

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 POLICIES 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

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	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.

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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		
2025	Dec	Wed 04	Mon 30	Sat 14		
	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.

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