



HATFIELD HEATH PARISH COUNCIL

Draft Minutes of the Parish Council Meeting

Held remotely via Zoom link

7:30pm on Wednesday 3rd February 2021

Present: Chairman Cllr M Bissell (MB), Cllr M Lemon (ML), Cllr P Brown (PB), Cllr Mrs S Saban (SS), Cllr R Breavington (RB), Cllr N Robley (NR), Cllr C Overton (CO), Cllr S King (SK), Cllr N Champion (NC)
C Cllr S Barker (SB)

5 members of the public

2822 Apologies for absence

None

2823 Declarations of interests

MB is Chairman of the Village Hall Committee and ML is a District Councillor and Elder of the URC.

2824 Public Participation

A member of the public thanked the PC for ensuring timely availability of agenda and minutes on the website. It was explained that we had had a technical hitch which was now fixed. A member of the public complained about rubbish on the village green where the travellers had been and rubbish in the ditch alongside Pond Lane. **SK** said he would deal with it. The same person also asked that the PC request businesses to clear the footways immediately in front of their businesses of litter on a daily basis to prevent build up. A polite notice will be sent. **NR** A member of the public from Stortford talked about the devastation caused by flooding to his back garden and amenities from the known situation at the Croft. **NR** sympathised and gave reassurance that the approved scheme should work 100% but could not be implemented until the weather improved. We would keep an eye on progress.

2825 To Approve Minutes of the Meeting of 6th January 2021

The minutes were approved

2826 Reports to and from District and County Councillors

SB asked how the PC was progressing with replacement of the Parish Clerk. Covered under 2828. On flooding the watercourse engineer is yet to make a visit but the PC will be informed. A form of words has been provided to allow the PC to approach the riparian owners who are contributing to the problem where this is appropriate. On the Dunmow Road flooding, **NR to send post code to SB to see if action can be accelerated.**

Many volunteers are supporting NHS efforts but there is room for many more. 1 in 6 people in Essex have been vaccinated and it is reported that home schooling has been judged 'better' by participants this time around.

At a Highways Panel, various schemes for improving road conditions and speeding in Hatfield Heath were put on the action list for the next Financial Year. **SB to provide NR with the list.**

1.5% has been added to the Social Care precept with 0% increase in Council Tax.

SB clarified that relocation of a gas pipe at the B183/A1060 junction to allow a mini roundabout was a gas company demand rather than a Highways want. Mr Parish challenged this and was invited to attend the next Highways Panel meeting in March to express his views. SB left the meeting.

ML reported that Local Plan Committee meetings were on going with an end date of 2023/4. Also that West Essex were performing very well with vaccine roll out with 100% of 70+ residents predicted to be vaccinated within a week.

2827 Financial Report

a) Budget Report

Due to extreme domestic issues the acting clerk was unable to provide the 2020 report and the 2021 budget proposal that had been approved by the Finance SubCommittee, both of which will be circulated after the meeting and posted to the website. NR

b) Approval of Expenditures in January

The Finance Committee agreed to provide grants at carryover rates from 2019 and the following were the payments made in January

B/P to: HHCC		(350.00)
B/P to: Mr S Foster		(81.98)
B/P to: Holy Trinity Chrch		(350.00)
B/P to: HH URC		(350.00)
B/P to: St Clare Hospice		(200.00)
B/P to: Mrs J Foster		(81.78)
B/P to: URC Leisure Hour		(100.00)
B/P to: Hatfield Regis Soc		(50.00)
B/P to: SSE		(1,000.00)
B/P to: J Sykes		(175.60)
B/P to: East Herts CAS		(100.00)
B/P to: Volunteer Ctre Utt		(100.00)
B/P to: Essex Air Ambulanc		(100.00)
B/P to: British Legion		(100.00)
B/P to: HMRC Shipley		(84.80)
Cheque to RBL	300251	(50.00)
B/P to: Ian Hill		(50.00)
<u>B/P to: Heath Computers</u>	-	<u>(66.00)</u>
B/P to: D Farr		(178.13)
B/P to: Mr S Foster		(81.78)
B/P to: Mrs J Foster		(81.98)
B/P to: J Sykes		(175.60)
B/P to: HMRC Shipley		(84.80)
B/P to: AE Hockley		(270.00)

c) Update on 2019/20 audit, precept, financial milestones and banking status

The Finance SubCommittee has approved the precept document that has been filed with the UDC. A comprehensive list of Financial Milestones during the year has been provided by

Derek Farr for us to follow and the banking system is working perfectly now. The only open issues are with an historical audit issue and finalization of the 2019/20 audit with PK Littlejohn, which Derek will handle when he is able. **HOLDOVER**

d)Appointment of Internal Auditor.

Since Derek is involved as the RFO he cannot self audit but has recommended a responsible internal auditor. Agreed we should write for a quote and discuss at next meeting. **NR**

2828 Clerk Vacancy

9 applications were received and a Personnel Committee Meeting held on February 2nd to discuss. Four candidates were chosen to interview and these will take place on February 9th. Agreed that the SubCommittee should make the choice.

2829 Clerks report and Correspondence Report

In the absence of a clerk the PC acknowledged receipt of the following:

A letter from a resident asking that dangerous trees should be cut back from alongside his drive. NR together with a tree surgeon reviewed the trees and agreed they were not dangerous but leaf drop could be annoying. NR to write to complainant and explain PC position. **NR**

The PC have confirmed to Highways that they own the bus stop opposite the Coop and will register it as requested.

A letter confirming PC support for the PoW Camp heritage listing was sent

Broken Steps by Friars Farm is the responsibility of ECC footpaths. **ML to provide contact and NR to write letter to get fixed.**

A resident has asked to use the Village Green for a Charity event. After discussion it was agreed that we cannot at this time agree to any events on the Village Green, but we should have an agenda item to keep reviewing what is possible month by month. **NR to write to resident.**

The Parish Council would like to ask for the forbearance of the public in dealing with their letters and queries in the temporary absence of a Parish Clerk.. We will continue to deal with these as quickly as we can.

2830 Community Police Officer

Holdover

2831 Key Task Monitor

Holdover

2832 Planning Matters

a) Applications determined by the Planning Authority;

UTT/20/3390/NMA Shinglewood Matching Road Hatfield Heath Bishops Stortford Hertfordshire CM22 7AJ

Non-material amendment to UTT/14/0950/HHF - Replacing previously approved Bi fold doors and face brickwork to the single storey rear extension , with painted timber windows/doors and painted rendered walls to match existing wall finishes. Reducing the planning approved height of the pitched roof to the rear extension. New Lantern rooflight. Internal rearrangement of ground floor rooms. **Approved**

UTT/20/3118/HHF Alcester Chelmsford Road Hatfield Heath CM22 7BG. Proposed rear conservatory. **Approved**

UTT/20/3117/HHF Alcester Chelmsford Road Hatfield Heath CM22 7BG. Insertion of dormer window to front elevation roofslope. Infill of bedroom windows to gable wall.

Approved

UTT/20/3036/CLP 1 Home Pastures Hatfield Heath Bishops Stortford Hertfordshire CM22 7ES.. Construct a single storey side extension. **Approved**

UTT/20/2989/FUL Heath End Sheering Road Hatfield Heath CM22 7LJ. Demolition of out-buildings and erection of 1 no. dwelling with off-street car parking and private amenity space.

Refused

UTT/20/2981/HHF Oak Tree Barn Sheering Road Hatfield Heath CM22 7LL
Section 73A retrospective application of demolition of existing barn and erection of garden room, patio area with central gazebo.

Approved

UTT/20/3032/LB Oak Tree Barn Sheering Road Hatfield Heath Bishops Stortford CM22 7LL.
Retrospective application of demolition of existing barn and erection of garden room, patio area with central gazebo.

Approved

UTT/20/2974/CLP The Firs Chelmsford Road Hatfield Heath CM22 7BG. Proposed siting of a caravan for ancillary residential use.

Approved

UTT/20/2317/FUL Land East Of Friars Lane Hatfield Heath Hertfordshire Formation of hard-ened access to allow all year round planting and maintenance.

Refused

UTT/20/1568/HHF Mill House The Heath Hatfield Heath CM22 7AB. Conversion of existing garage to residential annexe. :

Approved

b) Planning applications to consider:

UTT/21/0266/TPO 1 Broomfields Court Home Pastures Hatfield Heath CM22 7FE. 1no. Oak tree reduce by up to 4m

No Objection

UTT/21/0171/HHF The Croft Stortford Road Hatfield Heath CM22 7DL Demolition of existing detached garage and outbuildings and erection of one new single storey outbuilding for ancillary uses in connection with the dwelling

No Objection

c) Planning enforcement issues (to note only)

None Received

2833 Highways Matters

a) Speeding Sub Committee and workplan

It was agreed to organise a Zoom meeting this month and request to attend the March Highways Panel meeting.

NR

b) Status of complaints and suggestions submitted to ECC.

All known complaints and issues have been submitted to ECC together with suggestions. The issue of Friars Lane being delimited was again raised as more important in times where there is substantial increase of pedestrian use. Sub Committee to include.

2834 Parking Management and maintenance of the Council carparks

NR/SK to talk over the best scheme for the Church Road car park, submit findings to the LoM's agents for concurrence and seek three quotes

NR /SK

Provide UDC concurrence letter to ML.

NR

It is not allowed to obstruct footways under the Road Traffic Act, but acknowledged that responsible parking on footways is a reasonable compromise in a village situation. Put article in magazine and write to any householder who needs to be reminded more directly.

NR

Reply to resident who raised the issue with the PC.

NR

2835 Allotment Report

The rat infestation issue seems to be abating. Check in 6 weeks time.

Relook at the fencing issues and come up with a revised plan.

NR/PB/SK

2836 Major flooding

a)Stortford Road

Establish what notices have been served on residents under the freedom of information act.
NR

b)Dunmow Road

Discussed with SB under previous item.

2837 Pond Lane Signage

Agreed that dialogue is needed to progress further, which is difficult at the present time.

SubCommittee agreed comprising ML/MB/SS to establish what needs to be done to progress reasonably together with all the stakeholders.

2838 Playground

Inspection report required this month.

NR/PB/SK to review and finalise

Outstanding works to be quantified and plans established together with Peter Graves.

2839 Village Green

a)Maintenance of Ponds

Quotes were reviewed and Mr J Kenney awarded the contract

b)Oak Trees on the Heath

Works undertaken on 4th February

c)Trees in the Play Area

Works done and payment requested

d)Posting

Estimates reviewed and Mr P May awarded the contract for the more expensive option.

2840 Church Institute

The PC does not understand the position that the Church Institute holds in the community at the moment and asked MB to clarify with the Village Hall Committee. Who owns it/what are the VH plans for it/what is the state of repair and equipment. **MB**

Hold over to next meeting and meet with other interested parties outside of the meeting.

2804 Stansted Airport

Ongoing

2842 Emergency Response Plan

Check with UDC about data protection rules since 95% of names and numbers in the plan are already published in the Village Magazine. No reply from UDC. ML to chase **ML**

2843 Neighbourhood Plan

Invite the expert to a Zoom immediately prior to a convenient PC meeting **MB**

2844 Dog Bins

Order two more dog bins **MB**

Letter in magazine about the general state of dog littering and asking for help. **NR**

2845 Litter Pickers

The PC thanked Steve Foster for his work and understand his need to resign as a litter picker. Judy is happy to carry on and John Jackson has agreed to take over from Steve from the end of this month.

The PC agreed with this and asked for a review with all of the litter pickers as to what the situation is and what improvements they would like to see. **PB to organise with John Sykes**

2846 Grants

We are unfortunately unable lawfully to provide a grant to the URC for reparation works. Write to John Jackson explaining this. **NR**

2847 Memorial Plaque

Holdover until scheme available. SS and Steve Foster dealing.

2848 Reports from members on meetings attended

MB reported on the latest Village Hall meeting which in summary concluded there was a decreasing number of people available to run the VH and that the place and role of the VH was in transition. A questionnaire has been proposed to circulate within the village requesting input and opinion on what it wants from the VH

2849 Agenda Items for next Meeting
Litter Picking

2850 Date of next meeting
The next scheduled meeting will be on Wednesday 3rd March 2021

Zoom details for the next meeting are:

Join Zoom Meeting

<https://us02web.zoom.us/j/89095437191>

Meeting ID: 890 9543 7191

The meeting closed at 22.09