

# 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 Bissell, Breavington, Brown, Champion, Lemon, King, Overton, Robley, Saban

## **ANNUAL MEETING OF THE PARISH COUNCIL**

**THIS MEETING OF THE PARISH COUNCIL WILL BE HELD VIA ZOOM  
ON WEDNESDAY 05 MAY 2021 AT 7:30PM**

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held by the conferencing service Zoom at **7.30pm** on **05 May 2021** to transact the business as set out in the Agenda below.

Parish Clerk  
29 April 2021

## **AGENDA**

Welcome by the Chairman

|                                                                                                    |                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2905</b><br> | <b>ELECTION OF CHAIRMAN</b><br>To elect a Chairman of the Council for the civic year 2021/22.<br>Chairman to sign the Declaration of Acceptance of Office                        |
| <b>2906</b>                                                                                        | <b>APOLOGIES FOR ABSENCE</b><br>To receive any apologies for absence                                                                                                             |
| <b>2907</b>                                                                                        | <b>DECLARATIONS OF PECUNIARY INTEREST</b><br>To receive any Declarations of Pecuniary Interest by Members                                                                        |
| <b>2908</b><br> | <b>ELECTION OF VICE-CHAIRMAN</b><br>To elect a Vice-Chairman of the Council for the civic year 2021/22.                                                                          |
| <b>2909</b>                                                                                        | <b>PUBLIC PARTICIPATION</b><br>To receive and respond to questions from members of the public on matters within the remit of the Parish Council                                  |
| <b>2910</b><br> | <b>MINUTES OF MEETING</b><br>To approve the minutes of the meeting of 07 April 2021<br><br>To discuss any matters arising from the minutes not included elsewhere on the agenda. |

|                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2911                                                                                                                                                                               | <b>REPORTS FROM COUNTY AND DISTRICT COUNCILLORS</b><br>To receive and note reports from County and District Councillors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2912<br><br><br> | <b>FINANCIAL REPORT</b><br><b>1. Budget report.</b><br>To note budget report to 26 April 2021 - <i>Appended</i><br><br><b>2. Approval of Expenditure.</b><br>To note items of expenditure in April 2021 as approved by the Finance committee - <i>Appended</i><br>.                                                                                                                                                                                                                                                                                                                                    |
| 2913<br>                                                                                          | <b>CLERK'S REPORT &amp; CORRESPONDENCE</b><br>To receive and note Clerk's report and correspondence received - <i>Appended</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2914<br>         | <b>COMMITTEE MEMBERSHIP</b><br>To confirm proposed Committee and Champions structure and membership for 2021/22 - <i>Appended</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2915<br>                                                                                          | <b>STANDING ORDERS</b><br>To add the following to Standing Orders:<br><i>"3(L) Subject to the provisions of the Coronavirus Act 2020 meetings of the Council may be held remotely by a media platform such as Zoom."</i>                                                                                                                                                                                                                                                                                                                                                                               |
| 2916                                                                                                                                                                               | <b>COMMUNITY POLICE OFFICER</b><br>To consider any matters relating to contributing to the sponsorship of a PCSO in co-operation with neighbouring parishes                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2917                                                                                                                                                                               | <b>KEY TASK MONITOR</b><br>To review and update the Key Task Monitor.<br><br>To agree to transfer the following suggested topics to the KTM for future actions. <ul style="list-style-type: none"> <li>• Community Police Officer</li> <li>• Highways Matters, including Flooding</li> <li>• Parking Management and Car Parks</li> <li>• Road signage</li> <li>• Playground</li> <li>• Village Green</li> <li>• Church Institute/Village Hall</li> <li>• Stansted Airport Watch</li> <li>• Emergency Response Plan</li> <li>• Dog Bins</li> <li>• Litter Pickers</li> <li>• Memorial Plaque</li> </ul> |
| 2918                                                                                                                                                                               | <b>PLANNING MATTERS</b><br><b>1. APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION</b> <div> <ul style="list-style-type: none"> <li>• <a href="#"><u>Proposed repainting of door and window.</u></a></li> </ul> </div> <div>           The Stag The Heath Hatfield Heath<br/>           Ref. No: UTT/21/1331/CLLB   Received: Fri 16 Apr 2021   Validated: Tue 27 Apr 2021   Status: Awaiting decision         </div>                                                                                                                                                                               |

- [Application to discharge condition 2 \(full details of hard/soft landscaping\) and 10 \(lighting design scheme\) attached to UTT/17/3687/FUL](#)

Stables To The East Of Dunmow Road Hatfield Heath  
Ref. No: UTT/21/1259/DOC | Received: Mon 12 Apr 2021 | Validated: Mon 12 Apr 2021 | Status: Awaiting decision

- [Agricultural storage building.](#)

Shrubbs Farm Sheering Road Hatfield Heath Bishops Stortford CM22 7LL  
Ref. No: UTT/21/1189/AG | Received: Tue 06 Apr 2021 | Validated: Tue 06 Apr 2021 | Status: Unknown

- [Erection of conservatory to rear of annexe](#)

Moorings Stortford Road Hatfield Heath Bishops Stortford CM22 7DL  
Ref. No: UTT/21/1180/HHF | Received: Tue 06 Apr 2021 | Validated: Fri 09 Apr 2021 | Status: Awaiting decision

- [Single storey rear extension](#)

3 West Hayes Hatfield Heath CM22 7DH  
Ref. No: UTT/21/1170/CLP | Received: Sat 03 Apr 2021 | Validated: Tue 06 Apr 2021 | Status: Awaiting decision

## 2. DECISIONS MADE BY THE LPA FOR NOTING

- [Agricultural storage building.](#)

Shrubbs Farm Sheering Road Hatfield Heath Bishops Stortford CM22 7LL  
Ref. No: UTT/21/1189/AG | Received: Tue 06 Apr 2021 | Validated: Tue 06 Apr 2021 | Status: Deemed Approved, Prior Permission not Required

- [Demolition of existing detached garage and outbuildings and erection of one new single storey outbuilding for ancillary uses in connection with the dwelling](#)

The Croft Stortford Road Hatfield Heath CM22 7DL  
Ref. No: UTT/21/0171/HHF | Received: Tue 19 Jan 2021 | Validated: Thu 21 Jan 2021 | Status: Approved

## 3. PLANNING APPEALS

None received

## 4. ENFORCEMENT ISSUES

None received

|                                                                                                      |                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2919</b>                                                                                          | <b>HIGHWAYS MATTERS</b><br>To consider any matters relating to Highways                                                                                                                      |
| <b>2920</b>                                                                                          | <b>PARKING MANAGEMENT AND CAR PARKS</b><br>To consider any matters relating to parking management and village car parks.<br>Church Car Park. Update on contract awarded to RW Marsh.         |
| <b>2921</b><br><br> | <b>ALLOTMENT REPORT</b><br>To receive and note a report on the Allotments.<br><br>To resolve to renew the agreement for infestation management with Rodect at a cost of £50 every six weeks. |
| <b>2922</b>                                                                                          | <b>FLOODING</b><br>Dunmow Road & Stortford Road                                                                                                                                              |
| <b>2923</b>                                                                                          | <b>POND LANE SIGNAGE</b><br>To consider any progress on matters relating to proposed Pond Lane signage.                                                                                      |
| <b>2924</b>                                                                                          | <b>PLAYGROUND</b><br>To consider any matters relating to maintenance and risk management of the playground.<br>Repairs. Update on contract awarded to Kings of Essex.                        |
| <b>2925</b>                                                                                          | <b>VILLAGE GREEN</b><br>Maintenance of ponds. Update on contract awarded to J Kenney.<br>Posting. Update on contract awarded to PW May.                                                      |
| <b>2926</b>                                                                                          | <b>CHURCH INSTITUTE/VILLAGE HALL</b><br>To consider any progress on proposals relating to the Church Institute/Village Hall. Proposal for legal representation.                              |
| <b>2927</b>                                                                                          | <b>STANSTED AIRPORT</b><br>To consider any matters relating to the council's representations concerning Stansted Airport.                                                                    |
| <b>2928</b>                                                                                          | <b>EMERGENCY RESPONSE PLAN</b><br>To consider any matters relating to co-ordination of parish information with the Principal Authorities emergency planning officer.                         |
| <b>2929</b>                                                                                          | <b>NEIGHBOURHOOD PLAN</b><br>To consider any matters relating to a Neighbourhood Plan and a briefing from a Uttlesford DC officer. Proposal for a presentation at the June meeting.          |
| <b>2930</b>                                                                                          | <b>DOG BINS</b><br>To consider any matters relating to provision of additional dog bins.                                                                                                     |
| <b>2931</b>                                                                                          | <b>LITTER PICKERS</b><br>To consider any matters relating to confirming the appointments of litter pickers and proposals for a new schedule of work.                                         |

|             |                                                                                                                                                                                                                                                       |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2932</b> | <b>GRANTS</b><br>To consider any applications for grants received. None received at date of publication of agenda.                                                                                                                                    |
| <b>2933</b> | <b>MEMORIAL PLAQUE</b><br>To consider any matters relating to proposals for the Memorial Plaque.                                                                                                                                                      |
| <b>2934</b> | <b>ENGAGEMENT WITH YOUNGER POPULATION</b><br>To consider any matters relating to proposals for greater engagement with the younger population of the parish.<br><br>To receive a report on the EALC Youth Engagement Conference held on 28 April 2021 |
| <b>2935</b> | <b>REPORTS FROM MEMBERS ON MEETINGS ATTENDED</b><br>To receive and note any additional reports from members.                                                                                                                                          |
| <b>2936</b> | <b>AGENDA ITEMS FOR NEXT MEETING</b><br>To note items for the agenda of the next meeting.                                                                                                                                                             |
| <b>2937</b> | <b>DATE OF NEXT MEETING</b><br>The next scheduled meeting will be on Wednesday 02 June 2021                                                                                                                                                           |

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*

Members of public and press can listen live with this link:

Join Zoom Meeting

<https://us02web.zoom.us/j/85088221739?pwd=VV04eFVKRTg0WWFranBqOFpObVZKdz09>

Meeting ID: 850 8822 1739

Passcode: 250324

|                           |                                                   |                           |                                |
|---------------------------|---------------------------------------------------|---------------------------|--------------------------------|
|                           | <b>Agenda Item 2912.1</b>                         |                           |                                |
|                           |                                                   |                           |                                |
|                           | <b>Hatfield Heath Parish Council</b>              |                           |                                |
|                           | <b>Income and Expenditure Report – April 2021</b> |                           |                                |
|                           |                                                   |                           |                                |
|                           | <b>Expenditure</b>                                |                           |                                |
|                           | <i>Item</i>                                       | <i>Budget<br/>2021/22</i> | <i>Actual to<br/>28 Apr 21</i> |
|                           |                                                   |                           |                                |
|                           | Allotments                                        | 430                       | 50                             |
|                           | Annual assembly                                   | 100                       | 0                              |
|                           | Audit                                             | 480                       | 0                              |
|                           | Bank Charges                                      | 80                        | 0                              |
|                           | Car mileage                                       | 400                       | 0                              |
|                           | Car park                                          | 1,200                     | 0                              |
|                           | Christmas tree                                    | 500                       | 0                              |
|                           | CLRs expenses                                     | 100                       | 0                              |
|                           | Community Events                                  | 300                       | 0                              |
|                           | Community Policing                                | 2,000                     | 0                              |
|                           | Data registration                                 | 40                        | 0                              |
|                           | Elections                                         | 250                       | 0                              |
|                           | Grants                                            | 3,500                     | 0                              |
|                           | Green Waste skips                                 | 2,500                     | 0                              |
|                           | Heath                                             | 3,200                     | 915                            |
|                           | Highways Repairs and maint                        | 100                       | 0                              |
|                           | HMRC Tax & NI                                     | -                         | 215                            |
|                           | Insurance                                         | 1,450                     | 0                              |
|                           | IT Equipment                                      | 50                        | 485                            |
|                           | IT Repairs & software                             | 50                        | 65                             |
|                           | Litter picker costs                               | 5,000                     | 299                            |
|                           | Locum RFO costs                                   | -                         | 144                            |
|                           | Office provision                                  | -                         | 0                              |
|                           | Play area & open spaces                           | 1,000                     | 0                              |
|                           | Play area equipment                               | 1,000                     | 0                              |
|                           | Play area (contribution to reserves)              | -                         | 0                              |
|                           | Printing postage & stationery                     | 100                       | 0                              |
|                           | Rem service wreath                                | 50                        | 0                              |
|                           | Room hire                                         | 450                       | 0                              |
|                           | Rural Verges                                      | 2,640                     | 0                              |
|                           | Salaries                                          | 10,800                    | 620                            |
|                           | Street furniture                                  | 2,500                     | 0                              |
|                           | Subscriptions                                     | 650                       | 490                            |
|                           | Training                                          | 400                       | 0                              |
|                           | VAS                                               | 100                       | 0                              |
|                           | VAT                                               | 3,000                     | 304                            |
|                           | Village Green Repairs/ Maint                      | 4,000                     | 0                              |
|                           | War memorial                                      | 300                       | 0                              |
|                           | Website                                           | 700                       | 55                             |
|                           | Wildlife area                                     | 500                       | 0                              |
|                           | Wildlife project                                  | 1,500                     | 0                              |
|                           |                                                   |                           |                                |
|                           | <b>Total</b>                                      | <b>51,420</b>             | <b>3,641</b>                   |
|                           |                                                   |                           |                                |
|                           | <b>Income</b>                                     |                           |                                |
|                           |                                                   |                           |                                |
|                           | Precept                                           | 42,145                    | 21,073                         |
|                           | VAT                                               | 3,000                     | -                              |
|                           | Allotments                                        | 430                       | -                              |
|                           | ECC Highways                                      | 2,265                     | -                              |
|                           | Fairs                                             | 1,850                     | -                              |
|                           |                                                   |                           |                                |
|                           | <b>Total</b>                                      | <b>49,690</b>             | <b>21,073</b>                  |
|                           |                                                   |                           |                                |
| <b>HHPC Agenda 210505</b> |                                                   |                           |                                |
|                           |                                                   |                           |                                |
|                           | Memorandum: Balance at bank                       |                           | <b>77,602</b>                  |

|               |                                   |                                   |               |                     |        |          |
|---------------|-----------------------------------|-----------------------------------|---------------|---------------------|--------|----------|
|               |                                   |                                   |               | Agenda Item: 2912.2 |        |          |
|               | HHPC Payments up to 26 April 2021 |                                   |               |                     |        |          |
| Cash payments |                                   |                                   |               |                     |        |          |
|               |                                   |                                   |               |                     |        |          |
| Date          | Paid to                           | Description                       | Payent method | Gross               | VAT    | Net      |
| 26/04/2021    | R Bowran                          | Salary April 21                   | Online        | 620.03              |        | 620.03   |
| 26/04/2021    | J Foster                          | Salary April 21                   | Online        | 79.18               |        | 79.18    |
| 26/04/2021    | J Skyes                           | Salary April 21                   | Online        | 140.60              |        | 140.60   |
| 26/04/2021    | HMRC                              | HMRC March 21                     | Online        | 214.62              |        | 214.62   |
| 26/04/2021    | Shadowfax                         | IT Support                        | Online        | 78.00               | 13.00  | 65.00    |
| 26/04/2021    | EALC                              | Annual Subscription               | Online        | 489.91              |        | 489.91   |
| 26/04/2021    | PW May                            | Heath Grass Cutting 30 March      | Online        | 591.98              | 98.66  | 493.32   |
| 26/04/2021    | PW May                            | Heath Grass Cutting 12 April      | Online        | 505.74              | 84.29  | 421.45   |
| 26/04/2021    | D Farr                            | March Supprt                      | Online        | 143.75              |        | 143.75   |
| 26/04/2021    | Starboard Systems                 | Scribe Account System             | Online        | 582.00              | 97.00  | 485.00   |
| 26/04/2021    | Rodec Pest Control                | Pest Control Allotment            | Online        | 50.00               |        | 50.00    |
| 26/04/2021    | Heath Computers                   | Website maintainence & Office 365 | Online        | 66.00               | 11.00  | 55.00    |
| 26/04/2021    | J Jackson                         | Salary April 21                   | Online        | 79.18               |        | 79.18    |
| Total         |                                   |                                   |               | 3,640.99            | 303.95 | 3,337.04 |
|               |                                   |                                   |               |                     |        |          |
| Cash receipts |                                   |                                   |               |                     |        |          |
|               |                                   |                                   |               |                     |        |          |
| Date          | From                              | Description                       | Amount        |                     |        |          |
| 20/04/2021    | Uttlesford DC                     | Precept Tranche #1                | £21,072.50    |                     |        |          |
|               |                                   |                                   |               |                     |        |          |
| Total         |                                   |                                   | £21,072.50    |                     |        |          |
|               |                                   |                                   |               |                     |        |          |
| Cash balances |                                   |                                   |               |                     |        |          |
|               | 26/04/2021                        |                                   |               |                     |        |          |
| Unity Trust   | £77,601.80                        |                                   |               |                     |        |          |
|               |                                   |                                   |               |                     |        |          |
| Total         | £77,601.80                        |                                   |               |                     |        |          |
|               |                                   |                                   |               |                     |        |          |

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**Memorandum**

To: All Councillors

From: Richard Bowran – Parish Clerk

Subject: Clerk's Report – April 2021

Date: 28 April 2021

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Summary of main items of activity:

- Prepared minutes of April meeting
  - 2019/20 Audit – still awaiting final certification from PKF Littlejohn
  - 2020/21 Audit – received initial instructions from PKF Littlejohn
  - Issued order for church car park construction
  - Issued order for playground repairs
  - Set up “Scribe” accounting system
  - Prepared agenda for May APM
- 
- Attended Zoom Open Meeting, Saturday 17 April, with public. Attended by Cllr Lemon and hosted by the clerk. Cllr Robley had apologised as he had a Covid Injection scheduled. Hilary Allen attended for five minutes before leaving for her injection. Ivan attended later for ten minutes. No specific items were raised. This was an experiment. but perhaps face to face gatherings are the better option for the future.
- 
- High Court action outcome on 28 April has resulted in ruling that remote meetings cannot be recognised after 07 May. Implications are that we will have to consider the practicality of holding council meetings in the URC Hall again from June. We can continue to accommodate people joining by Zoom although the legality of remote voting is now called into question.

To: All Councillors

From: Richard Bowran

Subject: Committees and Champions

Date: 28 April 2021

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### Committees:

#### Finance:

Cllr Bissell  
Cllr Lemon  
Cllr Robley  
Cllr Breavington  
Cllr Saban

#### Personnel:

Cllr Bissell  
Cllr Robley  
Cllr Breavington  
Cllr Champion

#### Wildlife:

Cllr Robley  
Cllr Brown

#### Speeding & Safety:

Cllr Robley  
Cllr Saban  
Cllr Champion  
Cllr King

#### Passenger Transport

Cllr Overton

### Champions:

#### Allotments:

Cllr Breavington

### Committees – areas of responsibility:

#### Amenities

- Playground
- Village Green
- Car Parks
- Passenger Transport

#### Highways

- Roads, surfaces and flooding
- Speeding and safety
- Litter picking
- Wildlife

Committees should have their own terms of reference, agendas and minutes. A lot of the work can be fed into the Key Tasks Monitor and thus reported back to council each month.