

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 08 January 2025** to transact the business set out in the agenda below.

Parish Clerk
03 January 2025

AGENDA

Welcome by the Chairman

24/176	APOLOGIES FOR ABSENCE To receive any apologies for absence
24/177	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
24/178	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
24/179 	MINUTES OF MEETING To approve the minutes of the meeting of 04 December 2024 (M08) To discuss any matters arising from the minutes not included elsewhere on the agenda.
24/180	PLANNING COMMITTEE To note that the meeting of the Planning Committee scheduled for 28 November 2024 was inquorate and thus did not take place. Applications which would have been considered are below. Members of the committee were contacted by email and a consensus outcome was reached. • Part single, part one and a half storey rear extension. 3no. pitched roof dormers to front elevation to replace existing cat slide dormer. Fenestration alterations to side elevation. Woodbridge Matching Road Hatfield Heath CM22 7AJ Ref. No: UTT/24/3112/HHF HHPC Comment: No objection. • Loft conversion for an additional bedroom and en-suite. Heath End Sheering Road Hatfield Heath CM22 7LJ Ref. No: UTT/24/2859/HHF HHPC Comment: No objection.

24/193	NEIGHBOURHOOD WATCH To receive any updates from Neighbourhood Watch.
24/194	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members.
24/195	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
24/196	DATE OF NEXT MEETINGS • The next scheduled meeting of the Council will be at 7.30 pm on Wednesday 05 February 2025 • The next meeting of the Planning Committee will be at 3 pm on Thursday 30 January 2025

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 04 December 2024

Present:

Cllr M Bissell (MB)

Cllr P Brown (PB)

Cty Cllr S Barker (19:35-19:45)

Cllr N Champion (NC)

Cllr M Lemon (ML)

Cllr S Saban (SS)

In attendance: R Bowran – Parish Clerk

Welcome by the Chair.

24/152	APOLOGIES FOR ABSENCE Received from: Cllr Robley – unwell; Cllr Overton – unwell; Cllr King – work commitment; Cllr Allen – family commitment;
24/153	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members.
24/154	PUBLIC PARTICIPATION There were no questions from members of the public on matters within the remit of the Parish Council
24/158.1	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS County Cllr Barker reported: • Delay on replacing the school Wig-wags due to a new tender process requiring two contractors on the one job. • Advised on the proposal to create 5 Unitary Authorities in Essex to replace the District Councils.
24/155	MINUTES OF MEETING <i>Resolved:</i> To approve the minutes of the meeting of 06 Nov 2024 (M07)
24/156	FINANCE COMMITTEE <i>Noted:</i> The draft minutes of the meeting of the Finance Cttee held on 07 November 2024 (F02).
24/157	PLANNING COMMITTEE <i>Noted:</i> The draft minutes of the meeting of the Planning Cttee held on 28 November 2024 (P04). Main items were: APPLICATIONS CONSIDERED Demolition of existing rear extension, side extension, link & outbuilding, erection of a single storey side/rear extensions and enlargement of two existing rear dormers Maple Cottage 1 Foxglove Farm Dunmow Rd H Heath CM22 7BL Ref. No: UTT/24/2856/HHF HHPC comment: No objection Loft conversion with new front dormer and rear rooflights 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.

	Application for extension to dropped kerb 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 Demolition of existing stables and erection of 1 no. bungalow and cart lodge with a new vehicle access Stables To the East of Dunmow Road Hatfield Heath Ref. No: UTT/24/2162/FUL HHPC comment: Objection. UDC Decision: Approved
24/158.2	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS District Cllr Lemon reported: UDC Local Plan was going through the Regulation 19 review process.
24/159	FINANCIAL REPORT Approval of Expenditure. Noted: Items of expenditure in November 2024 as approved by the Finance committee. Management Accounts Noted: Management accounts for the eight months to November 2024.
24/160	BUDGET 2025-26 Resolved: To adopt a Budget for 2025-26 as recommended by the Finance committee. <i>[prop Cllr Bissell; secd Cllr Saban; pro 4, con 1]</i>
24/161	GRANTS Payments of budgeted grants made. For the future: Resolved: To adopt a policy for the application for grants and the post grant recording of activity. <i>[prop Cllr Saban; secd Cllr Lemon; all in favour]</i>
24/162	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
24/163	KEY TASK MONITOR To review and update the Key Task Monitor from the Forum meeting on 16 November 2024. The only substantial new item raised was about the confusion about flag flying on the green. Agreed: that there should be a formal Flag Flying Policy created.
24/164	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. - Winter salt has been purchased by the parish council. Clerk to ask Cty Cllr Barker if we could be reimbursed. - Discussion on the proliferation of unsightly advertising signs in Pond Lane.

24/165	PARKING MANAGEMENT AND CAR PARKS There was nothing new to consider on matters relating to parking management and village car parks.
24/166	ALLOTMENT REPORT To receive and note a report on the Allotments. • Water has now been turned off for the winter
24/167	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. • Maintenance contractor identified for quote on specific repairs. • SS to carry out weekly inspections while CO is unable to do it.
24/168	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green • There was no response from Lord of the Manor, concerning tree maintenance. Clerk to communicate concerns about safety and propose the council's own survey. • Quote for cleaning and maintenance work on the War Memorial was discussed, Additional quotes to be sought. Agreed: a policy for maintenance and care of the Memorial is to be prepared. • Request to place a "soldier silhouette" on the RBL plinth. This had only been approved for Remembrance Day and is not approved as a permanent fixture. • Reported that Peter Chester has passed away and a request had been made for a memorial bench to be placed on the green, this was Agreed: and to be placed in a location near the wildlife area.
24/169	COMMUNITY LIAISON To discuss liaison with Hatfield Heath Primary School, who have indicated their wish to have involvement with village activities. MB to contact the Governors to discuss further.
24/170	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. Progress being made but the Neighbourhood Plan Steering Group are seeking additional persons to join, two possible candidates were mentioned. Suggested that wider publicity is needed.
24/171	STANSTED AIRPORT WATCH There were no updates from Stansted Airport Watch. Noted that publicity says that MAG has ambitions for Stansted to be the second largest airport in the country. Agreed: For the future, to include this item under the heading of "Other Reports from Members".
24/172	NEIGHBOURHOOD WATCH There were no updates from Neighbourhood Watch.
24/173	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. Follow up meeting will be in January 2025.
24/174	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. • Flag Flying Policy
24/175	DATE OF NEXT MEETINGS • The next scheduled meeting of the Council will be at 7.30 pm on Wednesday 08 January 2025 • The next meeting of the Planning Committee will be at 3 pm on Thursday 19 December 2024

Meeting closed at 20:45

Invoices for Authorisation to 31 December 2024

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
05/11/2024	SLCC	Annual Fee	on-line	190.00	-	190.00	116	
26/11/2024	UALC	Annual Fee	on-line	5.00	-	5.00	117	
09/12/2024	URC church	Hall Hire	on-line	598.50	-	598.50	118	PC and N Plan
20/12/2024	R Bowran	Office and mileage	on-line	220.20	-	220.20	119	
20/12/2024	J Jackson	November salary	on-line	108.03	-	108.03	120	
20/12/2024	J Taylor	November salary	on-line	135.03	-	135.03	121	
20/12/2024	J Sykes	November salary	on-line	216.05	-	216.05	122	
20/12/2024	S Caller	November salary	on-line	108.03	-	108.03	123	
20/12/2024	R Bowran	November salary	on-line	895.24	-	895.24	124	
20/12/2024	HMRC	November Tax & NI	on-line	381.62	-	381.62	125	
20/12/2024	Unity Trust Bank	Monthly Fee	on-line	6.00	-	6.00	126	
Total				2,863.70	-	2,863.70		

Cash receipts

Date	From	Description	Amount	vchr

Total **£0.00**

Balance at Bank (after these transactions)

£34,800.61

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	35.40	36.60	36.60 (50%)
10 Car Mileage				500.00	583.30	-83.30	-83.30 (-16%)
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	190.00	-75.00	-75.00 (-65%)
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	234.00	766.00	766.00 (76%)
48 Other Subscriptions				150.00		150.00	150.00 (100%)
55 Hall Hire				600.00	963.00	-363.00	-363.00 (-60%)
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	5,945.83	2,581.17	2,581.17 (30%)

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

3 January 2025 (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

3 January 2025 (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	448.00	1,552.00	1,552.00 (77%)
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	1,005.00	-505.00	-505.00 (-101%)
100 Assets					229.10	-229.10	-229.10 (N/A)
SUB TOTAL	6,000.00	1,809.00	-4,191.00	6,500.00	2,654.27	3,845.73	-345.27 (-2%)

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)

24/181	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
24/182  	FINANCIAL REPORT Approval of Expenditure. To note items of expenditure in December 2024 as approved by the Finance committee Management Accounts To note management accounts for the nine months to December 2024
24/183 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
24/184  	FLAG FLYING POLICY To propose the adoption of a policy for the flying of flags on the village flagpole.
24/185	KEY TASK MONITOR The next monthly Forum meeting will be on 12 January 2025.
24/186	HIGHWAYS MATTERS To consider any matters relating to Highways
24/187	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to village car parks.
24/188	ALLOTMENT REPORT To receive and note a report on the Allotments.
24/189	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. • Maintenance contractor identified for quote on specific repairs. • Playground inspection routine.
24/190	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green • To note response from the Lord of the Manor, if received, concerning tree maintenance.
24/191	COMMUNITY LIAISON To receive a report on liaison with Hatfield Heath Primary School, who have indicated their wish to have involvement with village activities.
24/192	NEIGHBOURHOOD PLAN To consider any matters relating to the Neighbourhood Plan and to receive a report of the meeting on 19 December of the Steering Group. To seek additional persons to join the Neighbourhood Plan Steering Group. The next meeting will be on Thursday 20 January 2025 at 7pm in the URC hall.

Hatfield Heath Parish Council

Summary of Receipts and Payments

3 January 2025 (2024-2025)

All Cost Centres and Codes

SUB TOTAL		4,775.43	4,775.43				4,775.43 (N/A)	
Playgrounds								
		Receipts			Payments			Net Position
Code	Title	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								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Community Policing							(N/A)
SUB TOTAL								(N/A)
Precept								
		Receipts			Payments			Net Position
Code	Title	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								
		Receipts			Payments			Net Position
Code	Title	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								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Current Staff				9,918.00	8,057.16	1,860.84	1,860.84 (18%)
51	HMRC				3,014.00	3,434.58	-420.58	-420.58 (-13%)
52	Litter Pickers				6,683.00	5,104.26	1,578.74	1,578.74 (23%)
SUB TOTAL					19,615.00	16,596.00	3,019.00	3,019.00 (15%)
TPLPG								
		Receipts			Payments			Net Position
Code	Title	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

3 January 2025 (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
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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		2,524.28	2,524.28		110.00	-110.00	2,414.28 (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	2,524.28	259.28	11,430.00	8,857.15	2,572.85	2,832.13 (20%)

Summary

NET TOTAL	56,271.00	57,008.71	737.71	63,393.00	47,830.46	15,562.54	16,300.25 (13%)
V.A.T.					3,815.03		
GROSS TOTAL		57,008.71			51,645.49		

Hatfield Heath Parish Council

Chairman: Cllr Mark Bissell

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



FLAG FLYING POLICY

1. Introduction

In order to clarify the protocol for the flying of flags on the village flag pole, the parish council have introduced this policy. There are designated days when the Union Flag must be flown www.gov.uk/guidance/designated-days-for-union-flag-flying.

The Government "would encourage local authorities and other local organisations to follow suit where they wish to fly flags. This guidance applies from the summer 2021."

"The Union Flag should be flown every day except on certain occasions when you may wish to fly other flags, including but not limited to, the national flags of the constituent nations of the United Kingdom, the Armed Forces flag, the Commonwealth flag, county and other local flags, and other flags which may promote civic pride."

Hatfield Heath Parish Council will fly the Union Flag on the 8 flag flying days (taken from Government Guidance) as shown below and will consider other dates as appropriate:

08 September	His Majesty's Accession
2 nd Monday in March	Commonwealth Day
14 November	Birthday of His Majesty the King
06 May	Coronation Day
2 nd Saturday in June	Official Celebration of His Majesty's Birthday (Trooping The Colour)
23 April	St George's Day
2 nd Sunday in March	Remembrance Day
21 June	Birthday of The Prince of Wales

2. Protocol for Flag Flying

2.1 The Union Flag is to be flown at full mast (together with other flags where in accordance with the protocol, for example the Cross of St George being flown on St George's Day).

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24/190	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green • To note response from the Lord of the Manor, if received, concerning tree maintenance.
24/191	COMMUNITY LIAISON To receive a report on liaison with Hatfield Heath Primary School, who have indicated their wish to have involvement with village activities.
24/192	NEIGHBOURHOOD PLAN To consider any matters relating to the Neighbourhood Plan and to receive a report of the meeting on 19 December of the Steering Group. To seek additional persons to join the Neighbourhood Plan Steering Group. The next meeting will be on Thursday 20 January 2025 at 7pm in the URC hall.

2.2 Death and Funeral Commemoration

The Union Flag will be shown at half mast (from 8am until sunset) on the following occasions across all buildings unless stated otherwise.

1. Death of The Sovereign from announcement of death to the day of the funeral except on Proclamation Day when the flag will be hoisted to full mast from 11am until sunset. (See separate Protocol)
2. Death of a member or near relative of the Royal Family or the funeral of members of the Royal Family subject to special command from His Majesty. (See Separate Protocol)
3. The funerals of Prime Ministers and former Prime Minister subject to special command from His Majesty.
4. The funerals of Foreign Rulers subject to special command from His Majesty.
5. Death of a Lord Lieutenant or Deputy Lieutenant of Hertfordshire – day of funeral.
6. Death of a serving Mayor, Mayoress, Consort, Deputy Mayor or Deputy Mayoress – day death and day of funeral.
7. Death of a serving Member of Hatfield Heath Parish Council, day of death and day of funeral.
8. Death of a former member of Hatfield Heath Parish Council and former Mayor or Mayoress of Sawbridgeworth day of death and day of funeral.
9. Death of an Honorary Freeman of the parish of Hatfield Heath day of death and day of the funeral.
10. Death of a serving Clerk of Hatfield Heath Parish Council, day of death and day of funeral.
11. Death of a retired Clerk of Hatfield Heath Parish Council day of the funeral.
12. Death of a serving or former member of Parliament, day of funeral.
13. Death of armed forces personnel who were residents of the parish killed on active service, day of the announcement of death and on the day of the funeral.
14. Death of a serving Chief Constable of Hertfordshire Constabulary, Hertfordshire Chief Fire Officer, day of funeral.

2.3 On special flag flying days/civic occasions (e.g. St George's Day) when the flying of flags coincide with days for flying flags at half-mast, the following rules are observed.

Flags are flown at full mast:

- Although a member of the royal family, or a new relative of the royal family, may be lying dead, unless special commands are received from the King to the contrary.
- Although it may be the day of the funeral of a foreign ruler.

24/181	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
24/182  	FINANCIAL REPORT Approval of Expenditure. To note items of expenditure in December 2024 as approved by the Finance committee Management Accounts To note management accounts for the nine months to December 2024
24/183 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
24/184  	FLAG FLYING POLICY To propose the adoption of a policy for the flying of flags on the village flagpole.
24/185	KEY TASK MONITOR The next monthly Forum meeting will be on 12 January 2025.
24/186	HIGHWAYS MATTERS To consider any matters relating to Highways
24/187	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to village car parks.
24/188	ALLOTMENT REPORT To receive and note a report on the Allotments.
24/189	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. • Maintenance contractor identified for quote on specific repairs. • Playground inspection routine.
24/190	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green • To note response from the Lord of the Manor, if received, concerning tree maintenance.
24/191	COMMUNITY LIAISON To receive a report on liaison with Hatfield Heath Primary School, who have indicated their wish to have involvement with village activities.
24/192	NEIGHBOURHOOD PLAN To consider any matters relating to the Neighbourhood Plan and to receive a report of the meeting on 19 December of the Steering Group. To seek additional persons to join the Neighbourhood Plan Steering Group. The next meeting will be on Thursday 20 January 2025 at 7pm in the URC hall.

3. Civic Occasions

1. Twinning exchange visits Union Flag and National Flag of visiting twin town to be flown during the period of the visit.
2. St George's Day (23 April) the Cross of St George to be flown from 8am until sunset.
3. Armed Forces Day Armed Forces Day flag to be flown from 8am until sunset.

4. Other Occasions

The Union Flag may be flown at full or half-mast on other occasions at the discretion of the Parish Clerk, in consultation with the Chair of Hatfield Heath Parish Council.

There may be other specific national or county occasions where other recognised flags may be flown at full or half mast, at the discretion of the Parish Clerk, in consultation with the Chair of Hatfield Heath Parish Council.

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

The Parish Clerk, Hatfield Heath Parish Council

Email: parishclerk@hatfieldheath.com