

Hatfield Heath Parish Council

Chairman: Cllr Mark Bissell

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



To: Members of Hatfield Heath Parish Council
Cllrs Allen, Bissell, Brown, Champion, Lemon, King, Overton, Robley, Saban

MEETING OF THE PARISH COUNCIL

You are hereby summoned to attend a Meeting of the Parish Council to be held in the URC Hall, Hatfield Heath at **7.30pm on Wednesday 07 February 2024** to transact the business set out in the agenda below.

Parish Clerk
01 February 2024

AGENDA

Welcome by the Chairman

23/183	APOLOGIES FOR ABSENCE To receive any apologies for absence
23/184	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
23/185	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
23/186 	MINUTES OF MEETING To consider approval of the minutes of the Meeting of the Parish Council held on 10 January 2024 (M09) To discuss any matters arising from the minutes not included elsewhere on the agenda.
23/187 	PLANNING COMMITTEE To note the draft minutes of the Planning Committee held on 29 January 2024 (P14).
23/188	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. • Cty Cllr Susan Barker • Dist Cllr Mark Lemon

23/189  	FINANCIAL REPORT 1. Approval of Expenditure. To note items of expenditure in January 2024 as approved by the Finance committee 2. Management Accounts To note management accounts for the ten months to January 2024
23/190 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
23/191	KEY TASK MONITOR The Key Task Monitor has been revised and simplified to create a better working document. Report from Forum held on 13 January 2024.
23/192	HIGHWAYS MATTERS To consider any matters relating to Highways Arrangements for meeting with Cllr Tom Cunningham, Highways Portfolio Holder Essex CC.
23/193  	HIGHWAYS AND SPEEDING COMMITTEE To consider approval of the Terms of Reference for the Highways and Speeding Committee.
23/194	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. ANPR analysis project
23/195	PLAYGROUND To receive a report from the Playground Committee. Proposed actions for maintenance and repair
23/196	VILLAGE GREEN To consider any matters relating to the village green - Tree survey by Lord of the Manor awaited - Tenders for grass cutting 2024-26
23/197	ALLOTMENTS To consider any matters relating to Allotments
23/198	STANSTED AIRPORT WATCH To receive a report on current activities of Stansted Airport Watch.
23/199	WILDLIFE AREA Having agreed a Wildlife Area action plan. To seek quotes for implementing the recommended tranches of work.
23/200	D-DAY COMMEMORATION To consider what events hold be initiated to commemorate the 80 th anniversary of the D-Day landings in Normandy.
23/201	NEIGHBOURHOOD PLAN To receive a report on the latest meeting of the Steering Committee held on 01 February 2023.

23/202	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members • Meeting of the Festival Committee
23/203	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. • Outcome of Tender process for grass cutting and other items
23/204	DATE OF NEXT MEETINGS The next meeting of the Council will be on Wednesday 04 March 2024

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 10 January 2024

Present:

Cllr H Allen (HA)	Cllr N Champion (NC) Chair	Cllr N Robley (NR)
Cllr C Overton (CO)	Cllr S King (SK)	Cllr S Saban (SS)
2 members of the public	In attendance:	R Bowran – Parish Clerk

Welcome by the Chair who opened the meeting with wishes to all for the New Year.

23/163	APOLOGIES FOR ABSENCE Received from Cllr Bissell, prior engagement; Cllr Lemon, unwell and Cllr Brown, on holiday.
23/164	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members.
23/165	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 addressed the council on the subject of inconsiderate parking over dropped curbs and water stop cock access in The Shaw area. <i>Members suggested liaison with the management company. Clerk agreed to contact the local PCSO for advice and action.</i>
23/166	MINUTES OF MEETING Resolved: To approve the minutes of the Meeting of the Parish Council held on 06 December 2023 (M08). Festival committee are meeting towards the end of January and MB will ask them to attend the February meeting of the council.
23/167	PLANNING COMMITTEE Noted: The draft minutes of the Planning Committee held on 18 December 2023 and in particular the Refusal of Application UTT/22/1261/FUL. Relating to land west of Mill Lane, by UDC. (P13) APPLICATIONS RECEIVED Erection of 1 no. detached dwelling Land Rear of High Pastures Stortford Road Hatfield Heath CM22 7DL Ref. No: UTT/23/2939/FUL Status: HHPC Comment Objection. 1. This is a backfill not a continuation of frontage as claimed. 2. Over development of area. 3. Impinges on the area designated with a CoL 4. Previous approval for area limited height of structure. 5. Transport statement is misleading. Proposed change of use agricultural land to dog walking field Friars Farm Friars Lane Hatfield Heath Essex CM22 7AP Ref. No: UTT/23/3063/FUL Status: HHPC Comment No objection

	Demolition of garage, erection of replacement Erection of 2no. detached dwellings, associated parking, residential curtilage, landscaping and creation of new vehicular access. Serena Chelmsford Road Hatfield Heath Essex CM22 7BD Ref. No: UTT/23/3040/FUL Status: HHPC comment Objection. No significant difference to previous application which was refused on appeal. Erection of new two storey side extension and replacement door with new entrance portico. Laurels The Heath Hatfield Heath CM22 7AB Ref No: UTT/23/3118/HHF Status: HHPC Comment No Objection DECISIONS MADE BY THE LPA Basement and first floor Stonebridge Farm Hatfield Heath CM22 7BD Ref No: UTT/23/2631/CLE Status Allowed. Proposed single storey extension 2 Rosemary Cottages Stortford Road Hatfield Heath CM22 7DU Ref No: UTT/23/2447/HHF Status: Refused. Pelham Structures planning application UTT/22/1261/FUL for the site in Mill Lane. Decision at UDC Planning Committee on 13 December 2023 was Refused.
23/167	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. • Cty Cllr Susan Barker reported: ○ Essex CC had responded to UDC Local Plan consultation and Hatfield Heath was not mentioned. Pointed out many shortfalls and inconsistencies in the plan. ○ Will pursue Cllr Tom Cunningham for a meeting to create an action plan for village issues. ○ Escalation for action to mend COOP potholes which are now a Health and Safety issue. ○ Some funds available from London Marathon Events (Ride London) to make parishioners more active. ○ She will contact UDC housing about lack of response to damp housing in Broomfields. • Dist Cllr Mark Lemon <i>in absentia</i>: ○ Reported on lack of bin collections ○ Clerk to make contact with CEO of UDC.
23/168	FINANCIAL REPORT 1. Approval of Expenditure. Noted: Items of expenditure in December 2023 as approved by the Finance committee 2. Management Accounts Noted: Management accounts for the nine months to December 2023.

23/169	CLERK'S REPORT & CORRESPONDENCE Received and noted: The Clerk's report and correspondence received. Grant thank you from Essex Air Ambulance
23/170	KEY TASK MONITOR The Key Task Monitor has been revised and simplified to create a better working document. Report from Forum held on 16 December 2023, key items were: - Overhanging trees on Sawbridgeworth Road. - Thanks to CO for Christmas lunches. - Extension of Church Road car park (NR). - Footway clearing on Sheering Road. Suggestion that parish council should employ a contractor re to do this! - Parking issues outside Hunters Meet, especially by coaches. - Parking issues on Pond Lane. - Need for a First Responder for the village. - Defibrillator active, clerk to register. - Resurrection of Lunch Club at URC Hall (NR).
23/171	HIGHWAYS MATTERS To consider any matters relating to Highways - Continue to seek arrangements for meeting with Cllr Tom Cunningham, Highways Portfolio Holder Essex CC. - Installation of new VAR cameras, action (SK/MB) - Since no pedestrian crossing is possibly, investigate provision of a "Lollypop" person. - Establish a meeting between Parish Council; Village Hall; the School and Holy Trinity church to examine school parking issues.
23/172	HIGHWAYS AND SPEEDING COMMITTEE Resolved: To create a Highways and Speeding Committee to address current issues. [<i>prop Cllr King; secd Cllr Robley, all in favour</i>] Prospective members are the Champions agreed on 10 May 2023: Cllrs Robley, Saban, Champion, King and Lemon. Clerk to prepare Terms of Reference.
23/173	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management. CCTV survey in village car park of regular offenders to be set up (Clerk)
23/174	PLAYGROUND To receive a report from the Playground Committee. Meeting arranged for 19 January for the committee to meet, together with interested parents of users of the playground.
23/175	VILLAGE GREEN To consider any matters relating to the village green - Tree survey by Lord of the Manor awaited - NR and Clerk to review Tenders for grass cutting 2024-26, three potential contractors identified and invited to tender. - Proposal to light village beacon to celebrate anniversary of the D-Day landings in June.

23/176	ALLOTMENTS There were no matters relating to Allotments
23/177	STANSTED AIRPORT WATCH There was no current report on activities of Stansted Airport Watch.
23/178	WILDLIFE AREA To agree a Wildlife Area action plan. Area to be split into up to 10 parcels and quotes for work to be carried out. Working party to meet regularly to review.
23/179	NEIGHBOURHOOD PLAN Received; a report on the latest meeting of the Steering Committee held on 04 January 2023. Noted some reservations on the effectiveness of Neighbourhood Plans by Great Chesterford NP Committee. Clerk to speak with Little Hallingbury NP team to share funding experiences.
23/180	REPORTS FROM MEMBERS ON MEETINGS ATTENDED NR reported attending the UDC planning committee on 13 December, together with the Clerk and other members of the community. The presentations to the committee concerning Mill Lane development met with success.
23/181	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. • Meeting with the Festival Committee • Discuss D-Day anniversary commemoration in June 2024.
23/182	DATE OF NEXT MEETINGS The next meeting of the Council will be on Wednesday 07 February 2024

Meeting ended at 21:06

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 15:00 on Monday 29 January 2024 in the URC Hall

Present:

Cllr N Champion (NC)
Cllr M Bissell (MB)

Cllr N Robley (NR)
In attendance:

Cllr S Saban (SS)
R Bowran – Parish Clerk

P23/117	APOLOGIES FOR ABSENCE All present
P23/118	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
P23/119	PUBLIC PARTICIPATION There were no questions from members of the public on matters within the remit of the Planning Committee.
P23/120	MINUTES Resolved: To approve the minutes of the Planning Committee meeting held on 18 December 2023 (P13)
P23/121	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION Proposed internal and external alterations including changes to windows and doors and proposed open porch entrance. Removal of chimney stack and existing bay window to be replaced with 2no. new windows. 2 Lea Hall Bungalows Dunmow Road Hatfield Heath CM22 7BL Ref. No: UTT/24/0042/HHF HHPC Comment: No Objection Change of use and alterations to form 3 no. dwellings (revised scheme to: UTT/20/2416/FUL). Peggerells Farm Sheering Road Hatfield Heath Essex CM22 7LJ Ref. No: UTT/24/0037/FUL HHPC Objection : Remain the same as previous scheme. It requires change of use from agricultural to residential and is sited in the metropolitan green belt. It is also outside of the village envelope and emerges onto a busy road with national speed limit. The Parish Council can also find no evidence of permission for the existing modern barn which it believes is inappropriate for conversion Detached outbuilding for home gym & hobby room, further to approval UTT/21/3177/HHF Oak Tree Barn Sheering Road Hatfield Heath CM22 7LL Ref. No: UTT/24/0001/HHF HHPC Comment: No Planning Objection, noted that this has a significantly larger foot print than the previous consent. Detached outbuilding for home gym & hobby room, following approval UTT/21/3178/LB Oak Tree Barn Sheering Road Hatfield Heath CM22 7LL

	Ref. No: UTT/24/0002/LB HHPC Objection : In respect of the listed building, this application becomes dominant. New cart lodge, single storey rear and side extension, replacement porch Willoways Dunmow Road Hatfield Heath Essex CM22 7EE Ref. No: UTT/23/3207/HHF HHPC Comment: No Objection New porch entrance to front, first floor rear extension and conversion of pitched roof to flat roof to create new terrace to rear of property. The Ekom Chelmsford Road Hatfield Heath Essex CM22 7BD Ref. No: UTT/24/0162/HHF HHPC Objection : This application appears contrary to Policy GEN2; (a) not compatible with surrounding buildings and (f) would result in loss of privacy for neighbours. DECISIONS MADE BY THE LPA None received ENFORCEMENT ISSUES 25 Ardley Crescent, Retrospective permission granted for an extension Ref: UTT/21/0980/HHF. However there appears to be a detached bungalow constructed in the rear garden. Land to rear of High Pastures. CLE granted, Ref: UTT/21/0420/CLE on balance of submitted statement for, among other things, temporary use as a storage facility. Elapsed time has demonstrated that this has become permanent.
P23/122	MAJOR APPLICATIONS There is no further news on either of the Mill Lane applications, Land west of Mill Lane (Pelham Structures) UTT/22/1261/FUL and Camp Poultry Farm Mill Lane (Greenways) UTT/23/1688/FUL .
P23/123	NEIGHBOURHOOD PLAN To review progress on the Neighbourhood Plan. Next meeting is scheduled for 01 February 2024.
P23/124	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. Clerk to initiate. Agenda to include Local Plan, Neighbourhood Plans and USAG.
P23/125	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. Hastoe Housing update from Mr Eddie Bacon
P23/126	DATE OF NEXT MEETING The next scheduled meeting is on Monday 26 February 2024.

Meeting ended at 16:00 .

Invoices for Authorisation to 29 January 2024

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
01/01/2024	Heath Computers	Web site maintenance	on-line	66.53	11.09	55.44	143	
04/01/2024	SLCC	Membership Fee	on-line	183.00	-	183.00	144	
11/12/2023	Hilary Allen	Printing expenses	on-line	37.25	-	37.25	145	
31/01/2024	R Bowran	Expenses	on-line	238.59	-	238.59	146	
18/01/2024	Bakers of Danbury	Restore village sign	on-line	1,878.00	313.00	1,565.00	147	
06/12/2023	R Bowran	Office Paper	on-line	33.25	5.54	27.71	148	
06/12/2023	R Bowran	Office Ink	on-line	7.19	1.20	5.99	149	
22/12/2023	R Bowran	January salary	on-line	869.40	-	869.40	150	
22/12/2023	J Sykes	January salary	on-line	207.33	-	207.33	151	
22/12/2023	S Caller	January salary	on-line	103.77	-	103.77	152	
22/12/2023	J Jackson	January salary	on-line	103.77	-	103.77	153	
22/12/2023	S Taylor	January salary	on-line	129.57	-	129.57	154	
22/12/2023	HMRC	January Tax & NI	on-line	366.17	-	366.17	155	
Total				4,223.82	330.83	3,892.99		

Cash receipts

Date	From	Description	Amount	vchr
Total			£0.00	

Balance at Bank (after these transactions)

£33,006.97

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

Administration

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
9	Bank charges				72.00	54.00	18.00	18.00 (25%)
10	Car Mileage				500.00	732.60	-232.60	-232.60 (-46%)
11	Members expenses				100.00	37.25	62.75	62.75 (62%)
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	163.00	-68.00	-68.00 (-59%)
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	290.65	-90.65	-90.65 (-45%)
28	Training				450.00		450.00	450.00 (100%)
29	Office Provision				1,000.00	380.00	620.00	620.00 (62%)
48	Other Subscriptions				150.00	170.50	-20.50	-20.50 (-13%)
55	Hall Hire				600.00	721.50	-121.50	-121.50 (-20%)
62	Misc Expenses					80.00	-80.00	-80.00 (N/A)
65	Admin/Finance Support							(N/A)
95	Extra Planning Mtgs					357.25	-357.25	-357.25 (N/A)
96	Extra Consult Mtgs					80.00	-80.00	-80.00 (N/A)
SUB TOTAL					8,527.00	8,816.87	-289.87	-289.87 (-3%)

Allotments

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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 +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
34	Street Furniture				750.00	75.00	675.00	675.00 (90%)
40	Grants				2,500.00	2,650.00	-150.00	-150.00 (-6%)
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	5,665.00	235.00	235.00 (3%)

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

1 February 2024 (2023-2024)

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%)
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	3,403.00	2,097.00	2,097.00 (38%)
22	Church car park							(N/A)
SUB TOTAL					5,500.00	3,403.00	2,097.00	2,097.00 (38%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Community Events				250.00	2,198.33	-1,948.33	-1,948.33 (-779%)
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	3,221.83	-2,672.83	-2,772.83 (-135%)

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	552.64	-302.64	-302.64 (-121%)
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					214.97	-214.97	-214.97 (N/A)
93	IT Support					232.99	-232.99	-232.99 (N/A)

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

1 February 2024 (2023-2024)

SUB TOTAL				650.00	1,145.51	-495.51	-495.51 (-76%)
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Litter Picking

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Litter Picking PPE				249.00	30.13	218.87	218.87 (87%)
SUB TOTAL					249.00	30.13	218.87	218.87 (87%)

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		1,059.85	1,059.85	2,000.00	963.21	1,036.79	2,096.64 (104%)
81	Printing				1,000.00		1,000.00	1,000.00 (100%)
82	UDC Support	6,000.00	768.00	-5,232.00				-5,232.00 (-87%)
89	NP Secretariat				500.00	670.00	-170.00	-170.00 (-34%)
SUB TOTAL		6,000.00	1,827.85	-4,172.15	6,500.00	1,633.21	4,866.79	694.64 (5%)

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

1 February 2024 (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	8,735.68	1,182.32	1,182.32 (11%)
51 HMRC				3,014.00	3,680.84	-666.84	-666.84 (-22%)
52 Litter Pickers				6,683.00	5,535.94	1,147.06	1,147.06 (17%)
SUB TOTAL				19,615.00	17,952.46	1,662.54	1,662.54 (8%)

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

1 February 2024 (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	1,565.00	-1,065.00	-1,065.00 (-213%)
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					625.00	-625.00	-625.00 (N/A)
92	tree work					300.00	-300.00	-300.00 (N/A)
94	Footpaths					225.00	-225.00	-225.00 (N/A)
SUB TOTAL		2,265.00	2,448.38	183.38	9,930.00	10,143.49	-213.49	-30.11 (-0%)

Summary

NET TOTAL	52,466.00	51,489.31	-976.69	62,743.00	56,684.48	6,058.52	5,081.83 (4%)
V.A.T.					4,404.75		
GROSS TOTAL		51,489.31			61,089.23		

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report

Date: 31 January 2024

Summary of main items of activity:

- Prepared agendas and minutes for meetings (council and planning)
- Carried out normal monthly administration tasks
- Secretariat for Neighbourhood Plan

Current Actions

- Sent authorised Precept demand to UDC
- Sent out Invitations to Tender for grass cutting 2024-25
- Submitted planning enforcement requests for two locations
- Submitted request for meeting with Essex CC cabinet member for highways
- Liaison with police and Hunters Meet over footway parking.
- Continued training on new web site
- Responded to request for information from Sheering PC
- Liaised with RCCE, Chesterford and Hallingbury over N Plan funding

Hatfield Heath Parish Council

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



HIGHWAYS & SPEEDING COMMITTEE

TERMS OF REFERENCE

Committees may exercise delegated functions on behalf of the Parish Council under the following Terms of Reference, subject to:

- The Parish Council's approved Budget and Financial Regulations.
- Any previously minuted decision of the Parish Council.
- Any matters reserved to the Parish Council by Law.

HIGHWAYS & SPEEDING COMMITTEE

The Highways and Speeding Committee has been established:

- To monitor and manage matters relating to the care, maintenance and development of Highways in the village.
- To monitor and manage the speed of traffic through the village. To use the data collected from the Speed Indicating Devices installed in the village.

Membership: Six (6); Quorum Three (4)

Frequency of meetings: Once a quarter.

Membership eligibility: Appointment by full council
(including the addition of other interested parties)

TERMS OF REFERENCE

1. Monitor the highways network in the village and advise any defects to the Clerk for reporting to Essex Highways.
2. Progress the proposals for improvements to the highways network.
3. Analyse the data obtained from the EVOLIS devices and use it in making representations to Essex Highways.
4. Report findings and actions to the meeting of full council
5. There is no delegated spending authority for this committee.