

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 04 December 2024** to transact the business set out in the agenda below.

Parish Clerk
29 November 2024

AGENDA

Welcome by the Chairman

24/152	APOLOGIES FOR ABSENCE To receive any apologies for absence
24/153	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
24/154	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
24/155 	MINUTES OF MEETING To approve the minutes of the meeting of 06 November 2024 (M07) To discuss any matters arising from the minutes not included elsewhere on the agenda.
24/156 	FINANCE COMMITTEE To note the draft minutes of the meeting of the Finance Cttee held on 07 November 2024 (F02).
24/157 	PLANNING COMMITTEE To note the draft minutes of the meeting of the Planning Cttee held on 28 November 2024 (P04).
24/158	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.

24/144	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green • To note any response from Lord of the Manor, concerning tree maintenance. • To report on quote for cleaning and maintenance work on the War Memorial.
24/145	COMMUNITY LIAISON To discuss liaison with Hatfield Heath Primary School, who have indicated their wish to have involvement with village activities.
24/146	NEIGHBOURHOOD PLAN To consider any matters relating to the Neighbourhood Plan and to receive a report of the meeting on 28 November of the Steering Group. To seek additional persons to join the Neighbourhood Plan Steering Group.
24/147	STANSTED AIRPORT WATCH To receive any updates from Stansted Airport Watch
24/148	NEIGHBOURHOOD WATCH To receive any updates from Neighbourhood Watch.
24/149	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members. • UDC Enforcement seminar On 27 November attended by Cllr Lemon, Cty Cllr Barker and the Clerk. • Parishes Liaison meeting held on 20 November 2014 which included an item on Community First Responders.
24/150	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
24/151	DATE OF NEXT MEETINGS • The next scheduled meeting of the Council will be at 7.30 pm on Wednesday 04 December 2024 • The next meeting of the Planning Committee will be at 3 pm on Thursday 19 December 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 Meeting of the Parish Council held at URC Hall, Hatfield Heath at 19:30 on Wednesday 06 November 2024

Present:

Cllr M Bissell (MB)
Cllr P Brown (PB)
Cllr C Overton (CO)
1 member of the public

Cllr N Champion (NC)
Cllr M Lemon (ML)
Cllr S King (SK)

Cllr N Robley (NR)
Cllr S Saban (SS)
Cllr H Allen (HA)
In attendance: R Bowran – Parish Clerk

Welcome by the Chair.

24/129	APOLOGIES FOR ABSENCE There were no apologies for absence
24/131	DECLARATIONS OF PECUNIARY INTEREST Declarations of Pecuniary Interest by Members. Cllr Lemon declared an interest in item 24/138 as an elder of the URC Cllr Saban declared an interest in item 24/138 as a member of the RBL.
24/132	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council A Member of the Public asked if the council would like members of the church choir to attend the War Memorial. <i>This was received positively.</i> A Member of the Public asked about the lighting of the Christmas tree. This will be at 6pm on Sunday 01 December. A Member of the Public commented on the residue of posters for the September funfair which she had removed. <i>Clerk to ask the operator to remove them after the event.</i> A Member of the Public commented on the unsightly A Boards on Pond Lane. <i>NB will speak with the perpetrators.</i> A Member of the Public asked about a repair to the pot hole on the approach road to Church Lane car park. <i>Clerk to make provision for this in the budget for next year.</i>
24/130	COMMUNITY FIRST RESPONDERS Mr Ross Leary, Bishops Stortford CFR Team, gave a talk on the work and roles of Community First Responders. Very much a volunteer organisation, He gave an indication of the costs involved in equipping a CFR. He suggested a good way forward was to group together a number of villages to support a CFR. Clerk to suggest this as an agenda item for the parishes liaison forum to be held on 20 November.
24/133	MINUTES OF MEETING Resolved: To approve the minutes of the meeting of 02 October 2024 (M06) There were no matters arising from the minutes that are not included elsewhere on the agenda.

24/134	FINANCE COMMITTEE Noted: Draft minutes of the Finance Committee held on 23 Oct 2004 (F01). For guidance in setting a budget for 2025-26, to discuss the provision of a village Handyman/Ranger. After discussion this was agreed in principle. Finance committee to include this in the budget for next year.
24/135	PLANNING COMMITTEE To note the meeting of the Planning Cttee held on 31 Oct 2004 (P03). Main points for noting were: APPLICATIONS RECEIVED FOR CONSIDERATION • <u>Double side extension, double rear extension & change of existing roof.</u> Trefreock Stortford Road Hatfield Heath Essex Ref. No: UTT/24/2702/HHF HHPC Comment: No Objection. • <u>Erection of 1 no. self-build detached dwelling</u> Land At High Pastures Stortford Road Hatfield Heath Essex Ref. No: UTT/24/2597/FUL HHPC Comment: Objection. • The application relies on the consent given in application UTT/1689/02/FUL. However, condition C.90C specifically restricts the use of the development unless agreed otherwise by the LPA. • The application appears contrary to Policies S1 and S3 of the UDC adopted local plan. • The application is outside the village development limits and is within the Metropolitan Green Belt. • The application would require change of use from agricultural to residential, this has not been sought. DECISIONS MADE BY THE LPA FOR NOTING There were no decisions recorded for the month PLANNING APPEALS No new appeals received Clerk to invite a representative from Hastoe Housing to update the Planning Committee now that it is learned that agreement has been reached with the landowner.
24/136	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. • No report from Cty Cllr Barker, who was unable to attend the meeting. • Cllr Lemon reported that Regulation 19 consultation on the Local Plan had now closed. But that the District Council were now reconsidering the distribution of housing developments.
24/137	FINANCIAL REPORT Approval of Expenditure. Noted: Items of expenditure in October 2024 approved by the Finance committee Management Accounts Noted: Management accounts for the seven months to October 2024

24/138	GRANTS Resolved: To confirm payment of the following budgeted sums to the listed organisations: • RBL Appeal £100 • Cricket Club grass £350 • Holy Trinity church grass £400 • URC church grass £400 • Football Club grass £350 To invite discretionary Grants for 2024-25 by advertising their availability in the Village Magazine.
24/139	CLERK'S REPORT & CORRESPONDENCE Received and Noted: Clerk's report and correspondence received. In addition: • Winter salt to be purchased by the parish council as Essex CC had no record of our application. • Police have advised they will be on foot patrol by "Tea on the Heath" at 11:30 on Saturday 16 November.
24/140	KEY TASK MONITOR Updated the Key Task Monitor from the Forum meeting on 12 October.2024. Key points were: • Need for a parish Local Emergency Plan. This is not covered by the District Council's Plan. • Replacement of doors in The Close has stalled subject to a further independent inspection. • Diversion of water in Broomfields straight onto pavements is causing a problem. • Tree work on the Heath has also stalled. Clerk to write to LoM again pointing out H&S issues.
24/141	HIGHWAYS MATTERS To consider any matters relating to Highways • Report on the state of hedges and footways next to highways on Sheering Road and Sawbridgeworth Road. • Additional comments about how dark it was in the village. • Clerk to contact Cty Cllr Barker questioning when the promised replacement of the school "wig-wag" lights would be actioned by Essex Highways
24/142	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management and village car parks. • Clerk to obtain a month of traffic data for the village car park • Quotes to be sought to enable resurfacing of the Church Lane car park extension. • Pavement parking outside Hunters Meet to be addressed.
24/143	ALLOTMENT REPORT To receive and note a report on the Allotments. • Gate repair carried out • Contact details are now published in the Village magazine.

24/144	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. • Maintenance contractor identified for quote on specific repairs. • Weekly inspection reports are required. Clerk to construct using a model document from NR.
24/145	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green • No response yet from Lord of the Manor, having been advised that tree maintenance would commence by the end of July. • Request that a metal soldier image be placed on the War Memorial plinth was agreed for the Remembrance Day ceremony
24/146	COMMUNITY LIAISON To discuss liaison with Hatfield Heath Primary School, who have indicated their wish to have involvement with village activities. • MB to seek an initial meeting with the Governors.
24/147	NEIGHBOURHOOD PLAN There was nothing to report concerning the meeting on 24 October of the Steering Group
24/148	STANSTED AIRPORT WATCH There were no updates from Stansted Airport Watch
24/149	NEIGHBOURHOOD WATCH To receive any updates from Neighbourhood Watch. Nothing to report, Article will be sent to Village Magazine.
24/150	REPORTS FROM MEMBERS ON MEETINGS ATTENDED There were no additional reports from members.
24/151	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. • Community First Responders • Local Emergency Plan
24/152	DATE OF NEXT MEETINGS • The next scheduled meeting of the Council will be at 7.30 pm on Wednesday 04 December 2024 • The next meeting of the Planning Committee will be at 3.00 pm on Thursday 28 November 2024

Meeting closed at 21:15.

HATFIELD HEATH PARISH COUNCIL

Minutes of the Finance Committee of the Parish Council held at URC Hall, Hatfield Heath at 15:00 on Wednesday 07 November 2024

Present:

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

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

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

F 24/08	APOLOGIES FOR ABSENCE There were no apologies for absence
F 24/09	DECLARATIONS OF PECUNIARY INTEREST Declarations of Pecuniary Interest by Members are not required for a Budget discussion'
F 24/10	MINUTES OF MEETING Resolved: To approve the minutes of the Finance Committee meeting held on 23 October 2024 (F01)
F 24/11	BUDGET 2025-26 Received and discussed: The revised draft Budget options for 2025-26. Assumptions were added and a Precept demand of £84,120 was proposed. Resolved: To recommend its adoption by full council on 04 December 2024. [<i>prop Cllr Robley; secd Cllr Bissell, votes pro 5, con 1</i>]
F 24/12	DATE OF NEXT MEETING The next meeting will be scheduled when it is required.

Meeting ended at 16:00

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 15:00 on Thursday 28 November 2024 in the URC Hall

Present:

Cllr S Saban (SS)	Cllr M Bissell (MB)	Cllr N Champion (NC)
In attendance:		R Bowran – Parish Clerk

P24/28	APOLOGIES FOR ABSENCE Received from Cllr Robley - unwell
P24/29	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members
P24/30	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Planning Committee.
P24/31	MINUTES Resolved: To approve the minutes of the Planning Committee meetings held on 31 October 2024 (P03)
P24/32	PLANNING MATTERS APPLICATIONS RECEIVED FOR CONSIDERATION <u>Demolition of existing rear extension, side extension, link & outbuilding, erection of a single storey side/rear extensions and enlargement of two existing rear dormers</u> Maple Cottage 1 Foxglove Farm Dunmow Rd H Heath CM22 7BL Ref. No: UTT/24/2856/HHF HHPC comment: No objection <u>Loft conversion with new front dormer and rear rooflights</u> The Hollies Mill Lane Hatfield Heath Essex CM22 7AA Ref. No: UTT/24/2830/HHF HHPC comment: No objection. But noted concern about overlooking neighbouring properties. <u>Application for extension to dropped kerb</u> 1 Rose Cottages Stortford Road Hatfield Heath Essex CM22 7RU Ref. No: UTT/24/2760/HHF Status: HHPC comment: No objection DECISIONS MADE BY THE LPA FOR NOTING <u>Demolition of existing stables and erection of 1 no. bungalow and cart lodge with a new vehicle access</u> Stables To the East of Dunmow Road Hatfield Heath Ref. No: UTT/24/2162/FUL HHPC comment: Objection. UDC Decision: Approved PLANNING APPEALS No new appeals received
	ENFORCEMENT NOTICES Ref: INV/24/0133/C Ref: INV/24/0150/C

P24/33	UDC LOCAL PLAN There was no further information received concerning the UDC Local Plan.
P24/34	NEIGHBOURHOOD PLAN To consider any matters relating to the Neighbourhood Plan. Next meeting scheduled for 6pm on 28 November.
P24/35	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
P24/36	DATE OF NEXT MEETING The next scheduled meeting is on Thursday 19 December 2024.

Meeting ended at 15:35

Invoices for Authorisation to 30 November 2024

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
01/10/2024	Skilled Tech	Web site maintenance	on-line	66.53	11.09	55.44	85	
01/11/2024	Skilled Tech	Web site maintenance	on-line	66.53	11.09	55.44	98	
06/11/2024	Royal British Legion	2 x Poppy Wreaths	cheque	100.00	-	100.00	99	Cheque #300215
06/11/2024	United Reform church	Grant - Grass Cutting	on-line	400.00	-	400.00	100	
06/11/2024	Holy Trinity church	Grant - Grass Cutting	on-line	400.00	-	400.00	101	
06/11/2024	HH Football Club	Grant - Grass Cutting					102	waiting for bank details
06/11/2024	HH Cricket Club	Grant - Grass Cutting	on-line	350.00	-	350.00	103	
28/11/2024	R Bowran	Printer Ink (Amazon)	on-line	33.64	5.61	28.03	104	
28/11/2024	R Bowran	Winter grit and salt	on-line	290.00	48.33	241.67	105	? Recover from County Cllr
28/11/2024	R Bowran	Printer toner (Amazon)	on-line	42.94	7.16	35.78	106	
28/11/2024	R Bowran	Copier paper	on-line	32.99	5.50	27.49	107	
28/11/2024	R Bowran	Office and mileage	on-line	237.60	-	237.60	108	
28/11/2024	J Jackson	November salary	on-line	139.45	-	139.45	109	Includes back pay
28/11/2024	J Taylor	November salary	on-line	173.25	-	173.25	110	Includes back pay
28/11/2024	J Sykes	November salary	on-line	277.09	-	277.09	111	Includes back pay
28/11/2024	S Caller	November salary	on-line	139.45	-	139.45	112	Includes back pay
28/11/2024	R Bowran	November salary	on-line	1,075.72	-	1,075.72	113	Includes back pay
28/11/2024	HMRC	November Tax & NI	on-line	488.97	-	488.97	114	Includes back pay
30/11/2024	Unity Trust Bank	Monthly Fee	on-line	6.00	-	6.00	115	
Total				4,320.15	88.77	4,231.38		

Cash receipts

Date	From	Description	Amount	vchr
30/11/2024	Essex CC	Verge cutting	£2,524.28	R7

Total **£2,524.28**

Balance at Bank (after these transactions)

£35,868.44

Hatfield Heath Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
9	Bank charges				72.00	29.40	42.60	42.60	(59%)
10	Car Mileage				500.00	549.10	-49.10	-49.10	(-9%)
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	279.83	-79.83	-79.83	(-39%)
28	Training				450.00	182.00	268.00	268.00	(59%)
29	Office Provision				1,000.00	208.00	792.00	792.00	(79%)
48	Other Subscriptions				150.00		150.00	150.00	(100%)
55	Hall Hire				600.00	144.00	456.00	456.00	(76%)
62	Misc Expenses								(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	4,870.63	3,656.37	3,656.37	(42%)

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	60.00	690.00	690.00	(92%)
40	Grants				2,500.00	1,500.00	1,000.00	1,000.00	(40%)
41	Wildlife Area				3,000.00	4,480.00	-1,480.00	-1,480.00	(-49%)
42	Green Waste Skips				2,500.00	3,180.00	-680.00	-680.00	(-27%)
45	War Memorial								(N/A)
84	Defibrillator				150.00		150.00	150.00	(100%)
SUB TOTAL					8,900.00	9,220.00	-320.00	-320.00	(-3%)

Audit

Code	Title	Receipts			Payments			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend

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

26 November 2024 (2024-2025)

4 Internal Audit	200.00	85.00	115.00	115.00 (57%)
5 External Audit	299.00	315.00	-16.00	-16.00 (-5%)
SUB TOTAL	499.00	400.00	99.00	99.00 (19%)

Car Parks

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Village car park incl CCTV				500.00	1,858.05	-1,358.05	-1,358.05 (-271%)
22	Church car park							(N/A)
SUB TOTAL					500.00	1,858.05	-1,358.05	-1,358.05 (-271%)

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				650.00		650.00	650.00 (100%)
35	Fairs	700.00	700.00					(0%)
SUB TOTAL		700.00	700.00		949.00		949.00	949.00 (57%)

Highways

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Repairs and Maintenance					516.67	-516.67	-516.67 (N/A)
20	Vehicle Activated Sign				1,000.00	762.00	238.00	238.00 (23%)
50	Consultancy							(N/A)
SUB TOTAL					1,000.00	1,278.67	-278.67	-278.67 (-27%)

Information Technology

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Web-site				250.00	643.50	-393.50	-393.50 (-157%)
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)
SUB TOTAL					650.00	818.49	-168.49	-168.49 (-25%)

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

26 November 2024 (2024-2025)

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	70.00	1,930.00	1,930.00 (96%)
81	Printing				1,000.00	972.17	27.83	27.83 (2%)
82	UDC Support	6,000.00	1,809.00	-4,191.00				-4,191.00 (-69%)
89	NP Secretariat				500.00	845.00	-345.00	-345.00 (-69%)
100	Assets					229.10	-229.10	-229.10 (N/A)
SUB TOTAL		6,000.00	1,809.00	-4,191.00	6,500.00	2,116.27	4,383.73	192.73 (1%)

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%)
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					1,400.00		1,400.00	1,400.00 (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		4,775.43	4,775.43				4,775.43 (N/A)

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

26 November 2024 (2024-2025)

SUB TOTAL	4,775.43	4,775.43	4,775.43 (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	102.00	898.00	898.00 (89%)
46 Play Area				500.00		500.00	500.00 (100%)
SUB TOTAL				1,500.00	102.00	1,398.00	1,398.00 (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	46,750.00	46,750.00					(0%)
SUB TOTAL	46,750.00	46,750.00					(0%)

s137

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Remembrance Wreath				50.00	100.00	-50.00	-50.00 (-100%)
SUB TOTAL				50.00	100.00	-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	7,161.92	2,756.08	2,756.08 (27%)
51 HMRC				3,014.00	3,052.96	-38.96	-38.96 (-1%)
52 Litter Pickers				6,683.00	4,537.12	2,145.88	2,145.88 (32%)
SUB TOTAL				19,615.00	14,752.00	4,863.00	4,863.00 (24%)

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

26 November 2024 (2024-2025)

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 +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
13	Grass cutting				6,500.00	8,747.15	-2,247.15	-2,247.15 (-34%)
15	Repairs & Maintenance				500.00		500.00	500.00 (100%)
36	ECC Rural Verges	2,265.00		-2,265.00	2,430.00		2,430.00	165.00 (3%)
43	Rural Verges					110.00	-110.00	-110.00 (N/A)
67	Heath Posting				500.00		500.00	500.00 (100%)
85	Pond Maintenance				750.00		750.00	750.00 (100%)
92	tree work				250.00		250.00	250.00 (100%)
94	Footpaths							(N/A)
97	Litter Bins				500.00		500.00	500.00 (100%)
SUB TOTAL		2,265.00		-2,265.00	11,430.00	8,857.15	2,572.85	307.85 (2%)

Summary

NET TOTAL	56,271.00	54,484.43	-1,786.57	63,393.00	44,373.26	19,019.74	17,233.17 (14%)
V.A.T.					3,815.03		
GROSS TOTAL		54,484.43			48,188.29		

Budget 2025-26

CONFIDENTIAL

		Title	2024-25 Budget	2024-25 Act 6 mos	2024-25 F'cast	2025-26 Draft Budget	#
Administration	8	Bank charges	72	18	72	72	
	10	Car mileage	500	369	500	500	
	11	Members expenses	0	0	0	0	
	16	Data registration	40	0	40	40	
	17	EALC subscription	500	518	518	520	
	18	SLCC subscription	180	0	180	180	
	24	Insurance	3,000	2,910	2,910	3,500	
	25	Elections	0	0	0	-1,235	1
	26	Printing Postage Stationary	200	133	200	200	
	28	Training	450	182	182	250	
	29	Office provision	750	156	250	250	
	48	Other subscriptions (RCCE)	0	50	50	50	
	55	Hall hire	350	144	300	300	
	62	Misc expenses	0	0	0	0	
	65	Admin/finance support	0	0	0	0	
			6,042	4,480	5,202	4,627	
		Expenditure	6,042	4,480	5,202	4,627	
		Income	0	0	0	0	
		Administration Outcome	6,042	4,480	5,202	4,627	
Allotments	8	Repairs and maintenance	250	0	100	100	
	54	Grass cutting	250	0	250	250	
	60	Pest control	200	0	100	100	
			700	0	450	450	
	6	Rents	440	450	450	450	
			440	450	450	450	
		Expenditure	700	0	450	450	
		Income	440	450	450	450	
		Allotments Outcome	260	-450	0	0	

AGENDA: 24/11/20.1

		Title	2024-25 Budget	2024-25 Act 6 mos	2024-25 F'cast	2025-26 Draft Budget	#
Amenities	34	Street furniture/Bus shelter	250	60	60	500	2
	41	Wildlife area	5,000	4,480	5,500	3,000	
	42	Green waste skips	3,000	0	3,000	3,500	
	45	War Memorial	100	0	0	500	
	84	Defibrillator	0	0	0	0	
			8,350	4,540	8,560	7,500	
	82	UDC Support	0	0	0	0	
		Expenditure	8,350	4,540	8,560	7,500	
		Income	0	0	0	0	
		Amenities Outcome	8,350	4,540	8,560	7,500	
Audit	4	Internal audit	100	85	85	200	
	5	External audit	350	315	315	315	
			450	400	400	515	
		Expenditure	450	400	400	515	
		Income	0	0	0	0	
		Audit Outcome	450	400	400	515	
Car Parks	21	Village car park maintenace	500	1,158	1,158	250	3
		Car park CCTV	0	700	700	700	
	22	Church car park	0	0	0	0	
			500	1,858	1,858	950	
		Expenditure	500	1,858	1,858	950	
		Income	0	0	0	0	
		Car Parks Outcome	500	1,858	1,858	950	

Budget 2025-26

CONFIDENTIAL

		Title	2024-25 Budget	2024-25 Act 6 mos	2024-25 F'cast	2025-26 Draft Budget	#
Events							
	30	Annual Parish meeting	0	0	0	0	
	33	Christmas tree	650	0	650	500	4
			650	0	650	500	
	35	Fairs	0	700	700	1,500	5
			0	700	700	1,500	
		Expenditure	650	0	650	500	
		Income	0	700	700	1,500	
		Events Outcome	650	-700	-50	-1,000	
Highways							
	19	Repairs and maintenance	250	0	0	1,500	
	20	Vehicle Activated Sign	1,000	762	762	3,000	6
	50	Consultancy	0	0	0	0	
			1,250	762	762	4,500	
		Expenditure	1,250	762	762	4,500	
		Income	0	0	0	0	
		Highways Outcome	1,250	762	762	4,500	
IT							
	2	Web-site maintenance	600	533	660	0	7
	31	IT repairs & software	100	0	0	75	
	32	IT equipment	0	0	0	2,000	8
	93	IT Support	250	0	0	0	
	91	PC protection	150	75	75	75	
	99	Mapping	0	100	100	100	
	53	Zoom subscription	150	0	0	0	
			1,250	708	835	2,250	
		Expenditure	1,250	708	835	2,250	
		Income	0	0	0	0	
		IT Outcome	1,250	708	835	2,250	

Budget 2025-26

CONFIDENTIAL

		Title	2024-25 Budget	2024-25 Act 6 mos	2024-25 F'cast	2025-26 Draft Budget	#
Litter Picking	34	New equipment	0	0	0	2,000	9
		Tools	0	0	0	2,000	10
	38	PPE	100	0	50	500	
			100	0	50	4,500	
		Expenditure	100	0	50	4,500	
		Income	0	0	0	0	
		Handyman/Litter Picking Outcome	100	0	50	4,500	
Neighbourhood Plan	78	Website	0	0	0	100	
	79	Consultants	0	0	2,000	0	
	80	Public meetings & publicity	1,500	70	150	150	
	100	Assets	0	229	229	0	
	81	Printing	250	910	1,250	250	
	83	Secretariat	500	645	1,200	1,200	
			2,250	1,854	4,829	1,700	
	82	UDC Support	2,250	1,809	5,000	2,000	11
			2,250	1,809	5,000	2,000	
		Expenditure	2,250	1,854	5,000	1,700	
		Income	2,250	1,809	5,000	2,000	
		Neighbourhood Plan Outcome	0	45	0	-300	
Other Grants	40	Grants	2,500	0	1,000	2,500	12
	14	Festival	1,500	0	500	0	
	64	RBL Appeal	100	0	100	100	13
	66	Cricket Club grass	350	0	350	350	13
	86	HT church grass	400	0	400	400	13
	87	URC church grass	400	0	400	400	13
	87	Football Club grass	350	0	350	350	13
			5,600	0	3,100	4,100	
		Expenditure	5,600	0	3,100	4,100	
		Income	0	0	0	0	
		Other Amenities Outcome	5,600	0	3,100	4,100	

		Title	2024-25 Budget	2024-25 Act 6 mos	2024-25 F'cast	2025-26 Draft Budget	#
Playgrounds	23	Repairs and maintenance	1,000	102	500	1,000	
	46	Future play area	0	0	0	10,000	14
		Playgrounds Outcome	1,000	102	500	11,000	15
Policing	39	Community policing	0	0	0	500	16
		Community Policing Outcome	0	0	0	500	
Precept	3	Precept on UDC	46,750	23,375	46,750	84,120	
			46,750	23,375	46,750	84,120	
		Expenditure	0	0	0	0	
		Income	46,750	23,375	46,750	84,120	
		Precept Outcome	-46,750	-23,375	-46,750	-84,120	
s137	12	Remembrance wreath	50	0	100	100	
		S137 Outcome	50	0	100	100	
Salaries	1	Current Staff	10,420	5,217	10,955	11,557	17
		Ranger	0	0	0	13,021	18
	51	HMRC (Tax + NI)	1,982	2,198	4,100	4,650	
	52	Litter Pickers	6,594	3,265	6,856	0	19
			18,996	10,680	21,911	29,228	
		Expenditure	18,996	10,680	21,911	29,228	
		Income	0	0	0	0	
		Salaries Outcome	18,996	10,680	21,911	29,228	

		Title	2024-25 Budget	2024-25 Act 6 mos	2024-25 F'cast	2025-26 Draft Budget	#
Village Green	13	Grass cutting	6,500	7,448	7,500	8,500	
	15	Repairs and maintenance	250	0	0	0	
	43	Rural verges	2,000	110	2,300	2,300	
	92	Tree work	0	0	0	0	
	94	Footpaths	0	0	0	0	
	97	Litter bins	500	0	450	900	
	67	Heath posting	250	0	250	2,000	
	85	Pond maintenance	750	0	500	500	
			10,250	7,558	11,000	14,200	
	36	Essex CC Highways	2,300	0	2,300	2,300	
			2,300	0	2,300	2,300	
		Expenditure	10,250	7,558	11,000	14,200	
		Income	2,300	0	2,300	2,300	
		Village Green Outcome	7,950	7,558	8,700	11,900	

	Title	2024-25 Budget	2024-25 Act 6 mos	2024-25 F'cast	2025-26 Draft Budget	#
Summary	Total Expenditure	52,448	29,983	51,928	80,370	
	Total Income	51,740	26,334	55,200	90,370	
	Council Outcome	708	3,649	-3,272	-10,000	
	To/From Reserves	-708	-3,649	3,272	10,000	20
	NET COUNCIL OUTCOME	0	0	0	0	
		2024-25		2025-26		
	Precept	46,750		84,120	79.9%	21
	Tax Base	876.09		880.00	0.4%	22
	Band D equiv £pa	53.4		95.6	42.2	
	p per week	102.6		183.8	81.2	
	p per day	14.7		26.3	11.6	23

	Title	2024-25 Budget	2024-25 Act 6 mos	2024-25 F'cast	2025-26 Draft Budget	#
Reserves						
	Opening					
	General	24,886			24,178	
	Allotments	0			0	
	Car Park	0			0	
	Village Green Repairs	0			0	
	Play Equipment	6,540			6,540	
	Elections	3,235			3,235	
	Wild Life Project	0			0	
	Total Opening	34,661			33,953	
	Movement					
	General	-708			10,000	
	Allotments	0			0	
	Car Park	0			0	
	Village Green Repairs	0			0	
	Play Equipment	0			10,000	
	Elections	0			-1,235	
	Wild Life Project	0			0	
	Total Movement	-708			18,765	
	Closing					
	General	24,178			34,178	40.63 %
	Allotments	0			0	21 Wks
	Car Park	0			0	
	Village Green Repairs	0			0	
	Play Equipment	6,540			16,540	
	Elections	3,235			2,000	
	Wild Life Project	0			0	
	Total Closing	33,953			52,718	

STRICTLY CONFIDENTIAL

Memorandum from the Clerk

To: Members of the Finance Committee

Subject: Accompanying Notes : Budget 2025-26

Date: 12 November 2024

These notes can be read in conjunction with the recommended Budget for 2025-26.

- 1 Uttlesford DC has not yet billed the council for the cost of elections in May 2023. A sum of £1,235 has been released, leaving a balance of £2,000 in Specific Reserves.
- 2 It is assumed that the council will continue to maintain the Wildlife area, at an estimated cost of £3,000.
- 3 Material costs. Village car park maintenance will be carried out by the Rangers.
- 4 A provision of £500 is made for the acquisition and planting of a rooted Christmas tree to be commissioned for 2025.
- 5 In addition to September, Mallyon Fairgrounds will be invited to set up a second fair in May 2025. The fee will be increased to £750 per visit.
- 6 It is proposed to purchase and install a third ElanCity speed activation device. This will be located on Stortford Roar coming into the village.
- 7 Assumes Clerk will populate and maintain new website.
- 8 Replacement laptop computer and printer for Clerk's home office. Current device does not sustain battery operation. Clerk using own printer/scanner.
- 9 Provision for setting up a storage location for proposed Rangers.
- 10 Provision for acquiring tools for proposed Rangers.
- 11 Assumes that UDC will continue supporting N Plan costs
- 12 Budget for general grants applied for by formal application
- 13 Assumed that these five budgeted hand-outs will continue without application/justification.
- 14 Provision for new playground. Taken straight to Specific Reserve.
- 15 Will attempt to achieve some grant income for the project.
- 16 Prospective grant to Community First Responder project, if that comes to fruition.
- 17 One Clerk @ 12 hours per week. 5% National cost of living award assumed for 2025-26.

- 18 Two Rangers @ 9 hours per week each. 5% National cost of living award assumed for 2025-26. Unclear as yet about impact of increased employer's NI contributions.
- 19 Litter pickers' tasks to be incorporated into the Rangers' job descriptions.
- 20 Additional £10,000 added to Precept Demand to bring General Reserve within acceptable limits.
- 21 Precept of £84,120 means an increase of 79.9% over the current year.
- 22 Tax base will not be advised until sometime in December but not likely to change much from this year.
- 23 Implication of budget is an increase to Band D equivalent of 11.6p per week. This sum will be less for Bands A – C dwellings.

Hatfield Heath Parish Council

Chairman: Cllr Mark Bissell

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



GRANT POLICY DOCUMENT

The Parish Council wishes to assist local voluntary organisations, with or without charitable status, which provide services to residents within the Civic Parish of Hatfield Heath.

1. Grant Aid Applications can only be accepted from organisations that provide a service to the local community or enhance the image and identity of Hatfield Heath.
2. Grants will normally be given only to individuals and bodies resident in or serving the area of the Civic Parish of Hatfield Heath. Grants should represent assistance with projects of local use or should be seen to have clear local benefit to the population of Hatfield Heath.
3. Grants will be given in accordance with the relevant Local Government Acts.
4. Grant applications will, in the case of organisations, normally only be considered when accompanied by one of the following - Audited Accounts, Accounts which have been subjected to independent inspection as required by the Charities Act or, in the case of a newly formed organisation, a case for funding including supporting evidence of fund-raising efforts.
5. The scheme provides start-up grants for new organisations as well as grants to organisations already operating.
6. All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in the "Guidance Notes and Conditions of Funding".
7. Applications will not be considered from individuals.
8. Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, gender, age, sexual orientation or religion.
9. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
10. Applications will not be considered from "upwards funders", i.e. local groups whose fundraising is sent to their central headquarters for redistribution.
11. Applications may be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, provided funds are not available from their national bodies, or the funds available are inadequate for a specified project.

12. The organisation must have clearly stated aims and objectives set out in writing and endorsed by the governing body.
13. The organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year or, in the case of a newly formed organisation, a comprehensive budget and business plan.
14. The organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.
15. Grant applications will be considered on occasion as required
16. The Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
17. Organisations that receive a grant will be required to acknowledge the Parish Council's contribution on all publicity/printed material so as to promote public awareness of the role of the Parish Council in promoting the work of voluntary organisations.
18. All applications will be considered on their merits, but it must be fully understood that there is neither a guarantee of a grant or of a continuing grant.
19. The maximum sum available for any one grant will be £500
20. Organisations that receive a grant will be required to complete a Monitoring Form not more than six months after the grant is made in order to provide an audit trail of how the grant monies have been spent.
21. The decision by the Parish Council in respect of grant applications is final and is not subject to appeal.

Additional Guidelines & Criteria

Priority will be given to those organisations that:

- Serve the people of Hatfield Heath.
- Provide a benefit for the community that goes beyond merely progressing the interest of its members.
- Have made an effort to raise funds themselves and have not asked for the total cost of the project.
- Do not already have sufficient funds available for the project.
- Would give benefit to the greatest number and range of Hatfield Heath Parish residents.
- Show a commitment to sustainability.

If you have any questions, require further information or would like to discuss your circumstances before submitting a formal application please contact:

The Parish Clerk, Hatfield Heath Parish Council

Email: parishclerk@hatfieldheath.com

Hatfield Heath Parish Council

Chairman: Cllr Mark Bissell

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



Application for Grant

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 sent to the Clerk together with a completed application form

Name of Organisation:	
Name and position of person making this application	
Address for correspondence:	
Phone:	
e-mail:	
Name of Project:	
Description of Project, how and when grant will be spent.	
Total cost of project (excluding VAT)	£
Amount of Grant requested:	£

Bank details:	Account Name:	Account Number:	Sort Code:
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Other sources of funding applied for:	
--	--

If so, with what result:	
---------------------------------	--

Self help; details of other activities to meet this need.	
--	--

Signature of Applicant	Date:
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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>

<i>Approved</i>	<i>Date:</i>
<i>Minute Ref:</i>	

<i>Advised</i>	<i>Date:</i>
<i>Payment</i>	

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report

Date: 29 November 2024

Summary of main items of activity:

- Prepared agendas and minutes for meetings
- Prepared agenda and notes for Neighbourhood Plan Steering Group
- Carried out normal monthly administration tasks
- Prepared Draft Budget for 2025-26 and briefed Finance Committee
- Attended Enforcement briefing by UDC on 27 November
- Prepared draft Grant Policy document
- Met with potential contractor 22 November re: clean and repair War memorial
- Met with internal Auditor on 03 November for interim internal audit.
- Attended Scribe seminar 26 November on risk management

Correspondence

- E-mail to agent for Lord of the Manor re: tree work.
- Remittance from Essex CC for verge cutting

Future Actions

- Review Litter Picking contracts (with NR)
- Purchase litter bin for cricket pavilion
- Attend RCCE N Plan briefing on 12 December