to be approved <u>Application to discharge condition 3 (Great Crested Newt method statement) and 4 (Biodiversity enhancement strategy) attached to UTT/22/1786/HHF.</u> Down Court Matching Road Hatfield Heath Essex CM22 7AS Ref. No: UTT/23/1949/DOC No Comment <u>Erection of side extensions, dormers to first floor and ancillary outbuildings and rear extension</u> Mandal Chelmsford Road Hatfield Heath Essex CM22 7BG Ref. No: UTT/23/1864/CLP Strongly Object on the grounds that the proposal more than doubles the existing building and extends the footprint with 'ancillary buildings' even further on land that is fully within the Green Belt <u>Replacement front entrance porch and steps with fenestration changes to main dwelling</u> Stonebridge Chelmsford Road Hatfield Heath Essex CM22 7BD Ref. No: UTT/23/1790/HHF No Objection <u>Amendment to UTT/22/1261/FUL regarding the land to the West of Mill Lane</u> Strongly object. This is a reiteration of irrelevant data on traffic measures that was objected to last time as inaccurate and misleading. <u>Single storey side and rear two storey extensions.</u> Laurels The Heath Hatfield Heath Essex CM22 7AB Ref. No: UTT/23/1553/CLP Status: Approved <u>Installation of a new condenser unit in the rear yard area.</u> Co-op Supermarket Village Shop Hatfield Heath CM22 7EB Ref. No: UTT/23/1423/FUL Status: Approved <u>Proposed single storey rear extension, two storey side extension and single storey front extension.</u> 17 Cox Ley Hatfield Heath Essex CM22 7ER Ref. No: UTT/23/1266/HHF Status: Approved <u>Outline planning application with all matters reserved except access and layout for the demolition of garage and erection of 1 no. dwelling.</u> White Lodge Chelmsford Road Hatfield Heath Essex CM22 7BH Ref. No: UTT/23/0939/OP Status: Approved
23/84	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. • Cty Cllr Susan Barker was not present.

	• Dist. Cllr Mark Lemon reported: ○ New consultants for Local Plan. ○ Regulation 18 should be out by end of September. ○ Prior notification of recommended sites. Balance of houses needed is now 5,500. ○ A letter from UDC CEO explaining why rubbish collections have been so inconsistent. This will be sent to the Village Magazine for publication.
23/85	FINANCIAL REPORT Approval of Expenditure. Noted: Items of expenditure in August 2023 as approved by the Finance committee Management Accounts Noted: Management accounts for the five months to August 2023.
23/86	CLERK'S REPORT & CORRESPONDENCE Noted: Clerk's report and correspondence received. • CCTV now operational in the village car park, two cameras and an ANPR device. • Emails from parishioner about traffic danger on Chelmsford Road has been answered.
23/87	KEY TASK MONITOR The Key Task Monitor has been revised and simplified to create a better working document. Report from Forum held on 12 August had no additional matters not already under consideration.
23/88	HIGHWAYS MATTERS To consider any matters relating to Highways • Pot holes and resurfacing – White Horse area. Images sent to Highways. • Progress meeting with Cllr Lee Scott to be arranged. • Hedges cut on Sheering Road, but by whom? Much clearance work needed especially on footways. Clerk to write to Highways. • Traffic management data collection – having had quotation verified at £4,500, confirmation that Clerk should order two speed cameras.
23/89	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. • Coverage by CCTV has been installed • North Essex Parking Partnership cost of permits been increased and now some visibility in recent weeks.
23/90	PLAYGROUND To consider any matters relating to the playground. • Urgent repairs and maintenance • HA suggested refurbishment of signage. • Clerk to give CO a weekly inspection sheet for the record.
23/91	VILLAGE GREEN To consider any matters relating to the village green • Tree survey by Lord of the Manor awaited. Clerk to write to William Gosling as Lord of the Manor.

	• Tree crown reduction discussed and suggestion that contact should be made to UDC Tree Officer, Ben Smeeden. • Additional litter bins at Co-op, Fish Inn and Cricket Club to be ordered. Clerk to check with UDC for clearance. • Footpaths survey – to be carried out week commencing 11 Sept. • NR and Clerk to review cutting regime with present contractors, preparatory to going out to tender for 2024. • Allotment grass appears not be being cut, including unkempt plots on the site with seed spreading. Clerk to write to secretary. • HA mentioned the state of the village sign. MB said he would look out the quotation he had received for the work. • Action for the annual Christmas tree was discussed. Agreed to plant a small tree now and provide a cut tree as normal. • SS mentioned damage to the plinth on the War Memorial. Existing contractor to be approached. • Permission sought for installation of a Remembrance Bench on the village green. This was approved. HA to propose a location.
23/92	NEIGHBOURHOOD PLAN Noted: A report on the meeting of the Steering Committee held on 31 August. Resolved: To grant a request from the Local History Society for “bridging” funding of £250 for the printing of the “Then and Now” booklet. This sum to be recovered from UDC as a Neighbourhood Plan expense.
23/93	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members. • HA attended the Harlow and Gilston villages consultation. Transpired not to be very inspiring.
23/94	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. • Additional cameras to be considered for Stortford Road. • State of Allotment plots. • Report from Stansted Airport Watch (standing item). • Funding request for The Close film show licence.
23/95	DATE OF NEXT MEETINGS The next meeting of the Council will be on Wednesday 04 October 2023

Meeting ended at 20:35

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 15:00 on Monday 25 September in the URC Hall

Present:

Cllr S Saban (SS)

Cllr M Bissell (MB)

Cllr N Robley (NR)

In attendance:

R Bowran – Parish Clerk

1 member of the public

P23/42	APOLOGIES FOR ABSENCE Received and accepted from Cllr Champion - holiday
P23/43	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
P23/44	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Planning Committee.
P23/45	MINUTES Resolved: To approve the minutes of the Planning Committee meeting held on 21 August 2023 (P04)
P23/46	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION Single storey rear extension The Yews 3 Foxglove Farm Dunmow Road Hatfield Heath CM22 7BL Ref. No: UTT/23/2129/HHF HHPC Comment: Objection. Site lies with the MGB. Extension exceeds the existing footprint, a limitation placed in the decision on a previous application. Proposed ground floor rear extension incorporating doors, window, roof light and alterations to internal ground floor kitchen layout Randwick House Sawbridgeworth Road Hatfield Heath CM22 7DR Ref. No: UTT/23/2216/HHF HHPC Comment: No Objection. Single storey rear extension and changes to rear fenestration. 3 Barley Close Hatfield Heath Essex CM22 7DB Ref. No: UTT/23/2113/HHF HHPC Comment: No Objection. S73 application to vary condition 2 (approved plans) of UTT/22/0893/FUL (Proposed demolition of 4 No. existing out-buildings and removal of hard-standing areas and erection of 1 no. detached dwelling and detached single garage with carport previously approved under UTT/18/1948/FUL) to reposition approved dwelling and garage and general revisions of floor layouts and elevation composition, enlargement of garage out building, omission of excavations and addition of basement. Claremont Nursery Sheering Road Hatfield Heath CM22 7LJ Ref. No: UTT/23/2091/FUL HHPC Comment: No Objection.

	DECISIONS MADE BY THE LPA FOR NOTING Application to discharge condition 9 (hard and soft landscaping works) attached to UTT/21/0603/FUL Police Station Chelmsford Road Hatfield Heath CM22 7BH Ref. No: UTT/23/2103/DOC Status: Discharge Conditions in Full Change of use from Paddock to residential and construction of 1 no. residential dwelling with garage together with associated landscaping works Land Off Sheering Road Sheering Road Hatfield Heath Ref. No: UTT/23/1737/FUL Status: Refused ENFORCEMENT ISSUES Land to the rear of High Pastures. INV/23/0075/C – no further information, action needed to provide further evidence for UDC to reopen the case.
P23/47	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 from UDC to be in October. A further amendment to the application has been received and a response has to be submitted by 09 October. Clerk to seek clarification from Planning Officer on a number of issues before tabling a reply. Greenways planning application UTT/23/1688/FUL Camp Poultry Farm Mill Lane. A date for the consideration of this application has not yet been published, but is understood from UDC to be in October. .
P23/48	NEIGHBOURHOOD PLAN The notes of the meeting of 31 July were reviewed. The implications of the UDC Local Plan at the parishes liaison meeting on 12 September were discussed. This revealed that Hatfield Heath was designated as a "Local Rural Centre" and would be allocated strategic housing. Agreed that the creation of a Neighbourhood Plan was still a valid exercise. Next meeting of the steering group will be on 28 September.
P23/49	THREE PARISHES LOCAL PLANNING GROUP / TPLPG There have been no further meetings of the Group. Proposed that there should be a meeting to review current status.
P23/50	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
P23/51	DATE OF NEXT MEETING The next scheduled meeting is on Monday 22 October 2023.

Meeting ended at 16:10

Invoices for Authorisation to 31 August 2023

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
12/06/2023	Mark Lemon	Basket Plants	on-line	75.00	-	75.00	78	
17/08/2023	Securecom	Car park CCTV	on-line	3,720.00	620.00	3,100.00	79	
22/08/2023	UDC	Garden Waste Collection	on-line	2,940.00	-	2,940.00	80	
30/08/2023	P May	Grass Curttng	on-line	1,097.72	182.95	914.77	81	
07/09/2023	P May	Grass Curttng	on-line	300.00	50.00	250.00	82	
06/09/2023	H Allen	SAW Membership	on-line	10.00	-	10.00	83	
01/09/2023	Heath Computers	Website & MS365	on-line	66.53	11.09	55.44	84	
07/09/2023	PKF Littlejohn	External Audit	on-line	378.00	63.00	315.00	85	
06/09/2023	History Society	"Now & Then" bridging Loan	on-line	250.00	-	250.00	86	
26/07/2023	R Bowran	Office allowance, mileage, NP secry	on-line	187.00	-	187.00	87	
27/07/2023	S Taylor	August salary	on-line	120.99	-	120.99	88	
27/07/2023	S Caller	August salary	on-line	96.79	-	96.79	89	
27/07/2023	J Jackson	August salary	on-line	96.79	-	96.79	90	
27/07/2023	J Sykes	August salary	on-line	193.57	-	193.57	91	
27/07/2023	R Bowran	August Salary	on-line	828.32	-	828.32	92	
27/07/2023	HMRC	August Tax & NI	on-line	342.07	-	342.07	93	
30/09/2023	Unity Trust Bank	Quarterly bank charges	on-line	18.00	-	18.00	94	

Total 10,702.78 927.04 9,793.74

Cash receipts

Date	From	Description	Amount	vchr
12/09/2023	Mallyions Amusements	Fairground Sept 23	£700.00	R5
21/09/2023	UDC	Precept 2nd Tranche	£21,072.50	R6

Total £21,772.50

Balance at Bank (after these transactions)

£55,029.03

AGENDA: 23/102.1

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

28 September 2023 (2023-2024)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Bank charges				72.00	18.00	54.00	54.00 (75%)
10	Car Mileage				500.00	316.80	183.20	183.20 (36%)
11	Members expenses				100.00		100.00	100.00 (100%)
16	Data Registration				40.00		40.00	40.00 (100%)
17	EALC Subscription				500.00	503.26	-3.26	-3.26 (-0%)
18	SLCC Subscription				115.00		115.00	115.00 (100%)
24	Insurance				2,800.00	2,694.86	105.14	105.14 (3%)
25	Elections				2,000.00	2,532.00	-532.00	-532.00 (-26%)
26	Printing Postage Stationery				200.00	153.65	46.35	46.35 (23%)
28	Training				450.00		450.00	450.00 (100%)
29	Office Provision				1,000.00	250.00	750.00	750.00 (75%)
48	Other Subscriptions				150.00	170.50	-20.50	-20.50 (-13%)
55	Hall Hire				600.00	149.75	450.25	450.25 (75%)
62	Misc Expenses							(N/A)
65	Admin/Finance Support							(N/A)
SUB TOTAL					8,527.00	6,788.82	1,738.18	1,738.18 (20%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Rents	440.00	440.00					(0%)
8	Repairs & Maintenance				1,000.00		1,000.00	1,000.00 (100%)
54	Grass Cutting Allotment				250.00		250.00	250.00 (100%)
60	Pest Control				200.00	50.00	150.00	150.00 (75%)
SUB TOTAL		440.00	440.00		1,450.00	50.00	1,400.00	1,400.00 (74%)

Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Street Furniture				750.00	75.00	675.00	675.00 (90%)
40	Grants				2,500.00	400.00	2,100.00	2,100.00 (84%)
41	Wildlife Area							(N/A)
42	Green Waste Skips				2,500.00	2,940.00	-440.00	-440.00 (-17%)
44	Wildlife Project							(N/A)
45	War Memorial							(N/A)
84	Defibrillator				150.00		150.00	150.00 (100%)
SUB TOTAL					5,900.00	3,415.00	2,485.00	2,485.00 (42%)

Audit

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Internal Audit				200.00	83.00	117.00	117.00 (58%)

Hatfield Heath Parish Council

Summary of Receipts and Payments

28 September 2023 (2023-2024)

All Cost Centres and Codes

5 External Audit	299.00	315.00	-16.00	-16.00 (-5%)
SUB TOTAL	499.00	398.00	101.00	101.00 (20%)

Car Parks

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Village car park incl CCTV				5,500.00	3,363.00	2,137.00	2,137.00 (38%)
22 Church car park							(N/A)
SUB TOTAL				5,500.00	3,363.00	2,137.00	2,137.00 (38%)

Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 Community Events				250.00		250.00	250.00 (100%)
30 Annual Parish Meeting				49.00		49.00	49.00 (100%)
33 Christmas Tree				250.00		250.00	250.00 (100%)
35 Fairs	1,500.00	700.00	-800.00				-800.00 (-53%)
90 Coronation		700.00	700.00		1,023.50	-1,023.50	-323.50 (N/A)
SUB TOTAL	1,500.00	1,400.00	-100.00	549.00	1,023.50	-474.50	-574.50 (-28%)

Highways

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19 Repairs and Maintenance							(N/A)
20 Vehicle Activated Sign							(N/A)
50 Consultancy							(N/A)
SUB TOTAL							(N/A)

Information Technology

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2 Web-site				250.00	330.88	-80.88	-80.88 (-32%)
31 IT Repairs and Software				250.00	100.00	150.00	150.00 (60%)
32 IT Equipment					44.91	-44.91	-44.91 (N/A)
53 Zoom Subscriptions				150.00		150.00	150.00 (100%)
91 PC protection					149.98	-149.98	-149.98 (N/A)
93 IT Support					112.50	-112.50	-112.50 (N/A)
SUB TOTAL				650.00	738.27	-88.27	-88.27 (-13%)

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

28 September 2023 (2023-2024)

Litter Picking

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38 Litter Picking PPE				249.00	19.13	229.87	229.87 (92%)
SUB TOTAL				249.00	19.13	229.87	229.87 (92%)

Neighbourhood Plan

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78 NP Web-site				1,000.00		1,000.00	1,000.00 (100%)
79 NP Consultants				2,000.00		2,000.00	2,000.00 (100%)
80 Publicity & Meetings				2,000.00	912.20	1,087.80	1,087.80 (54%)
81 Printing				1,000.00		1,000.00	1,000.00 (100%)
82 UDC Support	6,000.00	786.00	-5,214.00				-5,214.00 (-86%)
89 NP Secretariat				500.00	330.00	170.00	170.00 (34%)
SUB TOTAL	6,000.00	786.00	-5,214.00	6,500.00	1,242.20	5,257.80	43.80 (0%)

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				150.00		150.00	150.00 (100%)
63 Tree Works				250.00		250.00	250.00 (100%)
64 Poppy Appeal				100.00		100.00	100.00 (100%)
66 Cricket Club grass				350.00		350.00	350.00 (100%)
86 Holy Trinity church grass				400.00		400.00	400.00 (100%)
87 United Reform Church grass				400.00		400.00	400.00 (100%)
88 Christmas Tree							(N/A)
SUB TOTAL				1,650.00		1,650.00	1,650.00 (100%)

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							(N/A)

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

28 September 2023 (2023-2024)

SUB TOTAL

(N/A)

Playgrounds

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Repairs & Maintenance				1,000.00		1,000.00	1,000.00 (100%)
46	Play Area				500.00	96.00	404.00	404.00 (80%)
SUB TOTAL					1,500.00	96.00	1,404.00	1,404.00 (93%)

Policing

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Community Policing							(N/A)
SUB TOTAL								(N/A)

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	50.00 (100%)
SUB TOTAL					50.00		50.00	50.00 (100%)

Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Current Staff				9,918.00	4,969.72	4,948.28	4,948.28 (49%)
51	HMRC				3,014.00	2,070.02	943.98	943.98 (31%)
52	Litter Pickers				6,683.00	3,140.18	3,542.82	3,542.82 (53%)
SUB TOTAL					19,615.00	10,179.92	9,435.08	9,435.08 (48%)

TPLPG

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71	Consultants							(N/A)

Hatfield Heath Parish Council

Summary of Receipts and Payments

28 September 2023 (2023-2024)

All Cost Centres and Codes

72 Hatfield Broad Oak pc					(N/A)
73 Great Hallingbury pc	58.00	-58.00			-58.00 (-100%)
74 Little Hallingbury pc	58.00	-58.00			-58.00 (-100%)
83 Secretariat			174.00	174.00	174.00 (100%)
SUB TOTAL	116.00	-116.00	174.00	174.00	58.00 (20%)

Village Green

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Grass cutting				6,500.00	4,159.07	2,340.93	2,340.93 (36%)
15	Repairs & Maintenance				500.00		500.00	500.00 (100%)
36	ECC Rural Verges	2,265.00		-2,265.00				-2,265.00 (-100%)
43	Rural Verges				2,430.00	663.83	1,766.17	1,766.17 (72%)
67	Heath Posting				500.00		500.00	500.00 (100%)
75	conservation area							(N/A)
85	Pond Maintenance							(N/A)
92	tree work					300.00	-300.00	-300.00 (N/A)
SUB TOTAL		2,265.00		-2,265.00	9,930.00	5,122.90	4,807.10	2,542.10 (20%)

Summary

NET TOTAL	52,466.00	44,771.00	-7,695.00	62,743.00	32,436.74	30,306.26	22,611.26 (19%)
V.A.T.					2,244.87		
GROSS TOTAL		44,771.00			34,681.61		

Hatfield Heath Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Hatfield Heath Parish Council for the year ended 31 March 2023 has been completed and the accounts have been published. 2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Hatfield Heath Parish Council on application to: (a) <u>R. BOWMAN - CLERK/RFO</u> <u>10 MILL END</u> <u>THAXTED</u> <u>CM6 2LT</u> (b) <u>10:00 - 14:00 MON-FRI</u> 3. Copies will be provided to any person on payment of £ <u>10</u> (c) for each copy of the Annual Governance & Accountability Return. Announcement made by: (d) <u>R. G. BOWMAN - CLERK/RFO</u> Date of announcement: (e) <u>29 SEP 2023</u>	Notes This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for, the AGAR and external auditor report must be publicly available for 5 years. (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised (c) Insert a reasonable sum for copying costs (d) Insert the name and position of person placing the notice (e) Insert the date of placing of the notice
--	--

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	No*	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		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓		

*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

www.hatfieldheath.com

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

Chairman

Clerk

Man Pull
Libra

x

Section 2 – Accounting Statements 2022/23 for

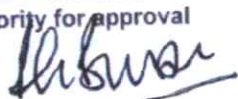
Hatfield Heath Parish Council

	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 cashbook 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)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above do not include any Trust transactions.

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

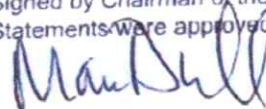
I confirm that these Accounting Statements were approved by this authority on this date:

02/06/2023

as recorded in minute reference:

M02 23/32.2

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



x

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Hatfield Heath Parish Council – EX0115

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The date for Section 2 has been incorrectly recorded on the AGAR. The minutes of the meeting at which the AGAR was approved have been reviewed and demonstrate that Sections 1 and 2 have been approved in the correct order. The smaller authority should ensure that the correct dates are recorded on the AGAR in future.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2023/24 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2023/24 and ensure that it makes proper provision for the exercise of public rights during 2024/25.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

06/09/2023

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report

Date: 29 September 2023

Summary of main items of activity:

- Prepared agendas and minutes for meetings (council and planning)
- Carried out normal monthly administration tasks
- Commissioned the car park CCTV system
- On 12 September attended parishes liaison meeting on the Local Plan.
- On 19 September received notice of completion of external audit for 2022/23.
- On 28 September attended Neighbourhood Plan steering committee meeting
- Facilitated the procurement and installation of a Remembrance bench on the green

Current Actions

- There has been limited contact with our local PCSO. Some speed camera activity.
- Response to another parishioner re: road dangers in village.

Future actions

- Tender process for grass cutting 2024 -25
- Monitor UDC Local Plan debate 04 October