

# Hatfield Heath Parish Council

**Chairman:** Cllr Mark Bissell

**Parish Clerk:** Richard Bowran BSc (Hons) PSLCC

**Contact:** [parishclerk@hatfieldheath.com](mailto: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 02 April 2025** to transact the business set out in the agenda below.

Parish Clerk  
23 March 2025

## **AGENDA**

Welcome by the Chairman

|                                                                                               |                                                                                                                                                                                                                                        |
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| 24/239                                                                                        | <b>APOLOGIES FOR ABSENCE</b><br>To receive any apologies for absence                                                                                                                                                                   |
| 24/240                                                                                        | <b>DECLARATIONS OF PECUNIARY INTEREST</b><br>To receive any Declarations of Interest by Members.                                                                                                                                       |
| 24/241                                                                                        | <b>PUBLIC PARTICIPATION</b><br>To receive and respond to questions from members of the public on other matters within the remit of the Parish Council                                                                                  |
| 24/242<br> | <b>MINUTES OF MEETING</b><br>To approve the minutes of the meeting of 05 March 2025 (M11)<br>To discuss any matters arising from the minutes not included elsewhere on the agenda.                                                     |
| 24/243<br> | <b>PLANNING COMMITTEE</b><br>To note the draft minutes of the Planning Committee held on 20 March 2025 (P07)                                                                                                                           |
| 24/244                                                                                        | <b>REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</b><br>To receive and note reports from County and District Councillors. <ul style="list-style-type: none"><li>• County Cllr Susan Barker</li><li>• District Cllr Mark Lemon</li></ul> |
| 24/245<br> | <b>FINANCIAL REPORT</b><br>Approval of Expenditure.<br>To note items of expenditure in March 2025 as approved by the Finance committee                                                                                                 |

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| <br><br><br>                                                                                          | <p><b>Management Accounts</b><br/>To note management accounts for the twelve months to 31 March 2025</p> <p><b>Internal Audit</b><br/>To appoint Karen Roddam ACMA, of AIMS Accountants, as internal auditor for the year 2025/26. She also currently audits the Hallingburys and is recommended by their clerk.</p>                                                                                                                                                                                                                                                                                                                                                                                |
| <br><br><br><br><br> | <p><b>24/246 CLERK'S REPORT &amp; CORRESPONDENCE</b><br/>To receive and note Clerk's report and correspondence received.</p> <ul style="list-style-type: none"> <li>• To invite a list of attendees to report at the Annual Parish Meeting on 21 May 2025 and agree publicity for the event.</li> <li>• To determine whether to accede to the request made at the parish Forum for draft minutes of council meetings to be circulated to Members before being sent to the Village Magazine.</li> <li>• To determine whether to accede to the suggestion that the parish council should make a financial contribution to the Village magazine for the publication of the council minutes.</li> </ul> |
|                                                                                                                                                                                        | <p><b>24/247 KEY TASK MONITOR</b><br/>To receive a report from the Forum meeting held in March 2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                         | <p><b>24/248 HIGHWAYS MATTERS</b><br/>To consider any matters relating to Highways</p> <ul style="list-style-type: none"> <li>• Malfunctioning Wigwags</li> <li>• Meeting with Essex Highways re: Ealing Bridge on Wednesday 30 April at 6pm at Sheering Village Hall</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                                                                                         | <p><b>24/249 PARKING MANAGEMENT AND CAR PARKS</b><br/>To consider any other matters relating to the village car parks.</p> <ul style="list-style-type: none"> <li>• Village car park sign</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                                                                                                                         | <p><b>24/250 ALLOTMENT REPORT</b><br/>To receive and note a report on the Allotments.</p> <ul style="list-style-type: none"> <li>• New chairman of committee</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                         | <p><b>24/251 PLAYGROUND</b><br/>To consider any matters relating to maintenance and risk management of the playground.</p> <ul style="list-style-type: none"> <li>• Playground inspection routine is now being carried out by Cllr Champion and a weekly report is being recorded.</li> <li>• To note that the annual RoSPA inspection has been scheduled to take place in May.</li> <li>• To note a grant application has been made to Hastoe Housing for a contribution to the fund for the replacement of the Playground.</li> <li>• To note that contact has been made with and quotes sought from: Sutcliffe Play; Caloo Play; Playsource; Sovereign Play and Elevate Play.</li> </ul>         |
|                                                                                                                                                                                                                                                                         | <p><b>24/252 VILLAGE GREEN</b><br/>To consider any matters relating to maintenance and risk management of the village green</p> <ul style="list-style-type: none"> <li>• To note response from the Lord of the Manor, if received, concerning tree maintenance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                          |



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| <br> | <ul style="list-style-type: none"> <li>• Vandalised bridge between Trinity church and Pond Lane. To note draft plan for “Dean’s Bridge” and to agree proposed plan for construction.</li> <li>• War Memorial cleaning quotes. To consider quotes from Hermitage Memorials and Lodge &amp; Sons, and determine whether to proceed</li> </ul>                                                                                |
| 24/253                                                                                                                                                                 | <b>STANSTED AIRPORT</b><br>To note any feedback from the meeting of Stansted Airport Sustainable development parish consultation on 26 February 2025                                                                                                                                                                                                                                                                       |
| 24/254<br>                                                                            | <b>DEFIBRILLATOR</b><br>To highlight publicity for the use of the council sponsored Defibrillator located outside the Coop, in addition to the article submitted to the Village magazine. See note to Members dated 13 March and article submitted to Village Magazine.                                                                                                                                                    |
| 24/255                                                                                                                                                                 | <b>CHRISTMAS TREE 2025</b><br>To determine the provision of a Christmas Tree and Lights for the 2025 season.                                                                                                                                                                                                                                                                                                               |
| 24/256<br>                                                                          | <b>THE WILDLIFE AREA</b><br>To determine an action plan for the next phase of maintenance for the Wildlife area. Two approaches: <ul style="list-style-type: none"> <li>• Follow the recommendations of the EECOS report of September 2023</li> <li>• Take the route to keep the area in a neat state as detailed in the working party report of August 2024.</li> </ul>                                                   |
| 24/257                                                                                                                                                                 | <b>V.E. DAY CELEBRATIONS</b><br>To determine activities to support the V.E. Day celebrations on Thursday 08 May 2025.                                                                                                                                                                                                                                                                                                      |
| 24/258                                                                                                                                                                 | <b>NEIGHBOURHOOD PLAN</b><br>To consider any matters relating to the Neighbourhood Plan. Housing Needs Survey documents have now been received and are to be collated. To note the next meeting is scheduled to be held on 27 March of the Steering Group.                                                                                                                                                                 |
| 24/259                                                                                                                                                                 | <b>NEIGHBOURHOOD WATCH</b><br>To receive any updates from Neighbourhood Watch.                                                                                                                                                                                                                                                                                                                                             |
| 24/260                                                                                                                                                                 | <b>REPORTS FROM MEMBERS ON MEETINGS ATTENDED</b><br>To receive and note any additional reports from members.                                                                                                                                                                                                                                                                                                               |
| 24/261                                                                                                                                                                 | <b>AGENDA ITEMS FOR NEXT MEETING</b><br>To note items for the agenda of the next meeting.                                                                                                                                                                                                                                                                                                                                  |
| 24/262                                                                                                                                                                 | <b>DATE OF NEXT MEETINGS</b> <ul style="list-style-type: none"> <li>• The next meeting of the Planning Committee will be at 3 pm on Thursday 24 April 2025.</li> <li>• The next Parish Forum meeting will be in the Village Institute at 10 am on Saturday 12 April 2025</li> <li>• The next scheduled council meeting is the Annual Meeting of the Parish Council will be at 7.30 pm on Wednesday 07 May 2025.</li> </ul> |

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|  | <ul style="list-style-type: none"><li>• The Annual Parish Meeting will be in the URC Hall at 7pm on Wednesday 21 May 2025.</li></ul> |
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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 05 March 2025

### Present:

|                              |                                |                         |
|------------------------------|--------------------------------|-------------------------|
| Cllr N Champion (NC)         | Cllr H Allen (HA)              | Cllr C Overton (CO)     |
| Cllr M Lemon (ML)            | Cllr M Bissell (MB) Chair      | Cllr P Brown (PB)       |
| Cllr S Saban (SS)            | Cllr S King (SK) (from 19:30)  |                         |
| Eddie Bacon (Hastoe Housing) | Jason Davey (Marfleet & Blyth) | Laura Atkinson (RCCE)   |
| 11 members of the public     | In attendance:                 | R Bowran – Parish Clerk |

Welcome by the Chair.

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| 24/217 | <b>APOLOGIES FOR ABSENCE</b><br>Received from Cllr Robley - unwell                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 24/218 | <b>DECLARATIONS OF PECUNIARY INTEREST</b><br>There were no Declarations of Interest by Members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 24/219 | <b>HASTOE HOUSING</b><br>There was a presentation from Jason Davey, Hastoe Housing nominated contractor, relating to planning application UTT/20/0422/FUL, Erection of 12 no. dwellings including new access and associated landscaping on land north of Cox Ley. The Construction Method Statement and Construction Management Plan will be publicised when it has been finalised. Jason reassured those present of their working ethos. Together with Eddie Bacon of Hastoe Housing he answered questions from members of the public.<br>Regular updates will be provided and distributed via the Clerk for publication on Facebook, the Neighbourhood Plan website, the Village magazine and the council website.<br>The prospect of some grant funding for local projects was raised and Jason and Eddie confirmed this was possible.<br>Laura Atkinson from RCCE outlined UDC's housing allocations policy which is detailed in the s106 agreement which has been made between UDC and the participating parties to the project. |
| 24/220 | <b>PUBLIC PARTICIPATION</b><br>There were no further questions from members of the public on other matters within the remit of the Parish Council, however,<br><b>A member of the public</b> highlighted the poor warning signage and dangerous approach at Ealing Bridge. <i>A meeting is scheduled with Essex CC on Wednesday 30 April in Sheering Village Hall</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 24/221 | <b>MINUTES OF MEETING</b><br><b>Resolved:</b> To approve the minutes of the meeting of 05 February 2025 (M10)<br>There were no matters arising from the minutes not included elsewhere on the agenda.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 24/222 | <b>PLANNING COMMITTEE</b><br><b>Noted:</b> The draft minutes of the Planning Committee held on 27 Feb 2025 (P06).<br>Key points:<br><br><b>APPLICATIONS RECEIVED FOR CONSIDERATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|        | <p>Proposed double garage together with front boundary works<br/>Grandview Chelmsford Road Hatfield Heath CM22 7BD<br/>UTT/25/0430/HHF   HHPG Comment: No Objection</p> <p>S73 application to vary condition 2 (approved plans) of UTT/23/0518/FUL (Proposed demolition of existing barn and replacement with 2 no. dwellings (alternative scheme to that approved under planning permission UTT/20/2416/FUL) )<br/>Barn At Peggerells Farm Sheering Road Hatfield Heath CM22 7LJ<br/>UTT/25/0364/FUL   HHPG Comment: Objection This is significantly different from the original permission granted and should therefore be the subject of a new application.</p> <p>Maintenance to 2 no. Oak trees due to mould and stem bleeding<br/>The Croft Stortford Road Hatfield Heath CM22 7DL<br/>Ref. No: UTT/25/0381/TPO   HHPG Comment: No Objection</p> <p>Application to discharge condition 3 (contamination remediation), 4 (noise protection), 5 (construction method statement), 6 (heritage strategy), 7 (construction management plan), 8 (hard and soft landscaping and boundary treatment), 9 (WSI for historic building recording), 10 (completion of historic building recording), 11 (WSI Programme of archaeological investigation), 13 (report of recording and archiving), 14 (post excavation assessment), 15 (great crested newt method survey), 16 (external lighting details), 18 (biodiversity enhancement strategy) 19 (detailed surface water drainage scheme), 21 (lighting design scheme for biodiversity), 22 (surface water drainage management) attached to UTT/23/1688/FUL<br/>Camp Poultry Farm Mill Lane Hatfield Heath Essex CM22 7AA<br/>Ref. No: UTT/25/0324/DOC   HHPG Comment: generally comprehensive response. Objection to proposal to have access via Bridleway.</p> <p>Application to discharge condition 12 (construction management plan) attached to UTT/19/1244/OP (approved by appeal APP/C1570/W/20/3259360)<br/>Heritage Cottage Friars Lane Chelmsford Road CM22 7BG<br/>Ref. No: UTT/25/0279/DOC   HHPG Comment: Objection. Noted that works are proposed to start on 01 March 2025, i.e. before this application has been determined.</p> <p>DECISIONS MADE BY THE LPA FOR NOTING</p> <p>UTT/24/3111/HHF: 26 Ardley Crescent Hatfield Heath CM22 7AH<br/>Completion of a loft conversion, material alterations to the existing property, and erection of outbuilding for use as annexe, Status: Approved</p> <p>PLANNING APPEALS</p> <p>Mandal Chelmsford Road<br/>Proposed demolition of existing dwelling and erection of new self-build detached dwelling and detached garage.<br/>Application reference: UTT/24/1176/FUL<br/>Appeal reference: APP/C1570/W/25/3358441<br/>Decision: Refusal</p> |
| 24/223 | <p><b>FINANCE COMMITTEE</b><br/><b>Noted:</b> The draft minutes of the Finance Committee held on 27 Feb 2025 (F03)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 24/224 | <p><b>PERSONNEL COMMITTEE</b><br/><b>Noted:</b> The draft minutes of the Personnel Committee held on 27 Feb 2025 (A02)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



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| <b>24/225</b> | <b>REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</b><br>To receive and note reports from County and District Councillors. <ul style="list-style-type: none"> <li>• Cllr Susan Barker (<i>in absentia</i>) reported on the situation concerning the proposed new Unitary Authorities for Essex.             <ul style="list-style-type: none"> <li>○ County Council election for May have been postponed</li> <li>○ An election for a mayor of Essex will be held in May 2026</li> <li>○ Election to Shadow Unitaries will be held in May 2026 or 2027</li> <li>○ There may be 3, 4 or 5 Unitaries set up in Essex, around 500k population in each Unitary.</li> <li>○ Likely date for new Unitaries is May 2028, ECC and UDC will be abolished.</li> <li>○ Likely to be 10-15 Unitary Councillors covering the UDC area. Currently there are 44 District and County Councillors.</li> </ul> </li> <li>• Cllr Mark Lemon had nothing further to add to this summary.</li> </ul> |
| <b>24/225</b> | <b>FINANCIAL REPORT</b><br>Approval of Expenditure.<br><b>Noted:</b> Items of expenditure in February 2025 as approved by the Finance committee<br>Management Accounts<br><b>Noted:</b> Management accounts for the eleven months to 28 February 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>24/226</b> | <b>CLERK'S REPORT &amp; CORRESPONDENCE</b><br><b>Noted:</b> Clerk's report and correspondence received. <ul style="list-style-type: none"> <li>• To note date for Annual Parish Meeting is now Wednesday 21 May which will include a Neighbourhood Plan report.</li> <li>• Clerk asked for nominations for a list of attendees to be invited to attend and give reports at the APM.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>24/227</b> | <b>KEY TASK MONITOR</b><br>To receive a report from the Forum meeting held in February 2025. Key points: <ul style="list-style-type: none"> <li>• ML will progress availability of Doctor's visits; The Close car park; ban on cycling through the gate to The Close.</li> <li>• Clerk will progress overgrown hedge at 93A Broomfields; kerb damage at junction of Dunmow Road and Chelmsford Road; beehive Court potholes.</li> <li>• Call for map of litter picking routes to be published as some areas are being ignored.</li> <li>• Request for Parish Forum dates to be published</li> <li>• Call for volunteers to sign up for Speedwatch.</li> </ul>                                                                                                                                                                                                                                                                                                                 |
| <b>24/228</b> | <b>HIGHWAYS MATTERS</b><br>To consider any matters relating to Highways <ul style="list-style-type: none"> <li>• Clerk advised that the request for a 20-mph speed restriction had been rejected by Essex Highways on the grounds that the school is on a PR1 designated route, and therefor it would be contrary to Highways policy.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>24/229</b> | <b>PARKING MANAGEMENT AND CAR PARKS</b><br>To consider any other matters relating to the village car parks. <ul style="list-style-type: none"> <li>• It was reported that the direction sign to the village car park had gone missing. Clerk will investigate.</li> <li>• Complaint about parking etiquette at the White Horse, Clerk to investigate.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>24/230</b> | <b>ALLOTMENT REPORT</b><br>To receive and note a report on the Allotments. <ul style="list-style-type: none"> <li>• PB announced the Peter Colgate is to become the new chair of the Allotment Committee.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |



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| <b>24/231</b> | <b>PLAYGROUND</b><br>To consider any matters relating to maintenance and risk management of the playground. <ul style="list-style-type: none"> <li>• Playground inspection routine is now being carried out by Cllr Champion and a weekly report is being recorded.</li> <li>• <b>Agreed.</b> To seek three quotations for the complete replacement of the playground. This will set a fund rising target.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                         |
| <b>24/232</b> | <b>VILLAGE GREEN</b><br>To consider any matters relating to maintenance and risk management of the village green <ul style="list-style-type: none"> <li>• A further email has been sent to the Lord of the Manor concerning tree maintenance. This included reference to the October 2023 tree survey that had been carried out by BHA Trees.</li> <li>• A member of the public has offered to replace the vandalised bridge between Trinity church and Pond Lane as a memorial to her late husband.</li> <li>• Noted that there were broken windows in the wooden bus shelter.</li> <li>• Additional quotes to be sought for the cleaning and repairs to the village War Memorial. Clerk to action.</li> <li>• The Village Festival is scheduled to take place on Sunday 22 June.</li> </ul> |
| <b>24/233</b> | <b>STANSTED AIRPORT</b><br><b>Noted:</b> That MB and the Clerk attended the meeting of Stansted Airport Sustainable development parish consultation on 26 February 2025. Copies of the presentation are available. There is no commitment by MAG to report the result of the consultation to parish participants.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>24/234</b> | <b>NEIGHBOURHOOD PLAN</b><br>To consider any matters relating to the Neighbourhood Plan and to receive a report of the meeting scheduled to be held on 27 February of the Steering Group. Clerk reported that a physical meeting did not take place. Peter Colgate will be contacting NR for a handover of papers. New Housing Needs Survey papers have been delivered, and a collating group needs to be set up. Michael Hockley has agreed to include the survey as an insert in the next edition of the Village Magazine.                                                                                                                                                                                                                                                                  |
| <b>24/235</b> | <b>NEIGHBOURHOOD WATCH</b><br>To receive any updates from Neighbourhood Watch. <ul style="list-style-type: none"> <li>• Theft of a vehicle which was pursued and recovered</li> <li>• Burglary in which kitchen knives were stolen</li> <li>• Break in on Dunmow Road and electronic equipment stolen.</li> <li>• PCSO Mike O'Donnell-Smith attends "Welcome Warm Spaces" meetings.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>24/236</b> | <b>REPORTS FROM MEMBERS ON MEETINGS ATTENDED</b><br>There were no additional reports from members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>24/237</b> | <b>AGENDA ITEMS FOR NEXT MEETING</b><br>To note items for the agenda of the next meeting. <ul style="list-style-type: none"> <li>• Defibrillator publicity.</li> <li>• Christmas Tree for 2025.</li> <li>• The Wildlife Area.</li> <li>• V.E. Day celebrations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| 24/238 | <b>DATE OF NEXT MEETINGS</b> <ul style="list-style-type: none"> <li>• The next scheduled meeting of the Council will be at 7.30 pm on Wednesday 02 April 2025.</li> <li>• The next meeting of the Planning Committee will be at 3 pm on Thursday 20 March 2025.</li> <li>• The next meeting of the Parish Forum will be at 11 am on Saturday 15 March 2025</li> </ul> |
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Meeting ended at 20:30



# HATFIELD HEATH PARISH COUNCIL

## Minutes of the Planning Committee Meeting held at 15.00 on Thursday 20 March 2025 in the URC Hall

### Present:

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

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| P24/57 | <b>APOLOGIES FOR ABSENCE</b><br>Received and accepted from Cllr Robley - unwell                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| P24/58 | <b>DECLARATIONS OF INTEREST</b><br>Declarations of Interest made by Cllr Lemon – member of UDC planning committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| P24/59 | <b>PUBLIC PARTICIPATION</b><br>There were no members of the public present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| P24/60 | <b>MINUTES</b><br><p><b>Resolved:</b> To approve the minutes of the Planning Committee meeting held on 27 February 2025 (P06)</p> <p>Items from last meeting</p> <ul style="list-style-type: none"> <li>Activity at the Camp Farm site. Application to discharge conditions. Several conditions have been discharged. There are 14 conditions which have not been satisfied and are therefore not discharged.</li> <li>Activity at the Pelham Structures site. Observed clearance of some land, question of the potential use of this area for commercial activity to be investigated.</li> </ul>                                                                                                                                                                                                                                                                                                 |
| P24/61 | <b>PLANNING MATTERS</b><br><br><b>APPLICATIONS RECEIVED FOR CONSIDERATION</b><br><br><p>First floor front and rear extension, garage conversion, new front porch and loft conversion with roof windows<br/> 10 Cox Ley Hatfield Heath CM22 7ER<br/> Ref. No: UTT/25/0586/HHF   HHPC Comment: Objection, appears to obstruct light to adjacent property.</p> <p>Front extension to create an entrance porch and study and a cart lodge replacing existing garage.<br/> Tangletrees Chelmsford Road Hatfield Heath Essex CM22 7BD<br/> Ref. No: UTT/25/0577/HHF   HHPC Comment: No Objection</p> <p>Licence application from Stranded Delivery Ltd for a 24 hours alcohol licence and to extend operations at Unit 12 Heath View Pond Lane from 20:00 to 04:30.   HHPC Comment: Objection. Overnight operation of a business, implying traffic movements, in this quiet area is not acceptable.</p> |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | <p><b>DECISIONS MADE BY THE LPA FOR NOTING</b></p> <p>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.<br/>The Briars Matching Road Hatfield Heath CM22 7AJ<br/>Ref. No: UTT/25/0150/HHF   Status: Approved</p> <p><b>PLANNING APPEALS</b><br/>None notified</p> <p><b>ENFORCEMENT NOTICES</b><br/>Discharge of condition 12 attached to UTT/19/1244/OP. Alleged operations at Heritage Cottage in contravention of the lack of a Construction Management Plan. Refer to Enforcement Officer at UDC.</p> |
| <b>P24/62</b> | <p><b>UDC LOCAL PLAN</b></p> <p>No further information received concerning the UDC Local Plan. Planning Inspectors now appointed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>P24/63</b> | <p><b>NEIGHBOURHOOD PLAN</b></p> <p>To consider any matters relating to the Neighbourhood Plan. HNS documents have been lodged at the Village Hall ready for collation. No further Steering Group meeting has yet been arranged.</p>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>P24/64</b> | <p><b>AGENDA ITEMS FOR NEXT MEETING</b></p> <p>To note items for the agenda of the next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>P24/65</b> | <p><b>DATE OF NEXT MEETING</b></p> <p>The next scheduled meeting is on Thursday 24 April 2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

Meeting ended at 15:30



**Invoices for Authorisation to 31 March 2025**

| Date       | Paid to           | Description                  | Pay method | Gross           | VAT           | Net             | vchr | Notes              |
|------------|-------------------|------------------------------|------------|-----------------|---------------|-----------------|------|--------------------|
| 01/03/2025 | Skilled Tech      | Web Site                     | on-line    | 69.53           | 11.59         | 57.94           | 149  |                    |
| 23/01/2025 | Starboard Systems | Scribe Accounts subscription | on-line    | 414.72          | 69.12         | 345.60          | 150  |                    |
| 11/03/2025 | R Bowran          | Zoom subscription            | on-line    | 155.88          | 25.98         | 129.90          | 151  |                    |
| 13/03/2025 | R Bowran          | McAfee subscription          | on-line    | 79.99           | -             | 79.99           | 152  | Virus control      |
| 02/03/2025 | R Bowran          | Postage stamps               | on-line    | 48.98           | -             | 49.98           | 153  |                    |
| 16/03/2025 | J Jackson         | Work Boots PPE               | on-line    | 19.99           | 3.33          | 16.66           | 154  | Litter pickers PPE |
| 27/03/2025 | R Bowran          | March salary                 | on-line    | 895.24          | -             | 895.24          | 155  |                    |
| 27/03/2025 | J Sykes           | March salary                 | on-line    | 216.05          | -             | 216.05          | 156  |                    |
| 27/03/2025 | S Caller          | March salary                 | on-line    | 108.03          | -             | 108.03          | 157  |                    |
| 27/03/2025 | J Taylor          | March salary                 | on-line    | 135.03          | -             | 135.03          | 158  |                    |
| 27/03/2025 | J Jackson         | March salary                 | on-line    | 108.03          | -             | 108.03          | 159  |                    |
| 27/03/2025 | HMRC              | March tax & NI               | on-line    | 381.62          | -             | 381.62          | 160  |                    |
| 28/03/2025 | R Bowran          | Office Expenses              | on-line    | 94.40           | -             | 94.40           | 161  |                    |
| 31/03/2025 | Unity Trust Bank  | Monthly Fee                  | on-line    | 6.00            | -             | 6.00            | 162  |                    |
| Total      |                   |                              |            | <b>2,733.49</b> | <b>110.02</b> | <b>2,624.47</b> |      |                    |

**Cash receipts**

| Date | From | Description | Amount | vchr |
|------|------|-------------|--------|------|
|      |      |             |        |      |

Total **£0.00**

**Balance at Bank (after these transactions)**

**£22,372.95**

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

22 March 2025 (2024-2025)

**Administration**

| Code Title                     | Receipts |        |          | Payments        |                 |                 | Net Position          |
|--------------------------------|----------|--------|----------|-----------------|-----------------|-----------------|-----------------------|
|                                | Budgeted | Actual | Variance | Budgeted        | Actual          | Variance        | +/- Under/over spend  |
| 9 Bank charges                 |          |        |          | 72.00           | 53.40           | 18.60           | 18.60 (25%)           |
| 10 Car Mileage                 |          |        |          | 500.00          | 816.40          | -316.40         | -316.40 (-63%)        |
| 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          | 328.81          | -128.81         | -128.81 (-64%)        |
| 28 Training                    |          |        |          | 450.00          | 182.00          | 268.00          | 268.00 (59%)          |
| 29 Office Provision            |          |        |          | 1,000.00        | 657.60          | 342.40          | 342.40 (34%)          |
| 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)          |
| <b>SUB TOTAL</b>               |          |        |          | <b>8,527.00</b> | <b>6,385.01</b> | <b>2,141.99</b> | <b>2,141.99 (25%)</b> |

**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%)         |
| <b>SUB TOTAL</b>           | <b>440.00</b> | <b>450.00</b> | <b>10.00</b> | <b>1,450.00</b> |        | <b>1,450.00</b> | <b>1,460.00 (77%)</b> |

**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        | 6,429.00         | -3,929.00        | -3,929.00 (-157%)       |
| 45 War Memorial      |          |        |          |                 |                  |                  | (N/A)                   |
| 84 Defibrillator     |          |        |          | 150.00          |                  | 150.00           | 150.00 (100%)           |
| <b>SUB TOTAL</b>     |          |        |          | <b>8,900.00</b> | <b>12,469.00</b> | <b>-3,569.00</b> | <b>-3,569.00 (-40%)</b> |

**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

22 March 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%)       |
| <b>SUB TOTAL</b> | <b>499.00</b> | <b>400.00</b> | <b>99.00</b> | <b>99.00 (19%)</b> |

### Car Parks

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

### Events

| Code             | Title                 | Receipts      |               |          | Payments      |        |               | Net Position<br>+/- Under/over spend |
|------------------|-----------------------|---------------|---------------|----------|---------------|--------|---------------|--------------------------------------|
|                  |                       | Budgeted      | Actual        | Variance | Budgeted      | Actual | Variance      |                                      |
| 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%)                                 |
| <b>SUB TOTAL</b> |                       | <b>700.00</b> | <b>700.00</b> |          | <b>949.00</b> |        | <b>949.00</b> | <b>949.00 (57%)</b>                  |

### Highways

| Code             | Title                   | Receipts |        |          | Payments        |                 |                | Net Position<br>+/- Under/over spend |
|------------------|-------------------------|----------|--------|----------|-----------------|-----------------|----------------|--------------------------------------|
|                  |                         | Budgeted | Actual | Variance | Budgeted        | Actual          | Variance       |                                      |
| 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)                                |
| <b>SUB TOTAL</b> |                         |          |        |          | <b>1,000.00</b> | <b>1,278.67</b> | <b>-278.67</b> | <b>-278.67 (-27%)</b>                |

### Information Technology

| Code             | Title                   | Receipts |        |          | Payments      |                 |                | Net Position<br>+/- Under/over spend |
|------------------|-------------------------|----------|--------|----------|---------------|-----------------|----------------|--------------------------------------|
|                  |                         | Budgeted | Actual | Variance | Budgeted      | Actual          | Variance       |                                      |
| 2                | Web-site                |          |        |          | 250.00        | 870.26          | -620.26        | -620.26 (-248%)                      |
| 31               | IT Repairs and Software |          |        |          | 250.00        |                 | 250.00         | 250.00 (100%)                        |
| 32               | IT Equipment            |          |        |          |               | 249.17          | -249.17        | -249.17 (N/A)                        |
| 53               | Zoom Subscriptions      |          |        |          | 150.00        | 129.90          | 20.10          | 20.10 (13%)                          |
| 91               | PC protection           |          |        |          |               | 154.98          | -154.98        | -154.98 (N/A)                        |
| 93               | IT Support              |          |        |          |               |                 |                | (N/A)                                |
| 99               | Mapping                 |          |        |          |               | 100.00          | -100.00        | -100.00 (N/A)                        |
| <b>SUB TOTAL</b> |                         |          |        |          | <b>650.00</b> | <b>1,504.31</b> | <b>-854.31</b> | <b>-854.31 (-131%)</b>               |

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

22 March 2025 (2024-2025)

**Litter Picking**

| Code      | Title              | Receipts |        |          | Payments |        |          | Net Position<br>+/- Under/over spend |
|-----------|--------------------|----------|--------|----------|----------|--------|----------|--------------------------------------|
|           |                    | Budgeted | Actual | Variance | Budgeted | Actual | Variance |                                      |
| 38        | Litter Picking PPE |          |        |          | 249.00   | 16.66  | 232.34   | 232.34 (93%)                         |
| SUB TOTAL |                    |          |        |          | 249.00   | 16.66  | 232.34   | 232.34 (93%)                         |

**Neighbourhood Plan**

| Code      | Title                | Receipts |          |           | Payments |          |          | Net Position<br>+/- Under/over spend |
|-----------|----------------------|----------|----------|-----------|----------|----------|----------|--------------------------------------|
|           |                      | Budgeted | Actual   | Variance  | Budgeted | Actual   | Variance |                                      |
| 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   | 1,165.00 | -665.00  | -665.00 (-133%)                      |
| 100       | Assets               |          |          |           |          | 229.10   | -229.10  | -229.10 (N/A)                        |
| SUB TOTAL |                      | 6,000.00 | 1,809.00 | -4,191.00 | 6,500.00 | 2,625.27 | 3,874.73 | -316.27 (-2%)                        |

**Other Amenities**

| Code      | Title                      | Receipts |        |          | Payments |        |          | Net Position<br>+/- Under/over spend |
|-----------|----------------------------|----------|--------|----------|----------|--------|----------|--------------------------------------|
|           |                            | Budgeted | Actual | Variance | Budgeted | Actual | Variance |                                      |
| 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<br>+/- Under/over spend |
|-----------|--------------------|----------|--------|----------|----------|--------|----------|--------------------------------------|
|           |                    | Budgeted | Actual | Variance | Budgeted | Actual | Variance |                                      |
| 69        | V.A.T. Expenditure |          |        |          |          |        |          | (N/A)                                |
| SUB TOTAL |                    |          |        |          |          |        |          | (N/A)                                |

**Other Income**

| Code | Title         | Receipts |          |          | Payments |        |          | Net Position<br>+/- Under/over spend |
|------|---------------|----------|----------|----------|----------|--------|----------|--------------------------------------|
|      |               | Budgeted | Actual   | Variance | Budgeted | Actual | Variance |                                      |
| 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

22 March 2025 (2024-2025)

|                  |                 |                 |                       |
|------------------|-----------------|-----------------|-----------------------|
| <b>SUB TOTAL</b> | <b>4,775.43</b> | <b>4,775.43</b> | <b>4,775.43 (N/A)</b> |
|------------------|-----------------|-----------------|-----------------------|

**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%)         |
| <b>SUB TOTAL</b> |                       |          |        |          | <b>1,500.00</b> | <b>102.00</b> | <b>1,398.00</b> | <b>1,398.00 (93%)</b> |

**Policing**

| Code             | Title              | Receipts |        |          | Payments |        |          | Net Position         |
|------------------|--------------------|----------|--------|----------|----------|--------|----------|----------------------|
|                  |                    | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 39               | Community Policing |          |        |          |          |        |          | (N/A)                |
| <b>SUB TOTAL</b> |                    |          |        |          |          |        |          | <b>(N/A)</b>         |

**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%)                 |
| <b>SUB TOTAL</b> |         | <b>46,750.00</b> | <b>46,750.00</b> |          |          |        |          | <b>(0%)</b>          |

**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%)        |
| <b>SUB TOTAL</b> |                    |          |        |          | <b>50.00</b> | <b>100.00</b> | <b>-50.00</b> | <b>-50.00 (-100%)</b> |

**Salaries**

| Code             | Title          | Receipts |        |          | Payments         |                  |                  | Net Position            |
|------------------|----------------|----------|--------|----------|------------------|------------------|------------------|-------------------------|
|                  |                | Budgeted | Actual | Variance | Budgeted         | Actual           | Variance         | +/- Under/over spend    |
| 1                | Current Staff  |          |        |          | 9,918.00         | 10,742.88        | -824.88          | -824.88 (-8%)           |
| 51               | HMRC           |          |        |          | 3,014.00         | 4,305.85         | -1,291.85        | -1,291.85 (-42%)        |
| 52               | Litter Pickers |          |        |          | 6,683.00         | 6,805.68         | -122.68          | -122.68 (-1%)           |
| <b>SUB TOTAL</b> |                |          |        |          | <b>19,615.00</b> | <b>21,854.41</b> | <b>-2,239.41</b> | <b>-2,239.41 (-11%)</b> |

**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

22 March 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%)      |
| <b>SUB TOTAL</b>         | <b>116.00</b> | <b>-116.00</b> | <b>174.00</b> | <b>174.00</b> | <b>58.00 (20%)</b> |

**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%)         |
| <b>SUB TOTAL</b> |                       | <b>2,265.00</b> | <b>2,524.28</b> | <b>259.28</b> | <b>11,430.00</b> | <b>8,857.15</b> | <b>2,572.85</b> | <b>2,832.13 (20%)</b> |

**Summary**

|                    |                  |                  |               |                  |                  |                 |                      |
|--------------------|------------------|------------------|---------------|------------------|------------------|-----------------|----------------------|
| <b>NET TOTAL</b>   | <b>56,271.00</b> | <b>57,008.71</b> | <b>737.71</b> | <b>63,393.00</b> | <b>57,450.53</b> | <b>5,942.47</b> | <b>6,680.18 (5%)</b> |
| <b>V.A.T.</b>      |                  |                  |               |                  | 4,008.65         |                 |                      |
| <b>GROSS TOTAL</b> |                  | <b>57,008.71</b> |               |                  | <b>61,459.18</b> |                 |                      |

**Memorandum from the Clerk**

To: All Councillors

Subject: Clerk's Report

Date: 24 March 2025

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Summary of main items of activity:

- Prepared agendas and minutes for meetings
- Prepared response items for Neighbourhood Plan.
- Carried out normal monthly administration tasks
- Reviewed Litter Picking contracts, met with litter pickers

Correspondence

- E-mail to agent for Lord of the Manor re: tree work.
- Clarification sought for construction works at Heritage Cottage
- Dialogue with offer of replacement bridge on Heath (Deans Bridge)
- Dialogue with potential new internal auditor
- Applied for grant from Hastoe Housing
- Responded to premises licence application
- Revised authorities with Unity Trust Bank

Future Actions

- Seek reimbursement of Neighbourhood Plan Secretariat expenses.
- Purchase litter bin for cricket pavilion
- Purchase two replacement Dog Poo bins
- Purchase PPE for Litter Pickers
- Review renewal of Insurance Policy

## NOTES ON HATFIELD HEATH'S PARISH COUNCIL FORUM SATURDAY 15<sup>th</sup> MARCH 2025

Date: 15<sup>th</sup> March 2025  
Time: 10am  
Venue: Institute

Present: Sandra Saban, Peter Brown, Chris Overton, Hilary Allen and three members of the public.

Notes by: Hilary Allen

| Item | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.   | <p><b>Village Magazine Group:</b> Peter reported on issues arising from a meeting that had attended.</p> <p>The Village Magazine Group suggested that the Parish Council should acknowledge their appreciation for Ciaran Gold's excellent work as Editor of the Hatfield Heath Village Magazine. Also, to welcome and thank Stephanie Rider for taking over the Editorship of the Village Magazine.</p> <p>It was suggested a notification be placed in the Magazine regarding the use of the Defibrillator. Recording that when entry to the Defibrillator cabinet is needed, a call to 999 will provide the code.</p> <p>From that meeting it was suggested that the Parish Council be asked to support the Magazine by paying towards the cost of the Council's minutes entry in the Magazine.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |
| 2.   | <p><b>Peter's report on Villagers Concerns:</b></p> <p>3 missing manhole covers down Sawbridgeworth Road between Gladwyn's cottages and Rose Isle, are STILL missing. These have been the subject of many ongoing reports.</p> <p>Bus Shelter, opposite cottages near Thatcher's pub on the Stortford Road. Side glass shattered and the Shelter in need of an upgrade. Peter reported that the Shelter is the responsibility of Essex County Council.</p> <p>Residents who live at Forge Cottages Stortford Road have complained quite a few times re the parking area to the front of their cottages. The area needs to be weeded, made level.</p> <p>The Close and Broomfield's pot holes are causing concern Residents have complained a number of times regarding these. Also, drain covers sunken outside properties in Broomfield's number 15 and opposite number 9. Can they please be reported for repair?</p> <p>Many Complaints received from local people regarding an overgrown hedge fronting Cedar Lodge and Friars residences on the Chelmsford Road. Has a response been received from the occupiers of those properties?</p> <p>It was reported the large pot hole outside Nigel's house has been repaired.</p> <p>Behind the Bus Shelter opposite Coop. Concern expressed about the wooden bollards which are needing to be replaced, especially as it's the season that Travellers start visiting villages.</p> |        |
| 3.   | <b>Sandra Saban's Reports:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |



|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    | <p>It was reported that a Villager nearly got run over in Pond Lane, in the area where vehicles are double parked. Could parking restrictions be put in place to stop parking in the road?</p> <p>Anti-Social behaviour in Broomfield's opposite the surgery, and the new vicarage. It has been reported by a number of villagers that loud noise from music, revving of car noise and general hub bub from a group usually consisting of 4 to 5 teenagers and adults. Initially residents are now going to record every time this occurs, for lodging with the parish council. On going advice please on how to stop this.</p> <p>In Broomfield a vehicle registration number MC66 KJF has not moved since before Christmas. Can this be reported?</p>                                     |  |
| 4. | <p><b>Hilary Allen's concerns:</b></p> <p>Could signs be placed on both ends of Pond Lane notifying drivers to SLOW DOWN WILD LIFE CROSSING.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 5. | <p><b>Member of Public's concerns:</b></p> <p><b>Minutes of the Parish Council</b></p> <p>It was noted that there are three parish council web sites;<br/> <a href="https://hatfieldheath-pc-.gov.uk">https://hatfieldheath-pc-.gov.uk</a><br/> <a href="http://www.hatfieldheath.com/yourcouncil.html">www.hatfieldheath.com/yourcouncil.html</a> (Page not found)<br/> <a href="https://hatfieldheath.com/contact/">https://hatfieldheath.com/contact/</a> very old.in existence.</p> <p>It was suggested that the old sites be removed, and a new website formed to show the minutes of previous meetings, together with the forthcoming agenda. This raised the question, could the minutes be available to Parish Council members before they are printed in the Village Magazine.</p> |  |
| 6. | <p><b>Holy Trinity Perimeter Path</b></p> <p>The Perimeter path around Holy Trinity Church is considered unsafe especially when wet. It is noted that it is a busy thoroughfare which is constantly in use. Very many parents park in the area behind the church and use the path to collect their children from the school. Would it be possible for the Parish Council to help with a grant to repair the path.</p>                                                                                                                                                                                                                                                                                                                                                                       |  |
| 7. | <p><b>Offer of help with bridge construction.</b></p> <p>A resident came in to offer their help with replacing the bridge between the Pond Lane and the Holy Trinity. We thanked him for his kind offer, informing him of the offer from another resident for a memorial bridge. He suggested supplying a drawing with a view to liaising with Sam King (if he agrees) to help with building and supplying materials for the bridge.</p>                                                                                                                                                                                                                                                                                                                                                    |  |
| 8. | <p><b>Children's Playground.</b></p> <p>Hilary reported on her conversations with Richard and Nicki regarding the Playground being completely replaced. It was noted Richard had agreed to contact Playground Installers to obtain quotes. When these are to hand and if the Parish Council agree to the plans, grants and fund raising could start in earnest.</p>                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| 9. | <b>DATE AND TIME OF NEXT MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |

## Parish Clerk

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**From:** Alexis Wildman <alexiswildman18@gmail.com>  
**Sent:** 17 March 2025 16:44  
**To:** Parish Clerk; Mark Bissell; bpercy@persanti.com  
**Subject:** Fwd: DEANS BRIDGE  
**Attachments:** DEANS BRIDGE3-Location.pdf; DEANS BRIDGE3-Site.pdf; DEANS BRIDGE 1.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon,

My Dad has drawn up our provisional plans - see attached, these are subject to change (based on construction method and measures etc) but should give the idea of what we are looking to achieve.

### Key points:

- using natural materials but high quality/hard wearing to be long lasting and resistant as possible to nature and vandalism and be in keeping with the natural surroundings of the beautiful heath.
- ground screws used to anchor which are environmentally friendly and don't corrode over time, and minimal damage to nearby tree roots during construction.
- haven't yet identified the exact position of a memorial plaque but it will be discreet and in keeping with the overall look
- Health and safety requirements such as recommended slope for wheelchair users, and anti slip grips for treads (exploring chicken wire and long lasting alternatives)
- once costed I will launch a go fund me, just to invite friends/family to contribute but will also advertise in the village mag - any short fall I will happily cover myself as I was happy to fund it entirely myself ( but many friends have offered to donate and suggested I give people the opportunity to) any excess raised will be donated to the village/parish.
- currently aligning diaries for the build (mainly done off site but we will come together on one day to put together etc. We are doing this as swiftly as we can given we are volunteers rather than commercially profiting and aiming for late spring completion. (Appreciate the current bridge is very unstable at present)

If there are any other points that you feel we are missing at this stage, want clarification on or want us to add then please do let us know??

Regards,  
Lexy

----- Forwarded message -----

**From:** fraser bateman <[fraserbateman@yahoo.co.uk](mailto:fraserbateman@yahoo.co.uk)>  
**Date:** Mon, 17 Mar 2025 at 15:23  
**Subject:** DEANS BRIDGE  
**To:** [alexiswildman18@gmail.com](mailto:alexiswildman18@gmail.com) <[alexiswildman18@gmail.com](mailto:alexiswildman18@gmail.com)>

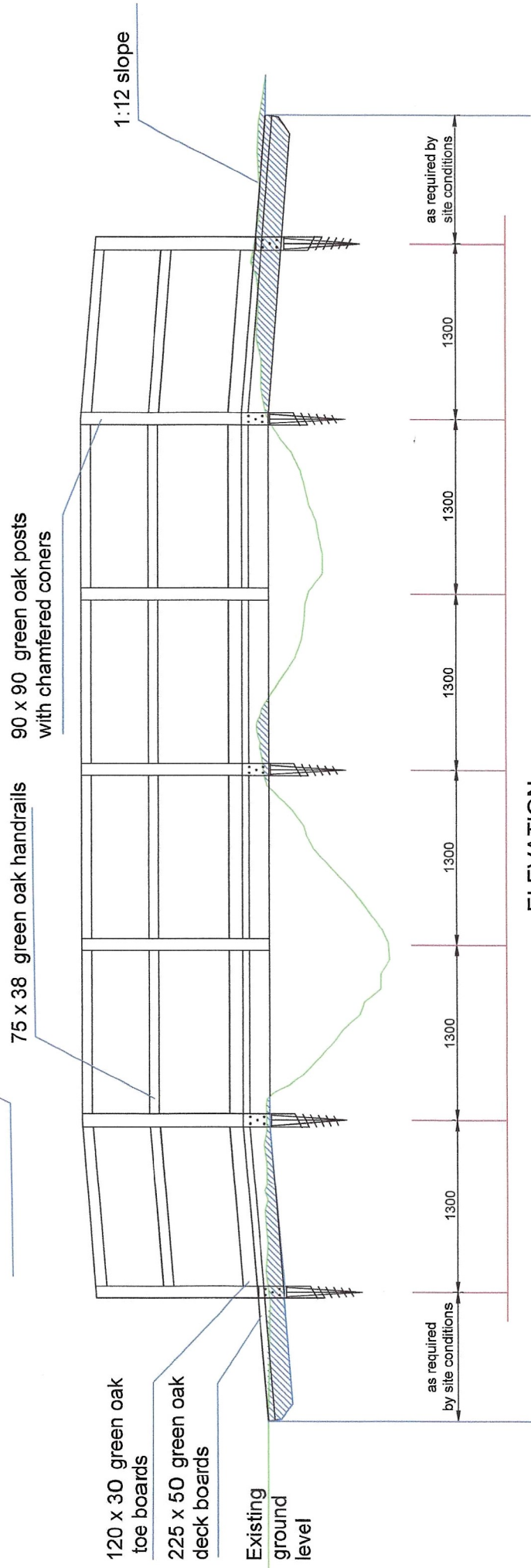
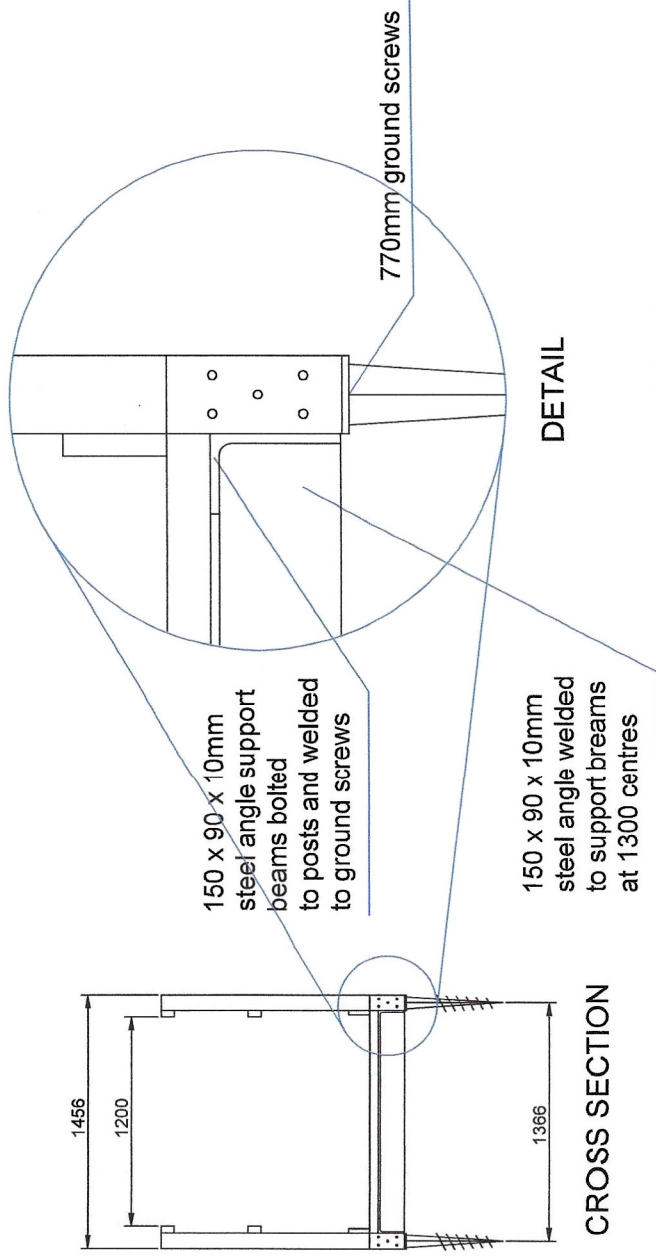
Hi Lexy,

Started to draw up Dean's Bridge

## NOTES:

1 Recommended maximum slope for disabled access is 1:12

2 Soil to be removed as required to achieve level transition from ground level to bridge deck and clear underside of bridge support system.



# DEANS BRIDGE



AGENDA: 24/252.2

## QUOTATION

HERMITAGE MEMORIALS  
Est 2002

To  
Hatfield Heath, Council

Hermitage Memorials  
Larchwood Road  
Red Lodge  
IP288ZT

22nd November 2024

### **Quotation for :**

The restoration of a Men of War Monument situated at  
(Hatfield Heath, Essex).

- To clean and restore the entire stone monument back to its original beauty.
- Stone Material. (Portland Lime)
- Revive and clean the inscriptions upon the monument.
- Clean all paving slabs around the monument.

### **(Damage to the monument)**

To fix and re- fill the (Hole) damage to the bottom of the monument, drilling small pins for extra strength and durability - Cementing / filling the hole.

Carefully chizzling out the old, excising cement from around the center piece which has cracked / Re-cementing back around filling the void.

Remove excess cement from around the paving slabs - Re cementing and filling the cracks below the slabs.

### **SUBTOTAL**

**£2895**

Please note: When carrying out restorations to monuments we uphold very strict safety regulations throughout maintaining the safety of the public thus ourselves. We intend on fencing off the work area with safety fencing, also placing health and safety signs allocated around the site.

In the possibility of us proudly being appointed with this restoration we would kindly request a (50% deposit) of the total amount to be made prior to a start date.

### **DEPOSIT TOTAL**

**£1475**

We look forward to your response

Kind Regards  
Hermitage Memorials

**From:** Mike Hayhow <[hayhowm@lodgeandsons.co.uk](mailto:hayhowm@lodgeandsons.co.uk)>  
**Sent:** 13 March 2025 16:17  
**To:** Joanne Sargent <[jo.sargent@sawbridgeworth-tc.gov.uk](mailto:jo.sargent@sawbridgeworth-tc.gov.uk)>  
**Subject:** war memorial

Hi Jo

The cost for the cleaning of the War memorial in Sawbridgeworth is £1941.00+vat

The cost for Hatfield Heath will be the same as I have allowed to clean the slabs around the memorial also if you could pass this on to your Husband that would be great . the price is based on them both being done if its only yours it would increase yours by £310.50+vat

Kind Regards,

Michael Hayhow

**Lodge & Sons (Builders) Ltd**

Tel: 01371 856666

**Parish Clerk**

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**From:** Parish Clerk  
**Sent:** 13 March 2025 10:47  
**To:** Chris Overton; Hillary Allen; Mark Bissell; Mark Lemon; nigel robley; Niki Champion; Peter Brown; Sam King; Sandra Saban  
**Subject:** Defibrillator

All

The correct procedure if anyone wants access to the Coop defibrillator is to call 999.  
The defibrillator is registered with "The Circuit" and hence with East of England Ambulance Service.  
After use it has my contact phone number as it needs to be checked before it is put back in the box.  
But for your information the access code is "C159X"

Regards

Richard Bowran

Hatfield Heath Parish Clerk

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ARTICLE SENT TO MAGAZINE 13/3/25

Defibrillator

The parish council defibrillator is located in a box on the wall of the Coop

To gain access you should dial 999, you will be given the code.

If used please contact the phone number on the device so it can be checked and replaced.



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# Hatfield Heath Parish Council

## Memorandum from the Clerk

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To: Wildlife Working Party  
From: Richard Bowran  
Subject: Wildlife Area – Briefing Note  
Date: 13 August 2024

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Members,

On Tuesday 13 August the Wildlife Working Party (WWP); (Cllrs Robley, Saban and Allen) met with Danny Krokos (Oakridge Nurseries) to agree on the next steps in care and maintenance of the Wildlife area. The main outcomes were:

- For the avoidance of doubt, RB gave DK a set of written notes saying that the only person authorised to give Oakridge instructions in the Wildlife area was the Clerk. (some person(s) had interfered with previous instructions and altered the areas to be cut by the road opposite the school)
- The overall effect of the first cut in July was perceived to achieve what we intended.
- The WWP then walked the area and identified a number of self-seeded trees that are to be removed and trees needing crowns lifted.
- The two main information boards needed some cleaning and care. This has now been carried out by NR.
- Reed, bulrush and willow growth around the pond was identified for thinning out and removal as was cutting back of thistles and excessive brush. And an access path to the pond was scheduled for clearance.
- New Zealand pigmy weed to be totally removed and burnt and the channel between the main pond and that on the Reynold's side of the road cleared and reconnected.
- The hedge alongside the B183 to be halved in height and the brush around the pond viewed from Church Road to be cleared.
- DK to revert to RB with a cost estimate and timing of the works. The expense will be met from the village green tree maintenance budget.
- NR and RB reviewed the grass cutting contract especially in relation to Area 18 and the splays at the road junctions. Concluded that it is included in the PW

May contract and is due for cutting in September. The splays are supposed to be done with every cut of the heath proper.

- Responding to a complaint from a member of the public about ragwort near Matching Road, this could not be immediately identified and the complainant is being asked to provide images of the offending articles. Disposal if needed will be handled the same ways as in 2022.