

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

A handwritten signature in black ink, reading "Richard Bowran".

Parish Clerk
31 January 2025

AGENDA

Welcome by the Chairman

24/197	APOLOGIES FOR ABSENCE To receive any apologies for absence
24/198	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members.
24/199	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
24/200 	MINUTES OF MEETING To approve the minutes of the meeting of 08 January 2025 (M10) To discuss any matters arising from the minutes not included elsewhere on the agenda.
24/201	PLANNING COMMITTEE To note the draft minutes of the Planning Committee held on 30 January 2025 (P05)
24/202	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
24/203 	FINANCIAL REPORT Approval of Expenditure. To note items of expenditure in January 2025 as approved by the Finance committee Management Accounts To note management accounts for the ten months to 31 January 2025

24/204 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
24/205 	COMMITTEE STRUCTURE To note that due to the indisposition of Cllr Robley, Cllr Lemon has agreed to act as substitute on the Planning and Personnel committees To propose that Cllr Saban be appointed to the Personnel Committee.
24/206	KEY TASK MONITOR To receive a report from the Forum meeting held on 12 January 2025.
24/207	HIGHWAYS MATTERS To consider any matters relating to Highways - To note school "Wig-Wags" have been reinstated. - To note potholes on Church Lane have been repaired. Flooding issue is still to be addressed.
24/208	PARKING MANAGEMENT AND CAR PARKS To consider any other matters relating to the village car parks.
24/209	ALLOTMENT REPORT To receive and note a report on the Allotments.
24/210	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. - Playground inspection routine is now being carried out by Cllr Champion and a weekly report is being recorded. - Maintenance contractor identified for quote on specific repairs.
24/211	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. - Vandalised bridge between Trinity church and Pond Lane to be repaired by Sam King.
24/212	NEIGHBOURHOOD PLAN To consider any matters relating to the Neighbourhood Plan and to receive a report of the meeting held on 30 January of the Steering Group.
24/213	NEIGHBOURHOOD WATCH To receive any updates from Neighbourhood Watch.
24/214	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members.
24/215	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.

24/216	DATE OF NEXT MEETINGS • The next scheduled meeting of the Council will be at 7.00 pm on Wednesday 05 March 2025. Earlier time due to the visit by Hastoe Housing. • The next meeting of the Planning Committee will be at 3 pm on Thursday 27 February 2025
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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 08 January 2025

Present:

Cllr N Champion (NC)	Cllr H Allen (HA)	Cllr S King (SK)
Cllr M Lemon (ML)		
	In attendance:	R Bowran – Parish Clerk

Welcome by the Vice Chair who wished Councillors and Parishioners a Happy New Year.

Council wished to express

- Condolences to Cllr Saban and her family on the passing of Michael Saban.
- Also, Condolences to the family of Michael Briscoe who has also passed.
- And Congratulations to Margeret Lines on the award of an MBE in the King's New Year's honours list.

24/176	APOLOGIES FOR ABSENCE Apologies received and accepted: Cllr Bissell; Cllr Overton – unwell; Cllr Robley – unwell; Cllr Brown – unwell and Cllr Saban – family reason;
24/177	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members.
24/178	PUBLIC PARTICIPATION There were no questions from members of the public on matters within the remit of the Parish Council
24/179	MINUTES OF MEETING Resolved: 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. Cllr Susan Barker asked that there be clarification of the minutes to state in regards to Devolution that "... up to 5 authorities to replace District, County and existing Uniaries of Southend and Thurrock"
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. • <u>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.</u> Woodbridge Matching Road Hatfield Heath CM22 7AJ Ref. No: UTT/24/3112/HHF HHPC Comment: No objection. • <u>Loft conversion for an additional bedroom and en-suite.</u> Heath End Sheering Road Hatfield Heath CM22 7LJ Ref. No: UTT/24/2859/HHF HHPC Comment: No objection.

24/181	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS There were no reports from County and District Councillors.
24/182	FINANCIAL REPORT Approval of Expenditure. <i>Noted:</i> Items of expenditure in December 2024 as approved by the Finance committee Management Accounts <i>Noted:</i> Management accounts for the nine months to December 2024
24/183	CLERK'S REPORT & CORRESPONDENCE <i>Noted:</i> Clerk's report and correspondence received.
24/184	FLAG FLYING POLICY <i>Resolved:</i> To adopt a policy for the flying of flags on the village flagpole. <i>[prop Cllr King; secd Cllr Champion; all in favour]</i>
24/185	KEY TASK MONITOR The next monthly Forum meeting will be on 18 January 2025.
24/186	HIGHWAYS MATTERS To consider any matters relating to Highways • Cty Cllr Susan Barker has reported Wig Wag signs had been installed. However this was just the posts, a separate contractor was being instructed to install the signs themselves. • Church Lane/Sheering Road flooded corner reported, Highways have referred any rectification to the parish council. Quote to be obtained from Kings of Essex
24/187	PARKING MANAGEMENT AND CAR PARKS There was no report on matters relating to village car parks.
24/188	ALLOTMENT REPORT There was no 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. Agreed that MC and SK will lead on inspections. Clerk presented an inspection schedule. Clerk to arrange training for NC from EALC.
24/190	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green • No response from the Lord of the Manor, concerning tree maintenance. Clerk to commission independent survey and pass cost on to LoM. • Vandalised bridge between Trinity church and Pond Lane to be repaired by Sam King.
24/191	COMMUNITY LIAISON There was no further 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 30 January 2025 at 7pm in the URC hall.
24/193	NEIGHBOURHOOD WATCH To receive any updates from Neighbourhood Watch. • Current report circulated to members of Neighbourhood Watch • Report on Scam sent to the village magazine for publishing
24/194	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members. • Agreed that HA should monitor possible grant availability and liaise with the Clerk.
24/195	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. • Future of litter picking service in the village
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

Meeting ended at 20:07

HATFIELD HEATH PARISH COUNCIL

Minutes of the Planning Committee Meeting held at 15:00 on Thursday 30 January 2025 in the URC Hall

Present:

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

P24/37	APOLOGIES FOR ABSENCE Received from Cllr Robley – unwell. Cllr Lemon attended as substitute.
P24/38	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members. Cllr Lemon declared an interest as a member of the UDC planning committee.
P24/39	PUBLIC PARTICIPATION There were no members of the public present Clerk reported that he has replied to a query from a member of the public concerning the ownership of Crabtree Cottage on Stortford Road.
P24/40	MINUTES <i>Resolved:</i> To approve the minutes of the Planning Committee meetings held on 28 November 2024 (P04)
P24/41	PLANNING MATTERS APPLICATIONS RECEIVED FOR CONSIDERATION Demolition of existing garage and kitchen extension. Proposed side/rear extensions, also allowing for first floor rooms above and changes to external materials and fenestration. The Briars Matching Road Hatfield Heath Essex CM22 7AJ Ref. No: UTT/25/0150/HHF HHPC Comment: No Objection, but noted concerns of a neighbour about sightlines and deprivation of light. Two storey and single storey side extension Laurels The Heath Hatfield Heath Essex CM22 7AB Ref. No: UTT/25/0095/HHF HHPC Comment: No Objection DECISIONS MADE BY THE LPA FOR NOTING Trimming back of 1 no. Yew tree that is growing over property boundary and affecting neighbour's amenity United Reformed Church Chelmsford Road Hatfield Heath Bishops Stortford Hertfordshire CM22 7BH Ref. No: UTT/24/3164/TPO Received: Fri 13 Dec 2024 Validated: Wed 18 Dec 2024 Status: Allowed Loft conversion for an additional bedroom and en-suite. Heath End Sheering Road Hatfield Heath Essex CM22 7LJ Ref. No: UTT/24/2859/HHF Status: Refused

	• <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 Road Hatfield Heath Bishops Stortford CM22 7BL Ref. No: UTT/24/2856/HHF Status: Approved • <u>Proposed 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 Status: Approved PLANNING APPEALS No new appeals received ENFORCEMENT NOTICES Clerk advised notification of one new Enforcement Notice
P24/42	HASTOE HOUSING Noted: That representatives of Hastoe Housing and their preferred contractor will be attending the council meeting on 05 March. They will be able to talk about the proposed Construction Management Plan, details of the construction programme and any other queries from the community. Clerk to advise residents of Cox Ley about the meeting.
P24/43	UDC LOCAL PLAN There was no further information received concerning the UDC Local Plan, other than Planning Inspectors have now appointed.
P24/44	NEIGHBOURHOOD PLAN Noted that the next meeting of the Neighbourhood Plan Steering Committee is scheduled for 7pm on 30 January.
P24/45	AGENDA ITEMS FOR NEXT MEETING There were no additional items for the agenda of the next meeting.
P24/46	DATE OF NEXT MEETING The next scheduled meeting is on Thursday 27 February 2025.

Meeting ended at 15:20

Invoices for Authorisation to 31 January 2025

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
19/12/2024	Skilled Tech	Web Site	on-line	66.53	11.09	55.44	127	
07/01/2025	Skilled Tech	Web Site	on-line	66.53	11.09	55.44	128	
20/01/2025	HH Institute	Hall Hire	on-line	120.00	-	120.00	129	Monthly Forum
27/01/2025	R Bowran	January salary	on-line	895.24	-	895.24	130	
27/01/2025	J Sykes	January salary	on-line	216.05	-	216.05	131	
27/01/2025	S Caller	January salary	on-line	108.03	-	108.03	132	
27/01/2025	J Taylor	January salary	on-line	135.03	-	135.03	133	
27/01/2025	J Jackson	January salary	on-line	108.03	-	108.03	134	
27/01/2025	HMRC	January tax & NI	on-line	381.62	-	381.62	135	
27/01/2025	R Bowran	Office Expenses	on-line	191.50	-	191.50	136	
31/01/2025	Unity Trust Bank	Monthly Fee	on-line	6.00	-	6.00	137	
Total				2,294.56	22.18	2,272.38		

Cash receipts

Date	From	Description	Amount	vchr

Total **£0.00**

Balance at Bank (after these transactions) **£35,369.75**

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

1 February 2025 (2024-2025)

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	668.80	-168.80	-168.80 (-33%)
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	260.00	740.00	740.00 (74%)
48	Other Subscriptions				150.00	5.00	145.00	145.00 (96%)
55	Hall Hire				600.00	673.50	-73.50	-73.50 (-12%)
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	5,772.83	2,754.17	2,754.17 (32%)

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

1 February 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	754.38	-504.38	-504.38 (-201%)
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	929.37	-279.37	-279.37 (-42%)

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

1 February 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	259.00	1,741.00	1,741.00 (87%)
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	1,085.00	-585.00	-585.00 (-117%)
100	Assets					229.10	-229.10	-229.10 (N/A)
SUB TOTAL		6,000.00	1,809.00	-4,191.00	6,500.00	2,545.27	3,954.73	-236.27 (-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	Crickat 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

1 February 2025 (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%)

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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	8,952.40	965.60	965.60 (9%)
51	HMRC				3,014.00	3,816.20	-802.20	-802.20 (-26%)
52	Litter Pickers				6,683.00	5,671.40	1,011.60	1,011.60 (15%)
SUB TOTAL					19,615.00	18,440.00	1,175.00	1,175.00 (5%)

TPLPG

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71	Consultants							(N/A)

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

1 February 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	49,503.34	13,889.66	14,627.37 (12%)
V.A.T.					3,837.21		
GROSS TOTAL		57,008.71			53,340.55		

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report

Date: 31 January 2024

Summary of main items of activity:

- Prepared agendas and minutes for meetings
- Prepared agenda and notes for Neighbourhood Plan Steering Group
- Liaised with RCCE on Housing Needs Survey
- Carried out normal monthly administration tasks
- Recovered and reinstalled Defibrillator machine by Coop,
- Liaised with East of England ambulance Service.
- Held Personnel Cttee meeting

Correspondence

- Essex CC seeking support for grant application for 347 bus route.
- E-mail to agent for Lord of the Manor re: tree work.
- Request from Essex police for CCTV coverage in car park re: stolen vehicle
- Received and distributed Interim Internal Audit report for 2024-25
- Seek contractor for Internal Audit.

Future Actions

- Attend parishes Cross-Border meeting on 19 February to discuss First Responders and support for 347 bus service.
- Seek reimbursement of Neighbourhood Plan Secretariat expenses from UDC.
- Review Litter Picking contracts
- Seek HR advice on procedures
- Purchase litter bin for cricket pavilion
- Consider future council meetings structure
- Propose revised Financial Regulations