

Hatfield Heath Parish Council

Chairman: Cllr Mark Bissell

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



To: Members of Hatfield Heath Parish Council
Cllrs Allen; Bissell; Brown, Champion, King, Lemon, Overton, Robley, Saban.

ANNUAL MEETING OF THE PARISH COUNCIL

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held in the URC Hall, Hatfield Heath at **7.30pm on Wednesday 07 May 2025** to transact the business set out in the agenda below.

Parish Clerk
01 May 2025

AGENDA

Welcome by the Chairman

25/01 👤	ELECTION OF CHAIRMAN To elect a chairman of the council for the civic year 2025/26. Chairman to sign the Declaration of Acceptance of Office.
25/02 👤	ELECTION OF VICE-CHAIRMAN To elect a vice-chairman of the council for the civic year 2025/26.
25/03	APOLOGIES FOR ABSENCE To receive any apologies for absence
25/04	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Interest by Members. Members are reminded that they must renew their Declarations.
25/05	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
25/06 📄👤	MINUTES OF MEETING To approve the minutes of the meeting of 02 April 2025 (M12) To discuss any matters arising from the minutes not included elsewhere on the agenda.
25/07 📄	PLANNING COMMITTEE To note the draft minutes of the Planning Committee held on 24 April 2025 (P09)

25/08	ANNUAL PARISH MEETING To note the Annual Parish Meeting will be held on 21 May 2025.
25/09	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
25/10  	ADOPTION OF KEY POLICIES To confirm the adoption of existing Standing Orders, Financial Regulations as recommended by the Finance Committee on 27 February 2025 (minutes F24/18 and F24/19) To confirm the Code of Conduct. To be reviewed by the Finance Committee in the coming months.
25/11    	COMMITTEE STRUCTURE & MEMBERSHIP To agree a committee structure for the year 2025/26 and to appoint members to committees. To appoint members as Champions and Representatives for areas of Council responsibility. <i>[committee membership for 2024/25 attached]</i>
25/12  	CALENDAR OF MEETINGS To consider and approve the proposed calendar of meetings for the civic year 2025/26
25/13  	FINANCIAL REPORT Approval of Expenditure. To note items of expenditure in April 2025 as approved by the Finance committee Management Accounts To note management accounts for the month of April 2025
25/14    	AGAR 2024/25 1. To resolve to approve the Annual Governance Statement 2024/25. 2. To resolve to approve the Accounting Statements 2024/25.
25/15 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
25/16 	KEY TASK MONITOR To review and update the Key Task Monitor. From Forum meeting on 12 April 2025.
25/17	HIGHWAYS MATTERS To consider any matters relating to Highways
25/18	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management and village car parks.

25/19	ALLOTMENT REPORT To receive and note a report on the Allotments. Accounting for allotment rents
25/20	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. Report on quotation for upgrade, if received.
25/21	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green - Report on initial grass cutting - Response from Lord of the Manor about tree maintenance, if received.
25/22	NEIGHBOURHOOD PLAN To consider any matters relating to the Neighbourhood Plan. Distribution of Questionnaire
25/23	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members.
25/24	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
24/25	DATE OF NEXT MEETINGS - The next scheduled meeting of the Council will be at 7.30 pm on Wednesday 04 June 2025 - The next meeting of the Planning Committee will be at 3 pm on Monday 27 April 2025

Symbols:  : paper attached  : vote required

Members of the Public and Press are welcome to attend and observe meetings of the Council but may only speak during the item for public participation. This item is limited to a total of 15 minutes.

The meeting is being recorded by the Clerk for the purposes of minute taking.

HATFIELD HEATH PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at URC Hall, Hatfield Heath at 19:30 on Wednesday 02 April 2025

Present:

Cllr N Champion (NC) <i>v-chair</i>	Cllr H Allen (HA)	Cllr C Overton (CO)
Cllr M Lemon (ML)	Cllr S Saban (SS)	Cllr P Brown (PB)
4 members of the public	In attendance:	R Bowran – Parish Clerk

Welcome by the Vice-Chair.

24/239	APOLOGIES FOR ABSENCE Received from Cllr Robley – unwell, Cllr King – work and Cllr Bissell - holiday
24/240	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Interest by Members.
24/241	PUBLIC PARTICIPATION Questions from members of the public on other matters within the remit of the Parish Council. A member of the public asked about (lack of) care for the Wildlife Area. Was this a change of council policy or an error? <i>Clerk responded that work carried out in 2024 followed the recommendations of the 2023 EECOS report. Since this conflicted with the 2009 report, it was suggested that the council could expend the Wildlife Working Party to include additional views.</i> A member of the public asked why the parish precept had increased substantially for 2025/26. <i>Clerk responded that the precept had remained at the same level for several years, Reserves had consequently been depleted and an increase was needed to meet current commitments and future projects. A full report will be given at the Annual Parish Meeting.</i> A member of the public asked about work beginning at the Camp Farm and Pelham Structures sites. <i>Clerk responded that not all the Camp Farm planning conditions had been met. Apparent commercial activity at Pelham Structures had been reported to UDC Enforcement.</i> A member of the public commented on the Neighbourhood Plan which is coming together. See item 24/258. A member of the public asked about a replacement litter bin for the site near the Cricket Pavillion. <i>Clerk said new bin and two new dog bins have been ordered.</i> A member of the public commented that the verge near the cricket pitch are being overrun by cars. Posting is deteriorated. <i>Clerk said monies were in the new budget for repair work Suggested that Parking Partnership should be asked to attend more frequently to inhibit parking on double yellow lines.</i> A member of the public asked about action to repair the broken bridge near Pond Lane and presented a sketch plan of a possible solution. <i>Clerk said a parishioner had offered to replace it and this appears as agenda item 24/252 of this meeting for approval.</i>

	A member of the public handed over Allotment Society rent moneys for 2025/26 to the Clerk. See item 24/230. <i>Clerk to respond with a formal receipt.</i>
24/242	MINUTES OF MEETING Resolved: To approve the minutes of the meeting of 05 March 2025 (M11) There were no matters arising from the minutes not included elsewhere on the agenda.
24/243	PLANNING COMMITTEE Noted: The draft minutes of the Planning Committee held on 20 March 2025 (P07). Key points: APPLICATIONS RECEIVED FOR CONSIDERATION <u>First floor front and rear extension, garage conversion, new front porch and loft conversion with roof windows</u> 10 Cox Ley Hatfield Heath CM22 7ER Ref. No: UTT/25/0586/HHF HHPC Comment: Objection, appears to obstruct light to adjacent property. <u>Front extension to create entrance porch/ study and cart lodge replacing existing garage.</u> Tangletrees Chelmsford Road Hatfield Heath Essex CM22 7BD Ref. No: UTT/25/0577/HHF HHPC Comment: No Objection <u>Licence application from Stranded Delivery Ltd for a 24 hours alcohol licence and to extend operations</u> 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. DECISIONS MADE BY THE LPA FOR NOTING <u>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.</u> The Briars Matching Road Hatfield Heath CM22 7AJ Ref. No: UTT/25/0150/HHF Status: Approved PLANNING APPEALS None notified ENFORCEMENT NOTICES 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. Referred to Enforcement Officer at UDC
24/244	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. • Cllr Susan Barker reported. ○ Change of UDC housing contractor ○ Unitary Authority predicted to be Harlow, Epping and Uttlesford ○ Progress on Community First Responders – Item 24/246 • Cllr Mark Lemon reported ○ Locality Fund has been ended in 2025/26.
24/245	FINANCIAL REPORT Approval of Expenditure. Noted: Items of expenditure in March 2025 as approved by the Finance committee Management Accounts

	Noted: Management accounts for the twelve months to 31 March 2025 Internal Auditor Resolved: To appoint Karen Roddam ACMA, of AIMS Accountants as internal auditor for the year 2025/26. <i>[prop Cllr Lemon, secd Cllr Saban, all in favour]</i>
24/246	CLERK'S REPORT & CORRESPONDENCE Noted: Clerk's report and correspondence received. - To note date for Annual Parish Meeting is Wednesday 21 May which will include a Neighbourhood Plan report. Clerk asked for and was given a list of attendees to be invited to attend and give reports at the APM. Resolved: That Draft Minutes of council meetings should be sent to Members before being sent to the Village Magazine for publication. <i>[prop Cllr Allen; secd Cllr Overton; [for 2; against 1; abstain 3; motion carried]</i> - Proposal that the parish council should make a financial contribution to the Village Magazine for the publication of council minutes. Agreed: to bring the proposal to the next meeting having enquired the state of the magazine's finances from the treasurer.
24/247	KEY TASK MONITOR To receive a report from the Forum meeting held in March 2025. Key points: - Pallets covering drains on Sawbridgeworth Road. Clerk to report to Highways. - Repair to bus shelters to be put to Highways. If they do not respond consider parish council to do works. - State of layby by Ford Cottages. This work on posts etc. is budgeted for the next year. - Anti-Social behaviour in Broomfields reported again, ML to pass diary to Environmental Services and Police. - Spate of untaxed cars around village. To be reported to UDC and Police.
24/248	HIGHWAYS MATTERS To consider any matters relating to Highways - Report of malfunctioning school Wig-Wags. - Meeting with Highways Re: Ealing Bridge is at 6pm on 30 April in Sheering Village Hall.
24/249	PARKING MANAGEMENT AND CAR PARKS To consider any other matters relating to the village car parks. The direction sign to the village car park has not gone missing as previously alleged. The "Police Aware" stickers on the sign appear to be a prank.
24/250	ALLOTMENT REPORT To receive and note a report on the Allotments. - PB announced the Peter Colgate has become the new chair of the Allotment Committee with effect from 01 April 2025. - Allotment rents received, see item in Public Participation.
24/251	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. - Playground inspection routine is now being carried out by Cllr Champion and a weekly report is being recorded. - RoSPA inspection has been advised to take place in May, councillors will not attend, as a premium charge is proposed.

	• Grant has been sought from Hastoe housing for £250 towards fund and this had been successful. • Five quotations have been sought for the complete replacement of the playground. This will set a fund rising target.
24/252	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green • 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. No response has been received. Parish Council to seek quotes for work and advise LoM before permission is sought to carry out work. • 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. Resolved: To approve proposed construction. <i>[prop Cllr Champion; sec'd Cllr Lemon; nem con]</i> • Additional quotes to be sought for the cleaning and repairs to the village War Memorial. Clerk to action. Held over to next meeting.
24/253	STANSTED AIRPORT There is no further information from MAG on the result of the consultation to parish participants.
24/254	DEFIBRILLATOR Clerk confirmed publicity made in village magazine and the correct contact procedure is to dial 999.
24/255	CHRISTMAS TREE 2025 Deferred to next meeting in the absence of MB
24/256	THE WILDLIFE AREA Noted difference of opinion in the village as to the on-going treatment of the area. See comments as to the way forward made in public participation.
24/257	V.E. DAY CELEBRATIONS Individual celebrations are to take place. Beacon will be lit at 9pm on Bank Holiday 05 May, to line up with national events. SS has free bunting to be erected on Village Hall.
24/258	NEIGHBOURHOOD PLAN To consider any matters relating to the Neighbourhood Plan and to receive a report of the meeting held on 27 March of the Steering Group in which progress was reported. Next meeting to be on 23 April.
24/259	NEIGHBOURHOOD WATCH To receive any updates from Neighbourhood Watch. • Nothing to report.

24/260	REPORTS FROM MEMBERS ON MEETINGS ATTENDED NC reported on a meeting with the litter pickers. Re-evaluation of all the routes. Village Ranger role was advised. Agreed to provide Hi-Viz jerkins and safety boots. This was agreed from existing budget.
24/261	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. - Heath Post Repairs - War Memorial Cleaning. - Christmas Tree for 2025. - Litter Bins
24/262	DATE OF NEXT MEETINGS - The next scheduled meeting of the Council will be the Annual Meeting of the Parish Council at 7.30 pm on Wednesday 07 May 2025. - The next meeting of the Planning Cttee will be at 3 pm on Thursday 24 April 2025. - The next meeting of the Parish Forum will be at 10 am on Saturday 12 April 2025 - The Annual Parish Meeting is at the URC Hall at 7pm on Wednesday 21 May 2025

Meeting ended at 21:15

HATFIELD HEATH PARISH COUNCIL

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

Present:

Cllr S Saban (SS)	Cllr M Bissell (MB)	Cllr H Allen (HA)
Cllr M Lemon (ML)		
I member of the public	In attendance:	R Bowran – Parish Clerk

P24/66	APOLOGIES FOR ABSENCE Received from Cllr Robley – unwell and Cllr Champion – business commitment. Cllr Allen substituted for Cllr Champion at this meeting. In the absence of the chair and vice-chair, Resolved: that Cllr Bissell would chair this meeting. [prop Cllr Lemon; secd Cllr Saban, nem con]
P24/67	DECLARATIONS OF INTEREST Cllr Lemon declared an interest as a member of the UDC planning committee.
P24/68	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Planning Committee. A member of the public made representations supporting planning application UTT/25/0959/FUL, Serena, Chelmsford Road. <i>Chair advised that the parish council were invited solely to comment on applications and that determination of the application would be made by the LPA (UDC).</i> <i>Clerk advised that in planning terms the most recent issues relating to comment made by the Planning Inspector appear to have been addressed.</i>
P24/69	MINUTES Resolved: To approve the minutes of the Planning Committee meeting held on 20 March 2025 (P07)
P24/70	PLANNING MATTERS APPLICATIONS RECEIVED FOR CONSIDERATION Cllr Lemon recused himself from the next item and left the room. <u>Demolition of garage and erection of replacement garage. Erection of 2no. detached self-build dwellings, together with associated parking, residential curtilages and landscaping, and creation of new vehicular access</u> Serena Chelmsford Road Hatfield Heath Essex CM22 7BD Ref. No: UTT/25/0959/FUL HHPC Comment: Restate comments made on previous applications concerning 1. Overdevelopment of site. 2. Development too close to neighbouring properties. 3. Inappropriate design for area. 4. Concern that drainage issues in the area have not been addressed. Cllr Lemon returned to the room.

	<u>Application to list all approved plans</u> Former Police Station, Chelmsford Road Ref: No UTT/25/1029/NMA HHPC make no comment. <u>Application to discharge planning conditions</u> Nos, 3, 4, 5, 8, 18, 19 & 22 Camp Farm, Mill Lane Ref No UTT/23/1688/FUL HHPC make no comment. DECISIONS MADE BY THE LPA FOR NOTING <u>Addition of garage and changes to boundary.</u> Grandview, Chelmsford Road Ref. No: UTT/25/0430/HHF Status: Approved PLANNING APPEALS None notified ENFORCEMENT NOTICES None notified
P24/71	UDC LOCAL PLAN To consider any further information received concerning the UDC Local Plan. Planning Inspectors now appointed. Hearing date is 10am on Tuesday 10 June 2025 at Uttlesford District Council, London Road, Saffron Waldon
P24/72	NEIGHBOURHOOD PLAN To consider any matters relating to the Neighbourhood Plan. Meeting took place on 23 April. Next meeting to discuss participation at Annual Parish Meeting is on 15 May. Next mostly meeting is on 29 May.
P24/73	AGENDA ITEMS FOR NEXT MEETING No specific additional items for the agenda of the next meeting.
P24/74	DATE OF NEXT MEETING The next scheduled meeting, subject to verification at the Annual Meeting of the Parish Council, is on Thursday 29 May 2025.

Meeting ended at 15:35

Hatfield Heath Parish Council

Memorandum from the Clerk

To: All Members
From: Richard Bowran
Subject: Meetings and Committees
Date: 30 April 2025

Members,

In preparation for the next Civic Year this paper sets out the structure and operation of our business meetings.

Full Council Meetings.

- Must be held on a minimum of 4 times a year
- We currently meet 12 times at 7.30pm on the first Wednesday of the month.
- You have the option of not having a meeting in, say, a couple of quiet months, possibly August and December or January.

Planning Committee

- We currently meet 12 times at 3.00pm on the last Wednesday of the month.

Finance and Personnel committees meet when there is a need to hold a meeting. Finance committee usually meets at least two times a year, mainly to discuss budgets.

Playground committee meets, usually on site when needed. This will become more important this year as we plan for the future.

Speeding and Safety committee has not met in recent times and its function is usually usurped by the input from the Forum.

On the next page I have set out the committee and working party members plus the nominated champions.

Committees and Champions 2024-25

Committees:

Finance & Policy:

Cllr Bissell
Cllr Lemon
Cllr Robley
Cllr Allen
Cllr Saban

Personnel:

Cllr Bissell
Cllr Robley
Cllr Champion
Cllr Saban

Planning:

Cllr Bissell
Cllr Robley (Lemon)
Cllr Saban
Cllr Champion

Speeding & Safety:

Cllr Robley
Cllr Saban
Cllr Champion
Cllr King
Cllr Lemon
Cllr Allen

Playground:

Cllr Saban
Cllr Lemon
Cllr Allen

Working Parties:

Wildlife:

Cllr Robley
Cllr Brown
Cllr Allen
Cllr Saban

Champions:

Passenger Transport
Cllr Overton

Allotments:

Cllr Brown

Village Hall Trust:

Cllr Allen

Three Parishes LPG:

Cllr Bissell
Cllr Robley

Footpaths

Cllr Brown
Cllr Allen

Stansted Airport Watch

Cllr Bissell

Hatfield Heath Parish Council

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



Calendar of meetings 2025/26

		Council 7.30 pm	Planning 3.00 pm	Forum 11.00 am	N'hood Plan 7.00 pm	Other
2025	May	Wed 07*	Thu 29	Sat 10	Thu 15 Thu 29	APM 11**
	Jun	Wed 04	Thu 26	Sat 07	Thu 26	
	Jul	Wed 02	Thu 31	Sat 13	Thu 31	
	Aug	Wed 06	Thu 28	Sat 16	Thu 28	
	Sep	Wed 03	Thu 25	Sat 13	Thu 25	
	Oct	Wed 01	Thu 30	Sat 11	Thu 30	
	Nov	Wed 05	Thu 27	Sat 15	Thu 27	
	Dec	Wed 03	Thu 18	Sat 13	Thu 18	
2026	Jan	Wed 07	Thu 29	Sat 17	Thu 29	
	Feb	Wed 04	Thu 26	Sat 14	Thu 26	
	Mar	Wed 04	Thu 26	Sat 14	Thu 26	
	Apr	Wed 01	Thu 30	Sat 11	Thu 30	
	May	Wed 06*	Thu 29	Sat 16	Thu 29	APM 21**

* Annual Meeting of the Parish Council

**Annual Parish Meeting

Finance and Personnel to be agreed

Invoices for Authorisation to 30 April 2025

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
01/04/2025	Skilled Tech	Website maintenance	on-line	69.53	11.59	57.94	1	
01/04/2025	EALC	NALC & EALC Affiliation Fees	on-line	546.80	-	546.80	2	
14/04/2025	Hastoe Housing	Repayment of Grant	on-line	250.00	-	250.00	3	
16/04/2025	Geosphere	Parish on Line Fee	on-line	120.00	20.00	100.00	4	
16/04/2025	R Bowran	Envcelopes	on-line	7.05	1.18	5.87	5	
16/04/2025	R Bowran	Calendar	on-line	7.98	1.33	6.65	6	
16/04/2025	R Bowran	File Binders	on-line	31.48	5.25	26.23	7	
16/04/2025	R Bowran	File dividers	on-line	10.99	1.83	9.16	8	
22/04/2025	PW May	Grass cutting	on-line	1,487.47	247.91	1,239.56	9	
28/04/2025	R Bowran	winZip software	on-line	87.16	14.53	72.63	10	
29/04/2025	R Bowran	Office & Mileage	on-line	137.30	-	137.30	11	
29/04/2025	R Bowran	April Salary	on-line	869.60	-	869.60	12	
29/04/2025	J Sykes	April Salary	on-line	207.33	-	207.33	13	
29/04/2025	S Caller	April Salary	on-line	103.77	-	103.77	14	
29/04/2025	J Jackson	April Salary	on-line	103.77	-	103.77	15	
29/04/2025	S Taylor	April Salary	on-line	129.57	-	129.57	16	
29/04/2025	Unity Trust Bank	Monthly Fee	on-line	6.00	-	6.00	17	
Total				4,175.79	303.61	3,872.18		

Cash receipts

Date	From	Description	Amount	vchr
07/04/2025	Allotment Association	Rents 2025/26	£430.00	R1
07/04/2025	Hastoe Housing	Grant for playground	£250.00	R2
14/04/2025	Hastoe Housing	Grant to Holy Trinity church	£250.00	R3
24/04/2025	HMRC	VAT Refund	£4,008.65	R4
25/04/2025	Uttlesford DC	Precept Tranche #1	£42,060.00	R5

Total **£46,998.65**

Balance at Bank (after these transactions)

£65,195.81

AGENDA 25/13.2
1 May 2025 (2025-2026)

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

Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9 Bank charges					6.00	-6.00	-6.00 (N/A)
10 Car Mileage					51.30	-51.30	-51.30 (N/A)
11 Members expenses							(N/A)
16 Data Registration							(N/A)
17 EALC Subscription					546.80	-546.80	-546.80 (N/A)
18 SLCC Subscription							(N/A)
24 Insurance							(N/A)
25 Elections							(N/A)
26 Printing Postage Stationery					47.91	-47.91	-47.91 (N/A)
28 Training							(N/A)
29 Office Provision					26.00	-26.00	-26.00 (N/A)
48 Other Subscriptions							(N/A)
55 Hall Hire							(N/A)
62 Misc Expenses							(N/A)
SUB TOTAL					678.01	-678.01	-678.01 (N/A)

Allotments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6 Rents		430.00	430.00				430.00 (N/A)
8 Repairs & Maintenance							(N/A)
54 Grass Cutting Allotment							(N/A)
60 Pest Control							(N/A)
SUB TOTAL		430.00	430.00				430.00 (N/A)

Amenities

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34 Street Furniture							(N/A)
40 Grants							(N/A)
41 Wildlife Area							(N/A)
42 Green Waste Skips							(N/A)
45 War Memorial							(N/A)
84 Defibrillator							(N/A)
SUB TOTAL							(N/A)

Audit

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Internal Audit							(N/A)
5 External Audit							(N/A)

Hatfield Heath Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

1 May 2025 (2025-2026)

SUB TOTAL

(N/A)

Car Parks

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

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Community Events							(N/A)
30	Annual Parish Meeting							(N/A)
33	Christmas Tree							(N/A)
35	Fairs							(N/A)
SUB TOTAL								(N/A)

Highways

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Repairs and Maintenance							(N/A)
20	Vehicle Activated Sign							(N/A)
50	Consultancy							(N/A)
SUB TOTAL								(N/A)

Information Technology

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Web-site							(N/A)
31	IT Repairs and Software					57.94	-57.94	-57.94 (N/A)
32	IT Equipment					72.63	-72.63	-72.63 (N/A)
53	Zoom Subscriptions							(N/A)
91	PC protection							(N/A)
93	IT Support							(N/A)
99	Mapping							(N/A)
SUB TOTAL					100.00	100.00		(0%)
					100.00	230.57	-130.57	-130.57 (-130%)

Litter Picking

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Litter Picking PPE							(N/A)

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

1 May 2025 (2025-2026)

SUB TOTAL

(N/A)

Neighbourhood Plan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78	NP Web-site							(N/A)
79	NP Consultants							(N/A)
80	Publicity & Meetings							(N/A)
81	Printing							(N/A)
82	UDC Support							(N/A)
89	NP Secretariat					60.00	-60.00	-60.00 (N/A)
100	Assets							(N/A)
SUB TOTAL						60.00	-60.00	-60.00 (N/A)

Other Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Leaflet Printing							(N/A)
61	Repairs & Maintenance							(N/A)
64	Poppy Appeal							(N/A)
66	Cricket Club grass							(N/A)
86	Holy Trinity church grass		250.00	250.00		250.00	-250.00	(N/A)
87	United Reform Church grass							(N/A)
88	Christmas Tree							(N/A)
SUB TOTAL			250.00	250.00		250.00	-250.00	(N/A)

Other Expenditure

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

Other Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	V.A.T. Recovery		4,008.65	4,008.65				4,008.65 (N/A)
SUB TOTAL			4,008.65	4,008.65				4,008.65 (N/A)

Playgrounds

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Repairs & Maintenance							(N/A)

Hatfield Heath Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

1 May 2025 (2025-2026)

46 Play Area	250.00	250.00	250.00 (N/A)
SUB TOTAL	250.00	250.00	250.00 (N/A)

Policing

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

Precept

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3 Precept		42,060.00	42,060.00				42,060.00 (N/A)
SUB TOTAL		42,060.00	42,060.00				42,060.00 (N/A)

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Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Remembrance Wreath							(N/A)
SUB TOTAL							(N/A)

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Current Staff							
51 HMRC				11,557.00	869.60	10,687.40	10,687.40 (92%)
52 Litter Pickers					544.44	-544.44	(N/A)
SUB TOTAL				11,557.00	1,414.04	10,142.96	10,142.96 (87%)

TPLPG

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71 Consultants							
72 Hatfield Broad Oak pc							(N/A)
73 Great Hallingbury pc							(N/A)
74 Little Hallingbury pc							(N/A)
83 Secretariat							(N/A)
SUB TOTAL							(N/A)

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

1 May 2025 (2025-2026)

Village Green

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
13	Grass cutting							+/- Under/over spend
15	Repairs & Maintenance					1,239.56	-1,239.56	-1,239.56 (N/A)
36	ECC Rural Verges							(N/A)
43	Rural Verges							(N/A)
67	Heath Posting							(N/A)
85	Pond Maintenance							(N/A)
92	tree work							(N/A)
94	Footpaths							(N/A)
97	Litter Bins							(N/A)
					900.00		900.00	900.00 (100%)
SUB TOTAL					900.00	1,239.56	-339.56	-339.56 (-37%)

Summary

NET TOTAL		46,998.65	46,998.65	12,557.00	3,872.18	8,684.82	55,683.47 (443%)
V.A.T.					303.62		
GROSS TOTAL		46,998.65			4,175.80		

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

HATFIELD HEATH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

07/05/2025

and recorded as minute reference:

M01 : 25/14.1

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC WEBSITE ADDRESS
WWW.HATFIELDHEATH.COM

Section 2 – Accounting Statements 2024/25 for

AGENDA: 25/14.2

HATFIELD HEATH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	42,605	26,718	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	42,145	46,750	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	9,844	10,637	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	21,512	22,128	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	46,365	39,604	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	26,718	22,373	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	26,718	22,373	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	93,764	93,993	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

01/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

07/05/2025

as recorded in minute reference:

M01 : 25/14.2

REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report

Date: 30 April 2025

Summary of main items of activity:

- Prepared agendas and minutes for meetings
 - Sent draft council minutes to members
 - Sent draft planning minutes to members and member of public
- Prepared response items for Neighbourhood Plan.
- Carried out normal monthly administration tasks
- Recovered VAT paid in 2024/25
- On going dialogue with HMRC over glitches in Payroll Software

Correspondence

- Follow up E-mail to agent for Lord of the Manor re: tree work.
- Dialogue with offer of replacement bridge on Heath (Deans Bridge)
- Grant from Hastoe Housing
- Response to premises licence application, hearing Wednesday 14 May
- Revised authorities with Unity Trust Bank
- Conversation with chair of Hatfield Broad Oak PC
- Enquiry from Sherring (*sic*) PC about speed cameras.

Future Actions

- Seek reimbursement of Neighbourhood Plan Secretariat expenses.
- Meet with playground company on 15 May
- Purchase PPE for Litter Pickers
- Review renewal of Insurance Policy

NOTES ON FORUM HELD SATURDAY 12th April, 2025

Item No.	Subject	Action
1.	BEACON LIGHTING TO MARK 80TH ANNIVERSARY OF VE DAY. Sandra reported that the date the Beacons lighting throughout the country. The 8th May 2023. She confirmed her intention to register the PC's intention to light the Beacon with the appropriate authorities. It is intended that the Hatfield Heath Beacon will be a special beacon lighting at 9.15pm on that night. Richard to note change of date. <i>Noted.</i>	
2.	WAR MEMORIAL Sandra reported that sadly Carol Morris wishes to retire from the responsibility of cleaning around the war memorial. Please note this task was taken on by her son Kenneth it used to be a paid, but they both declined payment. Sandra suggested the task be added to the job description of the 'soon to be appointed' Village Ranger. <i>Agreed, that's a good idea.</i>	
3.	DRAINS WITHOUT SAFETY COVERS Peter Brown reported that the 3 drains outside numbers 1 and 2 Gladwyn's Cottages and Rose Isle Sawbridgeworth Road were, in his opinion, extremely dangerous. The drains without covers are situated on the left-hand side verge of Sawbridgeworth Road. 1. Left hand side in front of the 3rd telegraph pole. 2. One is opposite Sommerfield House. 3. One is opposite a house Brandwick House. Peter reports these drains have been reported as dangerous before., It was suggested this issue be reported to Essex Highways. <i>Noted and reported again.</i>	
4.	DRAFT MINUTES OF THE PREVIOUS PC MEETING A member of the public suggested that the 'draft' minutes of the previous Parish Council Meeting be made available for discussion at the monthly Saturday Forum meeting/ <i>All councillors were sent a copy of the draft minutes on 10 April so they could be referred to on 12 April.</i>	
5.	WILDLIFE AREA It was noted that Mel Sullivan and Ivan Cooper will be invited to be on the committee to discuss the future of the Wildlife area. <i>Not agreed! It was agreed that an expansion of the Working Party would be considered at the Annual Meeting of the Parish Council on 07 May.</i> NEIGHBOURHOOD PLAN Ivan reported that he had sent a chronological report to Peter Holgate on all the dates of the meetings held by the NP Steering Group The report included a mini breakdown of all actions taken so far.	

	Ivan confirmed he is awaiting a response from Peter before distributing the report further. Noted.	
6.	VILLAGE GREEN ACCESS Peter reported that he had moved the post away from the height restriction bar. Vehicles can now have access to the Village Green from April to November. A brief discussion took place on the correct date the restrictions should be in place. This to be established. Noted. It was noted that Travellers have been on the move in Dunmow and Peter reported that he had spoken to the Cricket Club about the wooden posts near the bus stop opposite the Co op. They have confirmed they would help move the posts into their correct positions to stop vehicular access Noted.	
7.	FOOTPATHS Alleyway leaving from Cox Ley to the Village Hall car park, A member of the public has complained about the amount of bird droppings which lay on the footpath. This could be due to the birds roosting a night on the overhanging branches from No. 1 Cox Ley, which stretch over to the gardens to numbers 6 to 8 Broomfield's. She considered the bird waste is: 1. A danger to elderly or children slipping on the mess on a rainy day, 2. Is very unhygienic. The member requested that the PC approach the residents of No.1 Cox Ley to request they remove the height of the conifers, which would prevent the birds from roosting. Noted. Footpath number: Footpath number 39 has been blocked to stop access to the United Reformed Church Yard when walking and joining the path from footpath 16. She requested the PC takes action to reinstate the path for access Noted, but who blocked the footpath?	
8.	CRICKET PITCH LITTER BINS A member asked about the expected delivery date – She expressed concern about the rooks and other birds that pull the rubbish from the old bins now the summer months are approaching. Noted.	
9.	DATE AND TIME OF NEXT MEETING Presume this will be Saturday 10 May?	