

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

Parish Clerk
27 October 2023

AGENDA

Welcome by the Chairman

23/117	APOLOGIES FOR ABSENCE To receive any apologies for absence
23/118	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
23/119	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
23/120 	MINUTES OF MEETING To consider approval of the minutes of the Meeting of the Parish Council held on 04 October 2023 (M06) To discuss any matters arising from the minutes not included elsewhere on the agenda.
23/121 	PLANNING COMMITTEE To note the draft minutes of the Planning Committee held on 23 October 2023. (P06). To report on the consideration by UDC Planning Committee on 25 October 2023 of the Pelham Structures planning application in Mill Lane. To note the Regulation 18 submission by UDC for the Local Plan, considered by UDC council on 30 October 2023.

23/122	FINANCE COMMITTEE To note the minutes of the Finance Committee held on 11 October 2023. (F01). To note the draft minutes of the Finance Committee held on 23 October 2023. (F02).																								
23/123	BUDGET 2024-25 To receive Budget briefing notes from the Clerk To consider a motion to resolve to adopt the draft budget for 2024-25 as recommended by the Finance Committee																								
23/124	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. - Cty Cllr Susan Barker - Dist Cllr Mark Lemon																								
23/125	FINANCIAL REPORT 1. Approval of Expenditure. To note items of expenditure in October 2023 as approved by the Finance committee 2. Management Accounts To note management accounts for the seven months to October 2023.																								
23/126	GRANT REQUESTS Grant requests received <table><tr><td>1</td><td>CAB East Herts</td><td>Phone lines for advisors</td><td>250.00</td></tr><tr><td>2</td><td> - EHAAT </td><td>Air ambulance costs</td><td>500.00</td></tr><tr><td>3</td><td>Close Coffee Morning</td><td>Film Show licence</td><td>123.33</td></tr></table> 873.33 - EHAAT open request but last year £500 granted. Grants embedded in the Budget for approval <table><tr><td>4</td><td>Cricket Club</td><td>Grass Cutting</td><td>350.00</td></tr><tr><td>5</td><td>Holy Trinity Church</td><td>Grass Cutting</td><td>400.00</td></tr><tr><td>6</td><td>United Reform Church</td><td>Grass Cutting</td><td>400.00</td></tr></table> 1,150.00 Total requested: £ 2,033.33	1	CAB East Herts	Phone lines for advisors	250.00	2	EHAAT	Air ambulance costs	500.00	3	Close Coffee Morning	Film Show licence	123.33	4	Cricket Club	Grass Cutting	350.00	5	Holy Trinity Church	Grass Cutting	400.00	6	United Reform Church	Grass Cutting	400.00
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6	United Reform Church	Grass Cutting	400.00																						
23/127	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.																								
23/128	KEY TASK MONITOR The Key Task Monitor has been revised and simplified to create a better working document. Report from Forum held on 14 October.																								

23/129	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
23/130	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. • Coverage by CCTV has been installed • Village car park weed clearance • Use of Village Hall car park ○ Letter from Village Hall Committee re: Parking
23/131	PLAYGROUND To consider any matters relating to the playground. • Urgent repairs and maintenance • Weekly inspections
23/132	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
23/133	ALLOTMENT PLOTS To review the current condition of Allotment plots and any action that needs to be taken. • Email from Allotment Association re: state of plots
23/134	STANSTED AIRPORT WATCH To receive a verbal report on current activities of Stansted Airport Watch.
23/135	WILDLIFE AREA To discuss the report from EECOS on the Wildlife Area and determine an action plan. Consider a grant application to UDC under the Zero Carbon Communities scheme.
23/136	NEIGHBOURHOOD PLAN To receive a report on the meeting of the Steering Committee held on 25 October.
23/137	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members. • Meeting with Cllr Scott and Cllr Barker on 11 October.
23/138	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
23/139	DATE OF NEXT MEETINGS The next meeting of the Council will be Wednesday 06 December 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 04 October 2023

Present:

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

Cllr N Champion (NC)
Cllr S King (SK)
Cllr H Allen (HA)

Cllr N Robley (NR)
Cllr S Saban (SS)

3 members of the public

In attendance: R Bowran – Parish Clerk

Welcome by the Chairman

23/96	APOLOGIES FOR ABSENCE Received and accepted from Cllr Lemon – unwell and Cllr Overton.
23/97	DECLARATIONS OF PECUNIARY INTEREST There were no 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 A Member of the Public commented that the Key Task Monitor was not being updated on the web-site. <i>Clerk to rectify this.</i> A Member of the Public asked about the EECOS report and referred to the Essex Wildlife Trust. <i>See the agenda item in this meeting.</i> A Member of the Public asked about any further information concerning the Mill Lane planning applications. <i>Clerk responded that he had asked the pertinent questions of the planning officer but had not received a response prior to the council's latest submission.</i> A Member of the Public asked why the Conservation Area had been flail mown at the weekend. <i>NR replied that no such cutting had been authorised and would investigate.</i> A Member of the Public asked about the overgrown footway on Sheering Road. <i>NR reported that an anonymous phone message had said it had been cut by a private individual. Residue to be reported to Essex Highways.</i> A Member of the Public commented on speeding traffic coming from Sheering. <i>Clerk reiterated the actions being taken by the parish council to combat this.</i>

23/99	MINUTES OF MEETING Resolved: 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 Noted: The draft minutes of the Planning Committee held on 25 September 2023. (P05). Key points: 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 Noted: The Regulation 18 submission by UDC for the Local Plan. Extraordinary Cabinet meeting on 16 October and Full USDC council meeting on 26 October. Initial scrutiny suggest that no housing has been allocated to Hatfield Heath as it is entirely within the MGB.

23/101	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. • Cty Cllr Susan Barker commented: ○ Bizarre housing allocations contained in the Reg 18 draft submission ○ Essex CC Highways Panel reports that feasibility studies are progressing. ○ Call for the location of more potholes to be reported to her for adding to her list of submissions.
23/102	FINANCIAL REPORT Approval of Expenditure. <i>Noted:</i> Items of expenditure in September 2023 as approved by the Finance committee Management Accounts <i>Noted:</i> Management accounts for the six months to September 2023. External Audit <i>Noted:</i> The completion of the external audit of the AGAR for 2022/23.
23/103	CLERK'S REPORT & CORRESPONDENCE <i>Noted:</i> 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 is incorporated and will be posted of the village web-site.
23/105	HIGHWAYS MATTERS To consider any matters relating to Highways • Pot holes and resurfacing – White Horse area • Traffic management data collection – two Elan speed cameras are on order • Additional cameras for Stortford Road to be included in budget discussion for 2024-25. • Speed gun operations. Comments on police activity and possible revitalisation of Community SpeedWatch. • Noted that the village approach sign is missing on Sheering Road. • Village sign is due for refurbishment. MB to obtain quotes for the work.
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 have been carried out. • NR to produce a format for a weekly checklist, to be performed by CO and filed as proof of attendance.

23/108	VILLAGE GREEN To consider any matters relating to the village green • Tree survey by Lord of the Manor awaited. Clerk to contact him to progress. • Footpaths survey of all footpaths to be carried out by PB, NR and HA. • 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. Clerk to write to the Allotment Society secretary expressing the council's concerns.
23/110	STANSTED AIRPORT WATCH To receive a verbal report on current activities of Stansted Airport Watch. HA will attend the meeting of Stansted Airport Watch consultative committee on 18 October.
23/111	WILDLIFE AREA To discuss the report from EECOS on the Wildlife Area. Agreed that the Wildlife Committee should meet to have initial discussions.
23/112	GRANT REQUEST To consider an extraordinary request for funding of a licence for showing videos etc. at The Close. This will be considered as part of the November grant round.
23/113	NEIGHBOURHOOD PLAN To receive a report on the meeting of the Steering Committee held on 31 August. This concentrated on the format of the village questionnaire.
23/114	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members. • NR and the Clerk attended a parishes liaison meeting at which the strategy for the allocation of housing in the Local Plan was revealed.
23/115	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. • Grant applications
23/116	DATE OF NEXT MEETINGS The next meeting of the Council will be Wednesday 01 November 2023

Meeting ended at 20:35

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 15:00 on Monday 23 October in the URC Hall

Present:

Cllr S Saban (SS)

Cllr M Bissell (MB)

Cllr N Robley (NR)

In attendance:

R Bowran – Parish Clerk

2 members of the public

P23/52	APOLOGIES FOR ABSENCE Apology received and accepted from Cllr Champion – on holiday.
P23/53	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
P23/54	PUBLIC PARTICIPATION There were no questions from members of the public on matters within the remit of the Planning Committee.
P23/55	MINUTES Resolved: To approve the minutes of the Planning Committee meeting held on 25 September 2023 (P05)
P23/56	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION <u>Proposed single storey side extension and front entrance lobby</u> 6 Beehive Court Hatfield Heath Essex CM22 7EU Ref. No: UTT/23/2399/HHF HHPC comment: No Objection <u>Proposed ground floor rear extension incorporating doors, window, roof light and alterations to internal ground floor kitchen layout</u> Randwick House Sawbridgeworth Road Hatfield Heath Essex CM22 7DR Ref. No: UTT/23/2216/HHF HHPC comment: No Objection <u>Basement and first floor</u> Stonebridge Farm Chelmsford Road Hatfield Heath Essex CM22 7BD Ref. No: UTT/23/2631/CLE Status: HHPC comment: No Objection DECISIONS MADE BY THE LPA FOR NOTING <u>Single storey rear extension</u> The Yews 3 Foxglove Farm Dunmow Road Hatfield Heath Bishops Stortford CM22 7BL Ref. No: UTT/23/2129/HHF Status: Refused <u>Single storey rear extension and changes to rear fenestration.</u> 3 Barley Close Hatfield Heath Essex CM22 7DB Ref. No: UTT/23/2113/HHF Status: Approved

Application to discharge condition 3 (Great Crested Newt method statement) and 4 (Biodiversity enhancement strategy) attached to UTT/22/1786/HHF.

Down Court Matching Road Hatfield Heath CM22 7AS

Ref. No: UTT/23/1949/DOC | Status: **Discharge Conditions in Full**

Erection of side extensions, dormers to first floor and ancillary outbuildings.

Mandal Chelmsford Road Hatfield Heath CM22 7BG

Ref. No: UTT/23/1864/CLP | Status: **Approved**

Proposed construction of single storey orangery extension to rear elevation. Partial removal of 1920's fabric and removal of modern 1970's fabric to facilitate orangery. Infill of modern 1970's window within east elevation.

Lea Hall Dunmow Road Hatfield Heath Stortford CM22 7BL

Ref. No: UTT/23/1279/HHF | Status: **Approved**

Single storey rear extension

The Yews 3 Foxglove Farm Dunmow Road Hatfield Heath Bishops Stortford CM22 7BL

Ref. No: UTT/23/2129/HHF | Status: **Refused**

PLANNING APPEALS

Serena Chelmsford Road, Hatfield Heath, CM22 7BD

Appeal Ref: APP/C1570/W/23/3319270

The development proposed is the demolition of garage and erection of replacement garage. Erection of 2no. detached dwellings to the rear of 'Serena' and creation of new vehicular access.

Decision: The appeal is **dismissed**

Maple Cottage, 1 Foxglove Farm, Dunmow Road, Hatfield Heath, CM22 7BL

Appeal Ref: APP/C1570/D/23/3314994

The development proposed is the demolition of existing side extension and link and erection of a single storey side extension and single storey rear extension.

Decision: The appeal is **dismissed**

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.

P23/57 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 been set as 25 October 2023.

To discuss presentations to be made by the parish council, a resident and the History Society.

Agreed that NR would make a presentation on behalf of the parish council, including a few sentiments from the History Society, and Dawn Cox would make NC's presentation on behalf of Mill Lane residents.

	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.
P23/58	NEIGHBOURHOOD PLAN To review the notes of the meeting of 29 September and to consider any matters relating to the proposed Neighbourhood Plan. Next meeting of the steering group will be on 02 November 2023.
P23/59	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.
P23/60	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
P23/61	DATE OF NEXT MEETING The next scheduled meeting is on Monday 27 November 2023.

Meeting ended at 16:15

HATFIELD HEATH PARISH COUNCIL

Minutes of the Finance Committee of the Parish Council held at URC Hall, Hatfield Heath at 14:00 on Wednesday 11 October 2023

Present:

Cllr M Bissell (chair)
Cllr N Robley (NR)

Cllr M Lemon (ML)
Cllr S Saban (SS)
In attendance:

Cllr N Champion (NC)
Cllr H Allen (HA)
R Bowran – Parish Clerk

F23/01	ELECTION OF CHAIRMAN & VICE CHAIRMAN Cllr Robley was elected to be chair of the committee for the civic year 2023-24 Cllr Champion was elected to be vice-chair of the committee for the civic year 2023-24
F23/02	APOLOGIES FOR ABSENCE There were no apologies for absence
F23/03	DECLARATIONS OF PECUNIARY INTEREST Clerk advised that because of the nature of the business, the budget, that there was a deemed exemption form Declarations of Pecuniary Interest by Members
F23/04	PUBLIC PARTICIPATION There were no members of the public present.
F23/05	MINUTES OF MEETING Resolved: To resolve to approve the minutes of the Finance Committee meeting held on 14 November 2022 (F01)
F23/06	BUDGET 2023-24 To receive and discuss the draft Budget for 2024-25. Members had received a draft budget and the accompanying notes from the Clerk. It was agreed to make the following strategic alterations to the draft: • Defer the proposed £10,000 for future playground renewal. Provide £1,000 for on-going maintenance. • Defer the proposed £2,500 for an additional VAR device for Stortford Road. Provide £1,000 for installation of mounting poles for alternative siting of existing devices. • Assume the £2,500 set aside for Wildlife Area development will be offset by equivalent UDC Zero Carbon Communities Grants. If agreed, this would result in a Precept demand of £44,750 (2023-24 £42,145) an increase of £2,605 (6.2%). General Reserve is calculated at £24,887, equivalent to 29 weeks working capital.
F23/07	DATE OF NEXT MEETING The next meeting will be held on Monday 23 October 2023 at about 4pm after the meeting of the Planning Committee.

Meeting ended at 16:10

Nigel Robley
23/10/23

HATFIELD HEATH PARISH COUNCIL

Minutes of the Finance Committee of the Parish Council held at URC Hall, Hatfield Heath at 16:15 on Monday 23 October 2023

Present:

Cllr M Bissell (MB)
Cllr N Robley (NR) Chair

Cllr M Lemon (ML)
Cllr S Saban (SS)
In attendance:

Cllr H Allen (HA)
R Bowran – Parish Clerk

F 23/08	APOLOGIES FOR ABSENCE Received and accepted from Cllr Champion – on holiday
F 23/09	DECLARATIONS OF PECUNIARY INTEREST Clerk advised that because of the nature of the business, the budget, that there was deemed exemption from Declarations of Pecuniary Interest by Members
F 23/11	PUBLIC PARTICIPATION There were no members of the public present.
F 23/12	MINUTES OF MEETING Resolved: To resolve to approve the minutes of the Finance Committee meeting held on 11 October 2023 (F01)
F 23/13	BUDGET 2023-24 Received and discussed: The revised draft Budget for 2024-25. There were no further amendments made. Resolved: To recommend its adoption by full council on 01 November 2023. [prop Cllr Lemon; sec'd Cllr Robley; All in favour]
F 23/14	DATE OF NEXT MEETING The next meeting will be scheduled when it is required.

Meeting ended at 16:30

Memorandum from the Clerk

To: All Councillors

Subject: Budget 2024-25

Date: 27 October 2023

Attached is the draft of a budget for 2024-25 which is recommended by the Finance Committee for approval by Council.

The main points to note:

- For 2023-24 council agreed to set a budget at the same precept level as in previous years, the deficit of £12,890 being met by drawing upon general reserves.
- I made it clear in the budget debate that this could only occur once. There is no scope for further relying on reserves to balance the budget.
- Hence we cannot assume precept demand remains unchanged at £42,145
- The draft presented shows a balanced budget.
- Assumptions made were:
 - £1,000 for playground maintenance, no provision made for replacement.
 - Any expenditure Wildlife Area development and maintenance will be met by a grant from UDC.
 - £1,000 for installing two VAR mounting posts. No additional units to be purchased.
 - 5% increase in salaries, currently proposed by unions, decision in November.
- Main decreases in costs shown are:
 - No coronation this year
 - No additional CCTV costs in car park
 - We have £2,703 in reserves for general election costs.
- This is shown as being met by:
 - a precept increase of 6.2% to £44,750 (£2,605)
 - There is still no restriction on the percentage increase that can be applied to parish council precept demands.
- Additional points:
 - We will not know what the Tax Base will be until UDC tell us in December
 - General Reserve shows we have 29 weeks of expenditure in hand, this is well within the recommended range.

DRAFT Budget 2024-25

AGENDA: 23/123.2

	Title	2023-24 Budget	2023-24 Act 6 mos	2023-24 F'cast	2024-25 Draft Budget	Notes
Administration	8 Bank charges	72	18	72	72	
	10 Car mileage	500	317	500	500	
	11 Members expenses	100	0	0	0	
	16 Data registration	40	0	40	40	
	17 EALC subscription	500	503	503	500	
	18 SLCC subscription	115	0	170	180	
	24 Insurance	2,800	2,695	2,695	3,000	
	25 Elections	2,000	2,532	2,532	0	2024 Reserve
	26 Printing Postage Stationary	200	154	200	200	
	28 Training	450	0	0	450	
	29 Office provision	1,000	250	500	750	
	48 Other subscriptions	160	170	0	0	
	55 Hall hire	600	149	350	350	
	62 Misc expenses	0	0	0	0	
	65 Admin/finance support	0	0	0	0	
		8,537	6,788	7,562	6,042	
	Expenditure	8,537	6,788	7,562	6,042	
	Income	0	0	0	0	
	Administration Outcome	8,537	6,788	7,562	6,042	
Allotments	8 Repairs and maintenance	1,000	0	0	250	
	54 Grass cutting	250	0	250	250	
	60 Pest control	200	50	100	200	
		1,450	50	350	700	
	6 Rents	440	440	440	440	
		440	440	440	440	
	Expenditure	1,450	50	350	700	
	Income	440	440	440	440	
	Allotments Outcome	1,010	-390	-90	260	

DRAFT Budget 2024-25

		Title	2023-24 Budget	2023-24 Act 6 mos	2023-24 F'cast	2024-25 Draft Budget	Notes
Amenities	34	Street furniture/Bus shelter	750	75	75	250	
	40	Grants	2,500	400	1,000	2,500	
	41	Wildlife area	0	0	0	5,000	
	42	Green waste skips	2,500	2,940	2,940	3,000	
	44	Wildlife project	0	0	1,250	0	
	45	War Memorial	0	0	0	100	
	84	Defibrillator	150	0	0	0	
	82	UDC Support	5,900	3,415	5,265	10,850	
		Expenditure	0	0	0	5,000	
		Income	5,900	3,415	5,265	5,850	
		Amenities Outcome	5,900	3,415	5,265	5,850	
Audit	4	Internal audit	200	83	83	100	
	5	External audit	300	315	315	350	
			500	398	398	450	
		Expenditure	500	398	398	450	
		Income	0	0	0	0	
		Audit Outcome	500	398	398	450	
Car Parks	21	Village car park / incl cctv	5,500	3,363	3,363	500	
	22	Church car park	0	0	0	0	
			5,500	3,363	3,363	500	
		Expenditure	5,500	3,363	3,363	500	
		Income	0	0	0	0	
		Car Parks Outcome	5,500	3,363	3,363	500	
Events	14	Community events	250	0	0	0	
	30	Annual Parish meeting	50	0	0	0	
	90	Coronation	0	1,023	1,023	0	
	33	Christmas tree	250	0	500	500	
			550	1,023	1,523	500	
	90	Coronation	0	700	700	0	
	35	Fairs	1,500	700	1,400	0	
			1,500	1,400	1,400	0	
		Expenditure	550	1,023	1,523	500	
		Income	1,500	700	1,400	0	
		Events Outcome	-950	323	123	500	

DRAFT Budget 2024-25

	Title	2023-24 Budget	2023-24 Act 6 mos	2023-24 F'cast	2024-25 Draft Budget	Notes
Highways						
19	Repairs and maintenance	0	0	0	250	
20	Vehicle Activated Sign	0	0	4,500	1,000	
50	Consultancy	0	0	0	0	
		0	0	4,500	1,250	
	Expenditure	0	0	4,500	1,250	
	Income	0	0	0	0	
	Highways Outcome	0	0	4,500	1,250	
IT						
2	Web-site maintenance	250	330	600	600	
31	IT repairs & software	250	100	100	100	
32	IT equipment	0	45	45	0	
93	IT Support	0	112	250	250	
91	PC protection	0	150	150	150	
53	Zoom subscription	150	0	150	150	
78	Web-site rebuild	0	0	0	0	
		650	737	1,295	1,250	
	Expenditure	650	737	1,295	1,250	
	Income	0	0	0	0	
	IT Outcome	650	737	1,295	1,250	
Litter Picking						
34	New equipment	500	0	0	0	
38	PPE	250	19	100	100	
		750	19	100	100	
	Expenditure	750	19	100	100	
	Income	0	0	0	0	
	Litter Picking Outcome	750	19	100	100	
Neighbourhood Plan						
78	Website	1,000	0	0	0	
79	Consultants	2,000	0	0	0	
80	Public meetings & publicity	2,000	912	2,000	1,500	
81	Printing	1,000	0	250	250	
83	Secretariat	500	330	500	500	
		6,500	1,242	2,750	2,250	
82	UDC Support	6,000	786	2,500	2,250	
		6,000	786	2,500	2,250	
	Expenditure	6,500	1,242	2,500	2,250	
	Income	6,000	786	2,500	2,250	
	Neighbourhood Plan Outcome	500	456	0	0	

DRAFT Budget 2024-25

		Title	2023-24 Budget	2023-24 Act 6 mos	2023-24 F'cast	2024-25 Draft Budget	Notes
Other Amenities							
	49	Leaflet printing	0	0	0	0	
	61	Repairs and maintenance	150	0	0	0	
	63	Tree works	250	300	500	500	
	64	RBL Appeal	100	0	100	100	
	66	Cricket Club grass	350	0	350	350	
	86	HT church grass	400	0	400	400	
	87	URC church grass	400	0	400	400	
			1,650	300	1,750	1,750	
		Expenditure	1,650	300	1,750	1,750	
		Income	0	0	0	0	
		Other Amenities Outcome	1,650	300	1,750	1,750	
Playgrounds							
	23	Repairs and maintenance	1,000	0	0	1,000	
	46	Play area	500	96	0	0	
		Playgrounds Outcome	1,500	96	0	1,000	
Policing							
	39	Community policing	0	0	0	0	
		Community Policing Outcome	0	0	0	0	
Precept							
	3	Precept on UDC	42,145	42,145	42,145	44,750	
			42,145	42,145	42,145	44,750	
		Expenditure	0	0	0	0	
		Income	42,145	42,145	42,145	44,750	
		Precept Outcome	-42,145	-42,145	-42,145	-44,750	

DRAFT Budget 2024-25

		Title	2023-24 Budget	2023-24 Act 6 mos	2023-24 F'cast	2024-25 Draft Budget			Notes
s137	12	Remembrance wreath	50	0	50	50			
		S137 Outcome	50	0	50	50			
Salaries	1	Current Staff	9,918	4,962	9,924	10,420			5%
	51	HMRC (Tax + NI)	3,014	944	1,888	1,982			
	52	Litter Pickers	6,883	3,140	6,280	6,594			
			19,815	9,046	18,092	18,997			
		Expenditure	19,815	9,046	18,092	18,997			
		Income	0	0	0	0			
		Salaries Outcome	19,815	9,046	18,092	18,997			
TPLPG	71	Consultants	0	0	0	0			
	83	Secretariat/website	174	0	0	0			
			174	0	0	0			
	72	Hatfield Broad Oak PC	0	0	0	0			
	73	Great Halingbury PC	58	0	0	0			
	74	Little Halingbury PC	58	0	0	0			
			116	0	0	0			
		Expenditure	174	0	0	0			
		Income	116	0	0	0			
		USAG Outcome	58	0	0	0			
Village Green	13	Grass cutting	6,500	4,159	6,500	6,500			
	15	Repairs and maintenance	500	0	250	250			
	43	Rural verges	2,430	653	2,000	2,000			
	67	Heath posting	500	0	250	250			
	85	Pond maintenance	0	0	750	750			
			9,930	4,812	9,750	9,750			
	36	Essex CC Highways	2,265	0	2,300	2,300			
			2,265	0	2,300	2,300			
		Expenditure	9,930	4,812	9,750	9,750			
		Income	2,265	0	2,300	2,300			
		Village Green Outcome	7,665	4,812	7,450	7,450			

DRAFT Budget 2024-25

	Title	2023-24 Budget	2023-24 Act 6 mos	2023-24 F'cast	2024-25 Draft Budget	Notes
Summary						
	Total Expenditure	59,356	30,366	55,848	54,739	
	Total Income	46,466	43,285	46,285	54,740	
	Council Outcome	12,890	-12,919	9,563	-1	
	To/From Reserves	-12,890	12,919	-9,563	1	
	NET COUNCIL OUTCOME	0	0	0	0	

HHPC Budget 2024-25 23101

Invoices for Authorisation to 31 September 2023

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
01/10/2023	Nigel Robley	Stationery	on-line	16.45	-	16.45	95	
01/10/2023	Nigel Robley	Laminated signs	on-line	48.00	-	48.00	96	
01/10/2023	Heath Computers	Website maintenance	on-line	66.53	11.09	55.44	97	
11/10/2023	PW May	Flail Cutting	on-line	480.00	80.00	400.00	98	
10/10/2023	Techwyse	Supply & fit laptop battery	on-line	144.59	24.10	120.49	99	
12/10/2023	ElanCity	2 x Evolis speed signs	on-line	4,954.78	825.80	4,128.98	100	
13/10/2023	J Kenney	Verge cutting	on-line	2,054.72	342.45	1,712.27	101	
27/10/2023	R Bowran	October expenses	on-line	267.00	-	267.00	102	
27/10/2023	J Sykes	October salary	on-line	193.57	-	193.57	103	
27/10/2023	R Bowran	October salary	on-line	828.12	-	828.12	104	
27/10/2023	J Jackson	October salary	on-line	96.79	-	96.79	105	
27/10/2023	S Caller	October salary	on-line	96.79	-	96.79	106	
27/10/2023	S Taylor	October salary	on-line	120.99	-	120.99	107	
27/10/2023	HMRC	October Tax & NI	on-line	342.27	-	342.27	108	
21/10/2023	PW May	Grass Cutting	on-line	591.98	98.66	493.32	109	
Total				10,302.58	1,382.10	8,920.48		

Cash receipts

Date	From	Description	Amount	vchr
25/09/2023	HMRC	VAT refund 2022-23	£3,228.08	R7
12/10/2023	UDC	Neighbourhood Plan expenses	£1,059.85	R8
17/10/2023	ECC	Verge Cutting	£2,448.38	R9
Total			£6,736.31	

Balance at Bank (after these transactions)

£51,462.76

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

27 October 2023 (2023-2024)

Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9 Bank charges				72.00	36.00	36.00	36.00 (50%)
10 Car Mileage				500.00	397.80	102.20	102.20 (20%)
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	218.10	-18.10	-18.10 (-9%)
28 Training				450.00		450.00	450.00 (100%)
29 Office Provision				1,000.00	276.00	724.00	724.00 (72%)
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					80.00	-80.00	-80.00 (N/A)
65 Admin/Finance Support							(N/A)
SUB TOTAL				8,527.00	7,058.27	1,468.73	1,468.73 (17%)

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
All Cost Centres and Codes

27 October 2023 (2023-2024)

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					4,128.98	-4,128.98	-4,128.98 (N/A)
50	Consultancy							(N/A)
SUB TOTAL						4,128.98	-4,128.98	-4,128.98 (N/A)

Information Technology

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Web-site				250.00	386.32	-136.32	-136.32 (-54%)
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					232.99	-232.99	-232.99 (N/A)
SUB TOTAL					650.00	914.20	-264.20	-264.20 (-40%)

Hatfield Heath Parish Council

Summary of Receipts and Payments

27 October 2023 (2023-2024)

All Cost Centres and Codes

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	410.00	90.00	90.00 (18%)
SUB TOTAL		6,000.00	786.00	-5,214.00	6,500.00	1,322.20	5,177.80	-36.20 (-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		3,228.08	3,228.08				3,228.08 (N/A)

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

27 October 2023 (2023-2024)

SUB TOTAL	3,228.08	3,228.08	3,228.08 (N/A)
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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%)

s137

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	5,797.84	4,120.16	4,120.16 (41%)
51	HMRC				3,014.00	2,394.29	619.71	619.71 (20%)
52	Litter Pickers				6,683.00	3,648.32	3,034.68	3,034.68 (45%)
SUB TOTAL					19,615.00	11,840.45	7,774.55	7,774.55 (39%)

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
All Cost Centres and Codes

27 October 2023 (2023-2024)

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	5,052.39	1,447.61	1,447.61 (22%)
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		2,448.38	2,448.38	2,430.00	2,376.10	53.90	2,502.28 (102%)
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	2,448.38	183.38	9,930.00	7,728.49	2,201.51	2,384.89 (19%)

Summary

NET TOTAL	52,466.00	50,447.46	-2,018.54	62,743.00	41,357.22	21,385.78	19,367.24 (16%)
V.A.T.					3,626.97		
GROSS TOTAL		50,447.46			44,984.19		

Hatfield Heath Parish Council

Chairman: Cllr Mark Bissell

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



Application for Grant – November 2023

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents if you wish.

You should include an up-to-date statement of your current financial position together with plans for the next three years which must be received by the Clerk (parishclerk@hatfieldheath.com) together with completed application form no later than Friday 20 October 2023 for consideration on Wednesday 01 November 2023

Name of Organisation:	Citizens Advice East Herts
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Name and position of person making this application	Esther McWatters, Head of Communication and Fundraising
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Address for correspondence:	Citizens Advice East Herts The Manor House, High Street, Buntingford, Herts, SG9 9AB
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Phone number:	07738 966264
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Name of Project:	Phone lines for volunteer Advisers
Description of Project, how and when grant will be spent.	Citizens Advice East Herts (CAEH) provides independent, free, confidential and impartial advice to everybody regardless of race, gender, sexuality or disability. We have been serving the people of East Herts for over 40 years. CAEH provides a vital service on a broad range of issues including benefits, debt, housing, consumer, family and relationships, immigration and health, with ongoing support for clients where needed. Advice is delivered via phone, email, webchat and in-person. In 2022 we helped 4,339 clients with 11,337 issues, achieving direct financial gains for clients of more than

Bank details (for if grant awarded):	Account Name:	Account Number:	Sort Code:
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Other sources of funding applied for:	For this project, we are applying to all Parish Councils whose residents we support as well as asking District Councillors and Town Councils if they will contribute towards these essential costs.
--	---

If so, with what result:	£1050 successfully raised so far
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Self help; details of other activities to meet this need.	We are planning a quiz evening, a raffle and other community fundraising events.
--	--

Signature of Applicant	Date: 10/10/23
E.McWatters	

HHPC Use

<i>Received</i>	<i>Date:</i>
<i>Acknowledged</i>	<i>Date:</i>

<i>Financial information</i>	<i>Y / N</i>
<i>Legal Power</i>	
<i>Risk to HHPC</i>	
<i>Grant sum agreed</i>	<i>£</i>



Essex & Herts Air Ambulance

Your local life-saving charity

Mr R Bowran
Clerk
Hatfield Heath Parish Council

By email: parishclerk@hatfieldheath.com

Thursday 14th September 2023

Dear Mr Bowran

It has been a remarkable 25 years since Essex & Herts Air Ambulance (EHAAT) began its vital life-saving mission to assist the gravely ill and injured in need of advanced clinical care at the scene of an incident. Throughout this time, we have witnessed the power of collective compassion, dedication and generosity from people across Essex and not least from the Parish Council whose support has been much valued and greatly appreciated.

As we are all aware these are challenging times but we continue to rely on the generosity of funders and the local community to remain operational and I am therefore writing to politely request that the Parish Council consider supporting EHAAT again this year. Whatever contribution the Parish Council is able to make will have a direct impact on maintaining and improving this vital life-saving service for your local community.

The air ambulances and rapid response vehicles have now embarked on more than 33,000 missions; in 2022 the total number of missions recorded for the region was 2,582.

Each mission costs approx. £2,200 and it continues to cost in excess of £750,000 every month to remain operational. Despite another challenging year the charity has reached a number of landmarks, including:

- administering more than 270 pre-hospital blood transfusions;
- extending operational capability by flying the North Weald based Agusta Westland 169 (AW169) air ambulance into the hours of darkness;
- teaching Cardio Pulmonary Resuscitation (CPR) to 682 members of the public during Restart a Heart Day.
- achieving an 'outstanding' Care Quality Commission (CQC) rating following inspections carried out during August and September 2022.

It's vitally important that this free life-saving emergency medical service continues to operate 24/7 for people like Spike whose story is attached. We hope that the Parish Council will consider supporting EHAAT again this year and ultimately help secure the service for the future.

Please don't hesitate to contact me if you have any questions. Thank you for your time and I look forward to hearing from you.

Yours sincerely

Mrs Aderyn Gillett
Trusts & Special Projects Manager
Aderyn.gillett@ehaat.org

AGENDA: 23/126.2

Flight House,
The Business Centre,
Earls Colne Business Park,
Earls Colne,
Colchester, Essex, CO6 2NS

T: 0345 2417 690
E: contactus@ehaat.org
W: www.ehaat.org

Hatfield Heath Parish Council

Chairman: Cllr Mark Bissell

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



Application for Grant – November 2023

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents if you wish.

You should include an up-to-date statement of your current financial position together with plans for the next three years which must be received by the Clerk (parishclerk@hatfieldheath.com) together with completed application form no later than Friday 20 October 2023 for consideration on Wednesday 01 November 2023

Name of Organisation:	THE CLOSE COFFEE MORNING CLUB
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Name and position of person making this application	VALERIE JACKSON
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Address for correspondence:	THE CLOSE HATFIELD HEATH CM22 7ET
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Phone number:	07967005403
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Name of Project:	CINEMA CLUB
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Description of Project, how and when grant will be spent.	LICENSE TO SHOW FILMS FILM BANK MEDIA
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Total cost of project (excluding VAT)	£123.33
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Amount of Grant requested:	£123.33
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SIGN: The Close Coffee Morning Club

Atk 60341150

S/c 20-36-98

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report

Date: 27 October 2023

Summary of main items of activity:

- Prepared agendas and minutes for meetings (council, finance and planning)
- Carried out normal monthly administration tasks
- Prepared, and revised as necessary, draft Budget for 2024-25
- Attended Neighbourhood Plan meeting on 28 September
- Attended UDC Planning Committee meeting on 25 October

Current Actions

- Ordered 2 x Evolis speed indicator devices
- Received VAT repayment from 2022/23 - £3,228.08
- Received Neighbourhood Plan expenses from UDC - £1,059.85
- Received Verge cutting payment from Essex CC - £2,448.38

Future actions

- Tender process for grass cutting 2024 -25
- Grant application to UDC for Wildlife Area
- Monitor UDC Local Plan Regulation 18 debate 30 October
- Attend Community Bus development meeting on 02 November

Parish Council Forum 14th October 2023

We had two visitors. Ivan Cooper and Diana Graves. In attendance were Nigel Robley, Chris Overton and Hilary Allen.

Diana Graves

1. Was concerned about the grant for grass cutting and when this should be requested. We told her that we thought it was an automatic renewal but that she should write to Richard to confirm this, since the grants would be decided at the next PC meeting.
2. She asked what was happening about the Church Road entrance and we told her that finishing it like the rest of the Church Road car park was actually approved by the LoM, that the specification was being developed and would be sent out to tender shortly (**NR**) Not in the budget for this year however.
3. She expressed concern about the pathway which leads around the church connecting the Church Road car park to the front of the church becoming unsuitable (which it is). We said that funding renovation would probably not be acceptable to the PC but there was a route to explore using labour provided by the Young Offenders Scheme. We could not remember how to address this however (**Richard, can you help?**) She also thought that this should be lit and we suggested small solar powered pathway lights which should not cost very much.
4. She finally talked about putting a porch on the front of the church, to also include toilet facilities. We said this was definitely outside our remit and probably would not pass planning, but she needed to talk to the church architect people to understand if it would be backed by them before going any further.

Ivan Cooper

1. Had been talking to the daughter of Mr Agnolli who had a lot of info on the PoW camp that **he will incorporate in the existing documents.**
2. Was concerned that the draft minutes were not available on the website
3. Was confused over which website to use. The 'new' site has old data and the old one is not up to date either.
4. Has loaded a photo of the 'banner' to the Neighbourhood Plan website and added a news page. **NR to send the Magazine precis to put onto this page.**

Other

Playground

1. **CO will provide a weekly report to Richard.** Present issues are fence needs painting, the gates do not auto shut properly and there are some safety mats peeling back causing a trip hazard.

Projector/Film Club

1. Licence not applied for as some of the equipment has gone missing. Specifically the sound bar, remote controls and the DVD player. **NR to draft a polite note to the suspected 'culprit'**

Pillar box outside the tearooms

1. Has been wrapped in black tape since Monday. Enquiries by a number of people have elicited no response. Hilary wrote to B-S office on Tuesday and had no reply.
2. **NR to go to the PO in B-S asap and physically enquire what is going on.**

Roundabouts

1. Apparently a number of people believe we are going to get two roundabouts imminently.
2. Following our discussions with Lee Scott **we (NR) now need to enquire to Susan what 'feasibility' means since we were told that this is the stage we are at for both of these. Since this has been going on for seven years!**

School and Parking

1. The automatic gate was damaged and has to be replaced.
2. We discussed the reasons for it being there since parents entirely block the entrance when the barrier is down anyway.
3. Issue appears to be lots of people milling around waiting for the school to open. Amazingly the school opens just TEN MINUTES prior to start time and of course there is understandable problems to get everyone in on time.
4. This does not appear to be the routine at other schools and **Hilary is going to talk to the VH committee about organising a get together** between VH, PC and School to get to a solution. The PC need to strongly support.

NR 151023