

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, King, Lemon, Overton, Robley, Saban.

MEETING OF THE PARISH COUNCIL

You are hereby summoned to attend the Meeting of the Parish Council to be held in the URC Hall, Hatfield Heath at **7.30pm** on **Wednesday 05 June 2024** to transact the business set out in the agenda below.

Parish Clerk
30 May 2024

AGENDA

Welcome by the Chairman

24/26	APOLOGIES FOR ABSENCE To receive any apologies for absence
24/27	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
24/28	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
24/29 	MINUTES OF MEETING To approve the minutes of the meeting of 15 May 2024 (M01) To discuss any matters arising from the minutes not included elsewhere on the agenda.
24/30	PLANNING COMMITTEE To report on the outcome of the planning inspector's hearing on 09 May 2024 of application S62A/2024/0032 - Land to the West of Mill Lane.
24/31	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
24/32 	FINANCIAL REPORT Approval of Expenditure. To note items of expenditure in May 2024 as approved by the Finance committee Management Accounts To note management accounts for the month of May 2024

24/33 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
24/34	KEY TASK MONITOR To review and update the Key Task Monitor. From the Annual Village Meeting / Forum meeting on 11 May 2024.
24/35	HIGHWAYS MATTERS To consider any matters relating to Highways • Response, if any, from Essex Highways to the meeting held on Monday 12 February with Cllr Tom Cunningham • Specific question to be asked. • Current issue with discharged water on Stortford Road • Installation of VAR cameras.
24/36	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management and village car parks.
24/37	ALLOTMENT REPORT To receive and note a report on the Allotments.
24/38	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. • Report on RoSPA annual inspection carried out 13 May 2024 • Specification for quotation for repairs and upgrade.
24/39	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green • Response from Lord of the Manor about tree maintenance. • Quotations for regime at the Wildlife Area • Retendering for pond maintenance.
24/40	NEIGHBOURHOOD PLAN To consider any matters relating to the Neighbourhood Plan and to receive a report of the meeting on 30 May of the Steering Group • Distribution and collection of Questionnaire • Collation of data • Quotation from DAC Planning for assistance • RCCE visit and progress on independent Housing Needs Survey • Progress on reimbursement from UDC for costs
24/41	STANSTED AIRPORT WATCH To receive any updates from Stansted Airport Watch • To confirm response made by the parish council to the consultation on aircraft flight frequency.
24/42	NEIGHBOURHOOD WATCH To receive any updates from Stansted Airport Watch
24/43	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members.

24/44	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
24/45	DATE OF NEXT MEETINGS • The next scheduled meeting of the Council will be at 7.30 pm on Wednesday 03 July 2024 • The next meeting of the Planning Committee will be at 3 pm on Monday 24 June 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. This item is limited to a total of 15 minutes.

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

HATFIELD HEATH PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at URC Hall, Hatfield Heath at 19:30 on Wednesday 15 May 2024

Present:

Cllr M Bissell (MB)
Cllr P Brown (PB)
Cllr H Allen (HA)

Cllr N Champion (NC)
Cllr M Lemon (ML)
Cllr N Champion (NC)
Cty Cllr S Barker (19:45 - :55)

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

3 members of the public

In attendance: R Bowran – Parish Clerk

24/01	ELECTION OF CHAIRMAN Resolved: To elect Cllr Bissell as chairman of the council for the civic year 2024/25. [<i>prop Cllr Lemon; secd Cllr Robley; all in favour</i>] Chairman signed the Declaration of Acceptance of Office.
24/02	ELECTION OF VICE-CHAIRMAN Resolved: To elect Cllr Champion as vice-chairman of the council for the civic year 2024/25. [<i>prop Cllr Saban; secd Cllr Robley; all in favour</i>]
24/03	APOLOGIES FOR ABSENCE Received and accepted from Cllr Overton – unwell.
24/04	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members. Members were reminded that they must review their Declarations.
24/05	PUBLIC PARTICIPATION There were no questions from the members of the public present on matters within the remit of the Parish Council.
24/06	MINUTES OF MEETING Resolved: To approve the minutes of the meeting of 03 April 2024 (M12)
24/07	PLANNING COMMITTEE Noted: The draft minutes of the Planning Committees held on 22 April 2024 (P17) and 29 April 2024 (P18) Reported on the planning inspector's hearing on 09 May 2024 of application S62A/2024/0032 - Land to the West of Mill Lane. A well conducted hearing by the Planning Inspector, followed by a site visit by the Inspector, applicant, UDC officer and two members of the public. Outcome is due by 14 June 2024.

Minutes are subject to approval at the Parish Council meeting on 05 June 2024.

24/08	ANNUAL PARISH MEETING Noted: Matters arising and resolutions made at the Annual Parish Meeting held on 11 May 2024. Apologies from all invited speakers. No resolutions made but subjects covered were Neighbourhood Plan, highways issues, Stansted night flights and progress on a number of village issues. Meeting was poorly attended and it was agreed to hold next year's meeting on a weekday evening.
24/09	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. Cty Cllr Barker reported: • LED street light installations in Essex nearly completed • Changes in provisions for child care • Many more pot holes added to list, noted the defective drain covers, concrete slab defects in Cox Ley not reparable under current scheme. • Highways Chairmans' panel set consider major works, no date yet made • Funding agreed to replace defective "Wig-Wags" in this financial year. Dist Cllr Lemon reported: • Local Plan Regulation 18 consultation will be published shortly • Issues with waste bin collections now appear to be resolved • Cost of green waste collections will be increasing.
24/10	ADOPTION OF KEY POLICUES Resolved: To confirm the adoption of existing Standing Orders, Financial Regulations and the Code of Conduct. <i>[prop Cllr Lemon; secd Cllr Robley; all in favour]</i> Noted that NALC model Financial Regulations 2024 had been received and will be reviewed by the Finance Committee in the coming months.
24/11	COMMITTEE STRUCTURE & MEMBERSHIP Resolved: To agree a committee structure for the year 2024/24 and to appoint members to committees. <i>[prop Cllr Bissell; secd Cllr Lemon; all in favour]</i> Resolved: To appoint members as Champions and Representatives for areas of Council responsibility. <i>[prop Cllr Champion; secd Cllr Robley; all in favour]</i> Approved document appended to these minutes.
24/12	CALENDAR OF MEETINGS Resolved: To approve the calendar of meetings for the civic year 2024/25. <i>[prop Cllr Bissell; secd Cllr King; all in favour]</i> Approved document appended to these minutes.
24/13	FINANCIAL REPORT Approval of Expenditure. Noted: Items of expenditure in April 2024 as approved by the Finance committee Management Accounts Noted: Management accounts for the month of April 2024

Minutes are subject to approval at the Parish Council meeting on 05 June 2024.

	Internal Auditor Resolved: To appoint Mr Derek Farr as Internal Auditor for the year 2024/25. <i>[prop Cllr Robley; secd Cllr Saban; all in favour]</i>
24/14	AGAR 2023/24 Resolved: To approve the Annual Governance Statement 2023/24. <i>[prop Cllr Robley; secd Cllr Saban; all in favour]</i> Resolved: To approve the Accounting Statements 2023/24: <i>[prop Cllr Robley; secd Cllr Bissell; all in favour]</i>
24/15	CLERK'S REPORT & CORRESPONDENCE Noted: The Clerk's report and correspondence received. In addition: - Sought approval to renew insurance with Gallagher/Hiscox. Conformed that Village Festival was covered. <i>[prop Cllr Lemon; secd Cllr Robley; all in favour]</i> - Confirmed response made to Stansted Airport consultation on night flights. Option 3 selected as the least-worst scenario. - Traffic accident on 13 May discussed. Police rated it as non-serious. - Agreed not to allow advertising of Sawbridgeworth Repair Shop on parish notice board.
24/16	KEY TASK MONITOR To review and update the Key Task Monitor. From Forum meeting on 13 April 2024. Subjects covered: - Highways change of view on Mill Lane - Horses in Mill Lane - Church Road wetness issues on an adopted highway - UDC Norse contract being changed - Village magazine AGM on 29 May
24/17	HIGHWAYS MATTERS To consider any matters relating to Highways - No response received from Essex Highways to the meeting held on Monday 12 February with Cllr Tom Cunningham. SB advised sending her a specific written question she can put to Highways for a specific answer. - Current issue with discharged water on Stortford Road. SK is meeting with party concerned to agree go ahead with rectification works. - Installation of VAR cameras, SK stated is now arranged for 22/23 May. - Noted that Parking Partnership has been active I recent days.
24/18	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management and village car parks. - Awaiting outcome of ANPR surveillance report on car movements. - Authorisation given for removal of abandoned Hyundai
24/19	ALLOTMENT REPORT To receive and note a report on the Allotments. HA handed over allotment rents for 2024-25 to the Clerk. Question of whether rents would cover cost of council's maintenance obligations. If not rent levels to be discussed with association.

Minutes are subject to approval at the Parish Council meeting on 05 June 2024.

24/20	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. • Quotation for upgrade not received. Clerk to contact further suppliers for assessment and proposals. • Weekly inspections will be carried out by SS. • Surrounding fence needs repainting. SK agreed to do this.
24/21	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green • Report on initial grass cutting. Initial reaction s good , but some fine tuning needed in some areas. • No response from Lord of the Manor about tree maintenance, Clerk to progress and underhanging branches are obstructing grass cutting and presenting a hazard. • Quotations for regime at the Wildlife Area to be sought by Clerk. • Retendering for pond maintenance, to be processed by Clerk. • Illustration of D-Day 80 Memorial Bench shown and fund-raising gathering announced. • Agreed to replant White Horse planters for the season, ML to arrange.
24/22	NEIGHBOURHOOD PLAN To consider any matters relating to the Neighbourhood Plan. • Distribution of Questionnaire carried out with village magazine. • Collection of data now under way • Refined quotation from DAC Planning for assistance now received. • Progress on reimbursement from UDC for costs is slow, ML will progress.
24/23	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members. • HA attended Patients Participation Group at the surgery.
24/24	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
24/25	DATE OF NEXT MEETINGS • The next scheduled meeting of the Council will be at 7.30 pm on Wednesday 05 June 2024 • The next meeting of the Planning Committee will be at 3 pm on Monday 24 June 2024

Meeting ended at 20:55.

Committees and Champions 2024-25

Committees:

Finance & Policy:

Cllr Bissell
Cllr Lemon
Cllr Robley
Cllr Allen
Cllr Saban

Personnel:

Cllr Bissell
Cllr Robley
Cllr Champion

Planning:

Cllr Bissell
Cllr Robley
Cllr Saban
Cllr Champion

Speeding & Safety:

Cllr Robley
Cllr Saban
Cllr Champion
Cllr King
Cllr Lemon
Cllr Allen

Playground:

Cllr Saban
Cllr Lemon
Cllr Allen

Champions:

Wildlife:

Cllr Robley
Cllr Brown
Cllr Allen
Cllr Saban

Passenger Transport

Cllr Overton

Allotments:

Cllr Brown

Village Hall Trust:

Cllr Allen

Three Parishes LPG:

Cllr Bissell
Cllr Robley

Footpaths

Cllr Brown
Cllr Allen

Stansted Airport Watch

Cllr Bissell

Calendar of meetings 2024/25

		Council 7.30 pm	Planning 3.00 pm	Forum 10.00 am	N'hood Plan 7.00 pm	Other
2024	May	Wed 15 *	Mon 20	Sat 11	Thu 30	APM 11
	Jun	Wed 05	Mon 24	Sat 15		
	Jul	Wed 03	Mon 29	Sat 13		
	Aug	Wed 07	Mon 19	Sat 17		
	Sep	Wed 02	Mon 28	Sat 14		
	Oct	Wed 04	Mon 23	Sat 12		
	Nov	Wed 06	Mon 25	Sat 16		
	Dec	Wed 04	Mon 30	Sat 14		
2025	Jan	Wed 08	Mon 27	Sat 18		
	Feb	Wed 05	Mon 24	Sat 15		
	Mar	Wed 05	Mon 31	Sat 15		APM: 10
	Apr	Wed 02	Mon 28	Sat 12		
	May	Wed 07 *	Mon 22	Sat 15		

10 Mar 2025 – Annual Parish Meeting – URC Hall

* 15 May 2024 – Annual Meeting of the Parish Council – URC Hall

* 07 May 2025 – Annual Meeting of the Parish Council – URC Hall

Finance and Personnel to be agreed

Meetings of the Forum are held in the Village Institute.

Minutes are subject to approval at the Parish Council meeting on 05 June 2024.

Invoices for Authorisation to 31 May 2024

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
01/05/2024	Skilled Tech	Website maintenance	on-line	66.53	11.09	55.44	18	
27/04/2024	Gallagher	Insurance premium	on-line	2,910.42	-	2,910.42	19	
08/05/2024	Norton	PC protection plan	on-line	89.99	15.00	74.99	20	
20/04/2024	Cloud Next	Web hosting .gov.uk site	on-line	119.99	20.00	99.99	21	
20/05/2024	EALC	Risk training course	on-line	198.00	33.00	165.00	22	
28/05/2024	R Bowran	Office expenses	on-line	224.50	-	224.50	23	
21/05/2024	Amazon	Printer ink	on-line	73.26	12.21	61.05	24	
28/05/2024	R Bowran	May salary	on-line	869.40	-	869.40	25	
28/05/2024	J Sykes	May salary	on-line	207.33	-	207.33	26	
28/05/2024	S Caller	May salary	on-line	103.57	-	103.57	27	
28/05/2024	J Jackson	May salary	on-line	103.57	-	103.57	28	
28/05/2024	S Taylor	May salary	on-line	129.57	-	129.57	29	
28/05/2024	HMRC	May Tax & NI	on-line	366.57	-	366.57	30	
Total				5,462.69	91.29	5,371.40		

Cash receipts

Date	From	Description	Amount	vchr
17/05/2024	Allotment Association	Rents 2024-25	£450.00	R2
09/05/2024	HMRC	VAT Refund 2023-24	£4,775.43	R3

Total **£5,225.43**

Balance at Bank (after these transactions) **£44,469.25**

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

29 May 2024 (2024-2025)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Bank charges				72.00		72.00	72.00 (100%)
10	Car Mileage				500.00	175.70	324.30	324.30 (64%)
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	518.13	-18.13	-18.13 (-3%)
18	SLCC Subscription				115.00		115.00	115.00 (100%)
24	Insurance				2,800.00	2,910.42	-110.42	-110.42 (-3%)
25	Elections				2,000.00		2,000.00	2,000.00 (100%)
26	Printing Postage Stationery				200.00	133.28	66.72	66.72 (33%)
28	Training				450.00	165.00	285.00	285.00 (63%)
29	Office Provision				1,000.00	52.00	948.00	948.00 (94%)
48	Other Subscriptions				150.00		150.00	150.00 (100%)
55	Hall Hire				600.00		600.00	600.00 (100%)
62	Misc Expenses							(N/A)
65	Admin/Finance Support							(N/A)
95	Extra Planning Mtgs							(N/A)
96	Extra Consult Mtgs							(N/A)
98	RCCE Subscription					49.75	-49.75	-49.75 (N/A)
SUB TOTAL					8,527.00	4,004.28	4,522.72	4,522.72 (53%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Rents	440.00	450.00	10.00				10.00 (2%)
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		200.00	200.00 (100%)
SUB TOTAL		440.00	450.00	10.00	1,450.00		1,450.00	1,460.00 (77%)

Amenities

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

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

29 May 2024 (2024-2025)

Audit		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Internal Audit				200.00	85.00	115.00	115.00 (57%)
5	External Audit				299.00		299.00	299.00 (100%)
SUB TOTAL					499.00	85.00	414.00	414.00 (82%)

Car Parks		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Village car park incl CCTV				5,500.00		5,500.00	5,500.00 (100%)
22	Church car park							(N/A)
SUB TOTAL					5,500.00		5,500.00	5,500.00 (100%)

Events		Receipts			Payments			Net Position
Code	Title	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		-1,500.00				-1,500.00 (-100%)
90	Coronation							(N/A)
SUB TOTAL		1,500.00		-1,500.00	549.00		549.00	-951.00 (-46%)

Highways		Receipts			Payments			Net Position
Code	Title	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		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Web-site				250.00	210.87	39.13	39.13 (15%)
31	IT Repairs and Software				250.00		250.00	250.00 (100%)
32	IT Equipment							(N/A)
53	Zoom Subscriptions				150.00		150.00	150.00 (100%)
91	PC protection					74.99	-74.99	-74.99 (N/A)
93	IT Support							(N/A)
99	Mapping					100.00	-100.00	-100.00 (N/A)

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

29 May 2024 (2024-2025)

SUB TOTAL				650.00	385.86	264.14	264.14 (40%)
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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		249.00	249.00 (100%)
SUB TOTAL					249.00		249.00	249.00 (100%)

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		2,000.00	2,000.00 (100%)
81	Printing				1,000.00	910.17	89.83	89.83 (8%)
82	UDC Support	6,000.00		-6,000.00				-6,000.00 (-100%)
89	NP Secretariat				500.00	260.00	240.00	240.00 (48%)
100	Assets					229.10	-229.10	-229.10 (N/A)
SUB TOTAL		6,000.00		-6,000.00	6,500.00	1,399.27	5,100.73	-899.27 (-7%)

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)

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

29 May 2024 (2024-2025)

Other Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	V.A.T. Income		4,775.43	4,775.43				4,775.43 (N/A)
SUB TOTAL			4,775.43	4,775.43				4,775.43 (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		500.00	500.00 (100%)
SUB TOTAL					1,500.00		1,500.00	1,500.00 (100%)

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	23,375.00	-18,770.00				-18,770.00 (-44%)
SUB TOTAL		42,145.00	23,375.00	-18,770.00				-18,770.00 (-44%)

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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	1,739.00	8,179.00	8,179.00 (82%)
51	HMRC				3,014.00	732.54	2,281.46	2,281.46 (75%)
52	Litter Pickers				6,683.00	1,088.48	5,594.52	5,594.52 (83%)
SUB TOTAL					19,615.00	3,560.02	16,054.98	16,054.98 (81%)

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

29 May 2024 (2024-2025)

TPLPG

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71	Consultants							(N/A)
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	1,299.56	5,200.44	5,200.44 (80%)
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		2,430.00	2,430.00 (100%)
67	Heath Posting				500.00		500.00	500.00 (100%)
75	conservation area							(N/A)
85	Pond Maintenance							(N/A)
92	tree work							(N/A)
94	Footpaths							(N/A)
97	Litter Bins							(N/A)
SUB TOTAL		2,265.00		-2,265.00	9,930.00	1,299.56	8,630.44	6,365.44 (52%)

Summary

NET TOTAL	52,466.00	28,600.43	-23,865.57	62,743.00	10,733.99	52,009.01	28,143.44 (24%)
V.A.T.					633.35		
GROSS TOTAL		28,600.43			11,367.34		

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report

Date: 30 May 2024

Summary of main items of activity:

- Prepared agendas and minutes for meetings (council and planning)
- Attended Annual Meeting of the Parish Council on 15 May
- Carried out normal monthly administration tasks
- Attended two extra planning meetings Re: Mill Lane
- Secretariat for Neighbourhood Plan meeting on 30 May
- Attended Annual Parish Meeting on 11 May

Current Actions

- Attended EALC course - Attained 2 qualification in Risk Assessment
- Attended Planning Inspector's hearing re: Mill Lane on 09 May
- Sent completed AGAR statement to external auditor
- Renewed council insurance 2024-25
- Confirmed cover for Heath Festival at no extra cost to council

Future Actions

- Review Litter Picking contracts (with NR)
- Participation in parishes liaison meetings