

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

MEETING OF THE PARISH COUNCIL

You are hereby summoned to attend a Meeting of the Parish Council to be held in the URC Hall, Hatfield Heath at **7.30pm** on **Wednesday 01 September 2021** to transact the business set out in the agenda below.

Parish Clerk
26 August 2021

AGENDA

Welcome by the Chairman

3019	APOLOGIES FOR ABSENCE To receive any apologies for absence
3020	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members
3021	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
3022 	MINUTES OF MEETING To approve the minutes of the meeting of 04 August 2021 To discuss any matters arising from the minutes not included elsewhere on the agenda.
3023	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
3024 	REPORT FROM OPEN MEETING To receive a report on the Open Meeting which was held on Saturday 14 August 2021. Action items placed on KTM.
3025  	FINANCIAL REPORT 1.To note budget report to 26 August 2021 2.To note items of expenditure in August 2021 as approved by the Finance Committee
3026 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence.

3027	KEY TASK MONITOR To review and update the Key Task Monitor.															
3028	PLANNING COMMITTEE – TERMS OF REFERENCE To approve the Terms of Reference for the Planning Committee															
3029	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION Proposed garage conversion with single storey front extension and associated internal/external works. 14 Little Heath Hatfield Heath CM22 7EP Ref. UTT/21/2468/HHF DECISIONS MADE BY THE LPA FOR NOTING Demolition of garage and erection of replacement garage. Erection of 2 no. detached dwellings to the rear of Serena and creation of new vehicular access Serena Chelmsford Road Hatfield Heath CM22 7BD Ref. No: UTT/21/2153/FUL Status: Withdrawn Erection of conservatory to rear of annexe Moorings Stortford Road Hatfield Heath Bishops Stortford CM22 7DL Ref. No: UTT/21/1180/HHF Status: Approved PLANNING APPEALS None received ENFORCEMENT ISSUES None received															
3030	UDC CALL FOR SITES To discuss a plan of action by the parish council to promote the best interests of the parish.															
3031	HIGHWAYS MATTERS To consider any matters relating to Highways Essex Highways Devolution scheme															
3032	VILLAGE GREEN To establish ownership and an action plan for the care and maintenance of certain trees on and around the village green. To consider Estimates received for works: <table><tr><td>1. Reduce height of tree in Wagon Mead.</td><td>£500</td></tr><tr><td>2. Reduce 3 trees at Moat View.</td><td>£1,100</td></tr><tr><td>3. Car Park maintenance</td><td>£260</td></tr><tr><td>4. Cut and remove fallen branch at park</td><td>£240</td></tr><tr><td>5. Remove broken limb off oak tree near church</td><td>£80</td></tr><tr><td>6. Pull out and remove Ragwort by church</td><td>£300</td></tr><tr><td colspan="2">Total estimates: £ 2,480</td></tr></table>	1. Reduce height of tree in Wagon Mead.	£500	2. Reduce 3 trees at Moat View.	£1,100	3. Car Park maintenance	£260	4. Cut and remove fallen branch at park	£240	5. Remove broken limb off oak tree near church	£80	6. Pull out and remove Ragwort by church	£300	Total estimates: £ 2,480		
1. Reduce height of tree in Wagon Mead.	£500															
2. Reduce 3 trees at Moat View.	£1,100															
3. Car Park maintenance	£260															
4. Cut and remove fallen branch at park	£240															
5. Remove broken limb off oak tree near church	£80															
6. Pull out and remove Ragwort by church	£300															
Total estimates: £ 2,480																
3033	CHRISTMAS TREE To consider arrangement for the erection and lighting of the village Christmas Tree.															
3034	PARKING MANAGEMENT AND CAR PARKS To consider any matters relating to village car parks. See KTM. Church Car Park. Update from the Lord of the Manor.															
3035	ALLOTMENT REPORT To receive and note a report on the Allotments.															

3036	PCSO's To note future attendance by NC at a Community Specials Briefing on 21 September given by Essex police.
3037	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground.
3038	GRANTS FOR CLUBS AND SOCIETIES To consider arrangements for making grants available for clubs and societies.
3039	JUBILEE FESTIVAL To consider arrangements for the holding of a Festival in June 2022 to mark the Platinum Jubilee of HM The Queen.
3040	LOCAL PLAN To consider any matters relating to a Local Plan and a briefing from a Uttlesford DC officer.
3041	LITTER PICKERS & LITTER BINS To consider any matters relating to Litter Pickers and refuse receptacles.
3042	MEMORIAL BENCH To consider a suggestion that a memorial bench be erected to commemorate two past members of RBL.
3043	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members.
3044	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
3045	DATE OF NEXT MEETING The next scheduled meeting is on Wednesday 04 October 2021. The first meeting of the Planning Committee is on 27 September 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

HATFIELD HEATH PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at 19:30 on Wednesday 04 August 2021 in the URC Hall

Present:

Cllr M Bissell (MB)
Cllr R Breavington (RB)
Cllr P Brown (PB)

Cllr N Champion (NC)
Cllr M Lemon (ML)
Cllr S King (SK)

Cllr S Saban (SS)

In attendance:

4 members of the public

R Bowran – Parish Clerk

Welcome by the Chairman

2993	APOLOGIES FOR ABSENCE Apologies for absence received from Cllr Robley – family matter. Cllr Barker said she wouldn't be present. Cllr Overton was absent.
2994	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members. Cllr Breavington advised he was now the chairman of the Village Hall Management Committee.
2995	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council. - A member of the public said that new notice boards had been made for the History Society and asked whether the council notice board could be refurbished. <i>Council was happy for this to be done by the member if the public.</i> - A member of the public commented that the Free Parking sign by the car park was visually obstructed. <i>Clerk to report issue to Parking Partnership</i> - A member of the public asked whether an Article 4 Directive had been served relating to the PoW camp. <i>It was confirmed that it had been applied for.</i> - A member of the public had asked about ragwort and thistles in the wildlife area. <i>Clerk to respond and instruct grass cutting contractor to deal with them.</i> - A member of the public had asked about bushes planted at the entrance to Broomfields. <i>Clerk to respond and clarify permissions that had been given in 2020.</i>
2996	MINUTES OF MEETING <i>Resolved:</i> To approve the minutes of the meeting of 07 July 2021. [prop Cllr Bissell; secd Cllr Saban] There were no matters arising from the minutes not on the agenda.
2997	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS District Cllr Lemon said he would report when it came to Item 3004.
2998	REPORT FROM OPEN MEETING <i>Received and noted:</i> Report on the Open Meeting which was held on Saturday 17 July 2021. Action Items to be added to the KTM.
2999	FINANCIAL REPORT <i>Noted:</i> Budget report to 29 July 2021 <i>Noted:</i> Expenditure in July 2021 approved by the Finance Cttee.

3001	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence. Members asked that it be minuted that thanks were due to the Clerk for recovering over £10k of monies due to the parish from past years.
3002	KEY TASK MONITOR Noted: The updated Key Task Monitor, now with Current and Archived items. Action items from the Open Meeting of 17 July to be added.
3003	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION <u>Proposed extension to front porch, first floor side extension, ground floor rear extension and replacement cladding to front elevation.</u> Farthings Park Drive Hatfield Heath CM22 7BJ Ref. No: UTT/21/2270/HHF; HHPC Comment: No Objection. <u>Demolition of garage and erection of replacement garage. Erection of 2 no. detached dwellings to the rear of Serena and creation of new vehicular access</u> Serena Chelmsford Road Hatfield Heath CM22 7BD Ref. No: UTT/21/2153/FUL; HHPC Comment : Objection, Overdevelopment of site and encroaching on Metropolitan Green Belt. <u>Single Storey rear extension</u> <u>Crescent House Matching Road Hatfield Heath Bishops Stortford Hertfordshire CM22 7AJ</u> Ref. No: UTT/21/2454/HHF; HHPC Comment: No Objection. DECISIONS MADE BY THE LPA FOR NOTING <u>Single storey rear addition and internal alteration</u> 3 West Hayes Hatfield Heath CM22 7DH Ref. No: UTT/21/1814/HHF Status: Approved <u>Proposed part two storey, part first floor and single storey front extensions, partial garage conversion and proposed single storey rear extension.</u> 2 Little Heath Hatfield Heath CM22 7EP Ref. No: UTT/21/1802/HHF Status: Approved <u>Proposed replacement of existing single storey rear extensions with part two storey, part single storey extension.</u> 20 Clipped Hedge Hatfield Heath CM22 7EG Ref. No: UTT/21/1668/HHF Status: Withdrawn <u>Two storey rear extension to create living room and bedroom</u> 1 Hillfield Cottage Chelmsford Road Hatfield Heath CM22 7AX Ref. No: UTT/21/1525/HHF Status: Approved <u>1 no Oak- reduce by 30% and remove ivy</u> Oak Lodge The Heath Hatfield Heath CM22 7AD Ref. No: UTT/21/1126/TPO Status: Allowed PLANNING APPEALS None received ENFORCEMENT ISSUES None received

	ESTABLISHMENT OF A PLANNING COMMITTEE Resolved: To establish a Planning Committee with Terms of Reference to include all local planning consultations and the developing situation caused by the "call for sites" by UDC. Members to be Cllrs Bissell, Champion, Lemon and Robley. <i>[prop Cllr Bissell; secd Cllr Breavington]</i> Clerk to prepare Terms of Reference.
3004	UDC CALL FOR SITES Some Members attended the Zoom meeting hosted by UDC on 26 July, and a meeting at Hatfield Broad Oak on 29 July. A plan of action by the parish council was discussed to promote the best interests of the parish. Points agreed were: • The Council will actively work with neighbouring councils representing parishes affected by the "call for sites" • The Council will establish a Planning Committee with Terms of Reference to include all local planning consultations and the developing situation caused by the "call for sites". • The Council supports the principle of engaging a planning consultant to advise on the appropriate response to the process for establishing preferred sites for inclusion in the District Plan. • The Council will agree to share the costs of this engagement in proportions to be agreed with other councils. Resolved: That the cost of the initial consultation, estimated at £1,500, shared with Hatfield Broad Oak PC, will be funded from General Reserve, but ultimate costs to be subject of a call upon the precept. <i>[prop Cllr Bissell; secd Cllr Breavington]</i>
3005	HIGHWAYS MATTERS To consider any matters relating to Highways • VAR is not working. Clerk asked to arrange for a replacement unit.
3006	PARKING MANAGEMENT AND CAR PARKS To consider any matters relating to village car parks. See KTM. Church Car Park. Update from the Lord of the Manor is that we await the decision from the trustees.
3007	ALLOTMENT REPORT Reported: That the rabbit fence was defective and there was still a dripping tap. SK to attend to both items.
3008	FLOODING Noted: The receipt of response to FoI request which had not yielded any meaningful information.
3009	PLAYGROUND Weekly inspection by CO should start imminently. Reported: that maintenance work by SK would start on 16 August. Clerk requested to obtain councillor I.D badges for when on council business. VILLAGE GREEN Corner opposite Hunters Meet needs strimming to restore sight lines. Clerk to liaise with contractor. PB reported thanks to KoKo Thai for the use of water for the planters.

3010	CHURCH INSTITUTE/VILLAGE HALL Clerk had reviewed the lease and relevant documents and reported: • Chelmsford Diocese leased a parcel of land in 1968 for a period of 56 years to the Holy Trinity church and three Trustees. New lease needed in 2024. • The parish council of <i>Hatfield Broad Oak</i> (sic) is the Custodian Trustee. • The Village Hall Trust was registered as a charity in 1974 • The management of the Hall and Institute is by a Management Committee, this includes all repairs, and maintenance. • The Custodian Trustee, now HHPC has no role apart from being the legal personification of the charitable trust. • It is the responsibility of the Management Committee to deal with any lease renewal.
3011	EMERGENCY RESPONSE PLAN Clerk to follow up co-ordination of parish information with the Principal Authorities emergency planning officer.
3012	NEIGHBOURHOOD PLAN Reported: That no progress had been made in setting up a briefing from a Uttlesford DC officer.
3013	LITTER PICKERS & LITTER BINS Reported that Judith Foster has resigned from the end of August and was being replaced by Janice Page. Orange litter bags will now be delivered to PB for distribution.
3014	MEMORIAL PLAQUE - Arrangements for the Memorial Plaque were progressing. To be transferred to KTM.
3015	ENGAGEMENT WITH YOUNGER POPULATION To consider any matters relating to proposals for greater engagement with the younger population of the parish. Hilary Allen updated Members with enquiries made so far.
3016	REPORTS FROM MEMBERS ON MEETINGS ATTENDED There were no additional reports from members.
3017	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. • Festival in June 2022 • Local Plan • PCSO's • Grants for clubs and societies
3018	DATE OF NEXT MEETING The next scheduled meeting is on Wednesday 01 Sept 2021.

Meeting ended at 20:34

Parish Council Forum 14th August 2021

We had just two visitors. Hilary Allen and John Smith.

In attendance were Mark Lemon, Nigel Robley, Peter Brown and Sandra Saban.

We started talking about the Hunters Meet where there are 2 or 3 posts that have been knocked over and a dead tree that needs dealing with. Mark L volunteered to call Peter May about the posts and also to request that the site lines coming onto both the A1060 and B183 are improved since there is a problem seeing when pulling out. Mark L queried whether the grass outside Bentley Villas had been cut. It has, but is actually only scheduled as a rough cut (3 times a year) and has grown back very quickly. We can ask for it to be cut again but the problem is that that will be the third cut and leave us nothing until Autumn. Mark L also queried who is cutting outside 'old Footprint'. It was agreed that Peter May would do this, but concern that it is not being done.

Later on John Smith raised concern that there was ragwort on the village green in two areas (wildlife area and at the end nearest Ardley Crescent). The Clerk has written to Peter May and also followed it up that this should be removed and burned.

Finally it was noted that behind Holy Trinity the 'goalpost' entrance onto the village green is blocked, preventing access. Ask Peter May to pull it back until November. Equally re-site the horizontal telegraph pole behind the bus stop that has been displaced in an accident.

Organise a separate meeting with Peter May to go over all of our concerns and expectations and get a proper understanding. (Nigel R)

The post on the island outside Footprint has been broken for some time now and needs to be replaced. **Mark L agreed to take this up with Highways together with getting a post outside Michael Ronan's house to prevent cars/vans dangerously mounting the kerbs.**

There are a number of trees in the village that need attention. Peter Brown has asked Barry Newman to quote for fixing these together with completing clearance of the weeds in the village car park. Quotes to be discussed at next Parish Council meeting **(Richard to please add to agenda)**

There is a tree alongside the Hunter's Meet in between there and the house owned by Mr and Mrs Morris that needs attention and Barry Newman will quote for ridding it initially of the ivy, but it needs topping.

We agreed that we needed to summarise all of the things that need to be done and ask Ben Smeeden of UDC to come and walk around with us to ascertain who owns all of these.

Some are believed to be owned by UDC, some by the LOM and some privately (**cover under the above agenda item**)

The Fish Inn have provided a reading of the electricity used for the car park lighting plus their bank details. They are establishing the rate they are paying and will provide to Nigel R as soon as possible.

There is an abandoned white Kangoo van in the car park (abandoned for three months) that is MOT'd but not taxed – reg NU11CVD). **Mark L volunteered to establish how to deal with this and also the van abandoned opposite the doctor's surgery reported at the last two PC meetings.**

Sandra S brought up the subject of a memorial bench for two past RBL members. Agreed we needed to agree acceptance of having a further bench and its location at the next PC meeting (**Richard to add to agenda please**)

Hillary A told us that from September 2 we would be allowed back into the coffee room of the Institute and that she would be running coffee mornings two days a week initially to establish interest. She asked if the PC would pay the rent for this and was advised that this was not our policy. We then discussed what we could do for the younger age groups and many thoughts were discussed which she will summarise and we will progress these together and where appropriate help fund them.

Apart from this there was a general discussion about the call for sites document produced by the UDC and the implications for the village. This will be dealt with in the existing fora that have been set up.

The meeting finished at 1200

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

26 August 2021 (2021 - 2022)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Bank charges				80.00	18.00	62	62 (77%)
10	Car Mileage				400.00	101.70	298	298 (74%)
11	Members expenses				100.00		100	100 (100%)
16	Data Registration				40.00		40	40 (100%)
17	EALC Subscription				550.00	489.91	60	60 (10%)
18	SLCC Subscription				100.00		100	100 (100%)
24	Insurance				450.00	1,793.00	-343	-343 (-23%)
25	Elections				250.00		250	250 (100%)
26	Printing Postage Stationery				100.00	71.83	28	28 (28%)
28	Training				400.00	100.00	300	300 (75%)
29	Office Provision							(N/A)
48	Other Subscriptions					105.00	-105	-105 (N/A)
55	Hall Hire				450.00		450	450 (100%)
62	Misc Expenses					62.28	-62	-62 (N/A)
65	Admin/Finance Support					143.75	-144	-144 (N/A)
SUB TOTAL					3,920.00	2,885.27	1,035	1,035 (26%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Rents	430.00	435.00	5				5 (1%)
8	Repairs & Maintenance							(N/A)
54	Grass Cutting Allotment				230.00		230	230 (100%)
60	Pest Control				200.00	150.00	50	50 (25%)
SUB TOTAL		430.00	435.00	5	430.00	150.00	280	285 (33%)

Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Street Furniture				2,500.00		2,500	2,500 (100%)
40	Grants				3,500.00		3,500	3,500 (100%)
41	Wildlife Area				500.00		500	500 (100%)
42	Green Waste Skips				2,500.00		2,500	2,500 (100%)
44	Wildlife Project				1,500.00		1,500	1,500 (100%)
45	War Memorial				300.00	41.10	259	259 (86%)
SUB TOTAL					10,800.00	41.10	10,759	10,759 (99%)

Audit

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Internal Audit				280.00		280	280 (100%)
5	External Audit				200.00	440.00	-240	-240 (-120%)

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

26 August 2021 (2021 - 2022)

SUB TOTAL				480.00	440.00	40	40 (8%)
------------------	--	--	--	---------------	---------------	-----------	----------------

Car Parks

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Village car park				1,200.00		1,200	1,200 (100%)
22	Church car park							(N/A)
SUB TOTAL					1,200.00		1,200	1,200 (100%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Community Events				300.00		300	300 (100%)
30	Annual Parish Meeting				100.00		100	100 (100%)
33	Christmas Tree				500.00		500	500 (100%)
35	Fairs	1,850.00		-1,850				-1,850 (-100%)
SUB TOTAL		1,850.00		-1,850	900.00		900	-950 (-34%)

Highways

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Repairs and Maintenance				100.00		100	100 (100%)
20	Vehicle Activated Sign				100.00		100	100 (100%)
50	Consultancy							(N/A)
SUB TOTAL					200.00		200	200 (100%)

Information Technology

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Web-site				700.00	275.00	425	425 (60%)
31	IT Repairs and Software				50.00	145.00	-95	-95 (-190%)
32	IT Equipment				50.00	602.00	-552	-552 (-1104%)
53	Zoom Subscriptions							(N/A)
SUB TOTAL					800.00	1,022.00	-222	-222 (-27%)

Litter Picking

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Litter Picking PPE					102.55	-103	-103 (N/A)

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

26 August 2021 (2021 - 2022)

SUB TOTAL

102.55

-103

-103 (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)
63 Tree Works							(N/A)
64 Poppy Appeal							(N/A)
66 Cricket Club							(N/A)
SUB TOTAL							(N/A)

Other Expenditure

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69 V.A.T. Expenditure				3,000.00	366.40	2,634	2,634 (87%)
SUB TOTAL				3,000.00	366.40	2,634	2,634 (87%)

Other Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70 V.A.T. Income	3,000.00	8,004.01	5,004				5,004 (166%)
SUB TOTAL	3,000.00	8,004.01	5,004				5,004 (166%)

Playgrounds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23 Repairs & Maintenance				1,000.00	89.50	911	911 (91%)
46 Play Area				1,000.00		1,000	1,000 (100%)
SUB TOTAL				2,000.00	89.50	1,911	1,911 (95%)

Policing

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39 Community Policing				2,000.00		2,000	2,000 (100%)
SUB TOTAL				2,000.00		2,000	2,000 (100%)

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

26 August 2021 (2021 - 2022)

Precept

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3 Precept	42,145.00	21,072.50	-21,073				-21,073 (-50%)
SUB TOTAL	42,145.00	21,072.50	-21,073				-21,073 (-50%)

s137

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Remembrance Wreath				50.00		50	50 (100%)
59 Poppy Appeal							(N/A)
SUB TOTAL				50.00		50	50 (100%)

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Current Staff				10,800.00	3,081.23	7,719	7,719 (71%)
7 Locum Clerk/RFO							(N/A)
47 Prior Staff							(N/A)
51 HMRC					1,215.50	-1,216	-1,216 (N/A)
52 Litter Pickers				5,000.00	2,025.40	2,975	2,975 (59%)
SUB TOTAL				15,800.00	6,322.13	9,478	9,478 (59%)

Village Green

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13 Grass cutting				3,000.00	4,425.47	-1,425	-1,425 (-47%)
15 Repairs & Maintenance				4,000.00	530.00	3,470	3,470 (86%)
36 ECC Highways	2,265.00	2,264.92	0				0 (0%)
43 Rural Verges				2,640.00	1,212.21	1,428	1,428 (54%)
67 Heath Posting					807.00	-807	-807 (N/A)
SUB TOTAL	2,265.00	2,264.92	0	9,640.00	6,974.68	2,665	2,665 (22%)

Summary

NET TOTAL	49,690.00	31,776.43	-17,914	51,220.00	18,393.63	32,826	14,913 (14%)
V.A.T.		0.00			1,767.02		
GROSS TOTAL		31,776.43			20,160.65		

Invoices for Authorisation to 25 August 2021

Agenda Item: 3025.2

Date	Voucher	Paid to	Description	Payent method	Gross	VAT	Net
29/07/2021	79	Rodect	Allotment pest control	online	50.00		50.00
30/07/2021	80	PW May	Grass cutting inv 3281	online	591.98	98.66	493.32
01/08/2021	81	Heath Computers	Website maintenmance	online	66.00	11.00	55.00
01/08/2021	82	Heath Computers	Domain hosting and refistration	online	96.00	16.00	80.00
13/08/2021	83	PW May	Grass cutting inv 3306	online	505.74	84.29	421.45
19/08/2021	84	PW May	Flail rough areas inv 3313	online	240.00	40.00	200.00
25/08/2021	85	R Bowran	August Salary	online	619.80		619.80
25/08/2021	86	R Bowran	August Expenses - car mileage	online	51.30		51.30
25/08/2021	87	J Sykes	August Salary	online	176.41		176.41
25/08/2021	88	J Jackson	August Salary	online	81.56		81.56
25/08/2021	89	K Morris	August Salary	online	122.85		122.85
25/08/2021	90	J Foster	August Salary	online	81.56		81.56
25/08/2021	91	HMRC	Tax & NI	online	245.22		245.22
Total					2,928.42	249.95	2,678.47

Cash receipts

Date		From	Description	Amount
25/08/2021		HHPC	Allotment Rents	£435.00

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – August 2021

Date: 25 August 2021

Summary of main items of activity:

- Clerked August Council Meeting
- Prepared minutes of August meeting, revised format to fit village magazine.
- Prepared agenda and papers for September council meeting
- Dealing with correspondence and contract queries.
- Corresponded with Unity Trust Bank re: cash deposits
- Analysed website issues and discussed resolution with Shadowfax
- Attended meeting at Hatfield Broad Oak re: UDC's "Call for Sites"
- Attended meeting with HHPC councillors re: UDC's "Call for Sites"
- Liaised with clerks at HBO, GtHPC and LtHPC re: Joint working with planning consultant.

KEY TASK MONITOR	AUGUST 2021	CURRENT			
SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
Village Car Park	1. Health & Safety. All risk items have been addressed. Lighting installed and insurers accept risk assessment. 2. Payment for electricity 3. Introduce Pay & Display system. To avoid long-term parking and free up space for locals	1. Quarterly risk assessment needs to be completed for April, July, October and January. 2. Separate meter installed. Fish Inn need reimbursing each quarter. 3. Follow up with North Essex Parking Partnership and cost out a scheme.	M M M	CO Clerk NR/ML	Ongoing Ongoing TBA
Church Road Car Park	Resurfacing is needed to allow more and safer parking at that end of the village	Quotations received. Awaiting written permission from H Turtill on behalf of the LoM	M	NR/ML	
Stansted Airport	Noise and impact on village an ongoing concern	Appeal process still in train	M	MB	Ongoing
Village Sign	Concerns over condition and maintenance	Open item	M	HHPC	Open
Flooding – Stortford Road	Three major flooding issues. Croft plan approved.	Visit by Highways in April 2021. FoI request sent to Essex, reply not helpful	H	NR/Clerk	Ongoing
Flooding – Dunmow Road	Issue outside Lea Hall. Conduit cleared but ditches remain blocked.	Letter sent to LoM agent, no response. Cty Cllr has followed up with Bidwells	H	SB	Ongoing
Play Areas and Paths	H&S. RoSPA report identified areas to be addressed	Kings of Essex awarded contract to apply remedies. Quarterly risk assessment needs to be completed for April, July, October and January.	H	CO/SK	Ongoing
Website Maintenance	Review of website and its maintenance	Review with Heath Computers and consider alternative arrangements and a “.gov.uk” address	M	Clerk	Ongoing
Village Green Maintenance	Cut village green and verges. Rough cut 3xpa, Heath grass 15xpa,	Contract given to PW May. Monitor.	M	HHPC	Ongoing

	allotment 8xpa playground 8xpa wildlife area 1xpa				
	Maintain the six ponds on the Heath	Contract given to J Kenney. Works postponed until September	M	HHPC	09/21
Emergency Plan	Plan completed but GDPR implications need to be clarified.	Liaise with UDC	M	Clerk	Ongoing
Highways – Cox Ley Road	Cty Cllr to see if any remedial works are planned.	Formal approach to Essex Highways.	M	Clerk	Ongoing
PCSO	Employ a village PCSO. Costs too high for HHPC to bear alone.	Need to establish what alternatives exist.	H	Clerk/NC	09/21
Speeding /Road Safety	Can Essex do anything to help with excess speeds through the village?	Cty Cllr advises that it may be budgeted for in 2022/23	M	NR	Ongoing
Allotments	Mend fences.	Quote accepted from Kings of Essex. Fence now completed.	M	SK	Closed
Signage – Pond Lane	Replace multiple signs with an “estate” sign	Waiting a face-to-face meeting with lease holders	M	MB	Open
Village Green – Wooden Posts	Replace and renew posts	Quote agreed with Peter May and task now completed.	M	NR	Closed
Dog Bins	Establish need and locations	Quotation obtained. Awaiting confirmation that UDC will empty them once installed.	M	Clerk	Open
Memorial Plaque	Design and purchase	Mark Radcliffe established ownership of land and obtained permissions	M		Open

FROM JULY OPEN FORUM

SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
Hastoe Project – Cox Ley	Although planning consent has been given, there are no published conditions	Lack of planning staff at UDC	L		
The Close	A number of issues and a lack of response from landlord	Review of all issues	M	ML + CO	By 31/07
White Horse Tent	Erection of an outside tent. UDC taking a pragmatic view.	Will be reviewed after return to normality	M	UDC	By 19/07
Queens Jubilee Festival	Proposal to hold a Festival to coincide with Queen's Jubilee celebrations.	Will be discussed at PC meeting in August.	M	HHPC	04/08

UDC Friday Club	Tracey is retiring from running this event.	Post needing a new leader in village magazine	M		
Broomfields Trees	No one maintaining trees in Broomfields especially near No 74.	Need to. Contact UDC establish ownership and responsibility.	M	Clerk	
Youth Group	Need to progress ideas for the 13+ age group.	Contact of John Starr at UDC given to Hilary Allen	M	ML	
Village Hall / Institute	Need to establish HHPC responsibility in respect of these locations.	Review existing lease and legal status and report back to council	M	Clerk	04/08
Defibrillator at the Co-op	No access code for the unit is known	Establish who has been trained. Carol Dixon-Smith seems to have the answers.	M	NR	
Speeding in the village	Can Essex do anything to help with excess speeds through the village?	Cty Cllr advises that it may be budgeted for in 2022/23	M	NR	
SpeedWatch Initiative	Is this a practical route for self-help in controlling speeding?	Talk to previous participants and formulate a plan	M	NR	

FROM AUGUST OPEN FORUM

SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
Grass cutting, Ragwort, etc.	Some areas of grass cutting have got out of step with need.	Arrange a separate meeting with Peter May to clarify aspects of his contract.	M	NR	
Damaged Posts	Noticed outside Hunters Meet	Contact Peter May about rectification and about improving site lines on A1060/B183	M	ML	
Tree maintenance	Number of trees in village that need attention	Quotes to be discussed at next HHPC meeting. Ownership of trees in the village to be established with UDC	M	Clerk	01/09
Abandoned Kangoo Van	Van abandoned in village car park for three months. Not taxed.	Investigate how to get the vehicle removed.	M	ML	
Memorial benches for RBL	Suggestion of a memorial bench for two past RBL members.	A location and acceptance to be discussed at next HHPC meeting	M	Clerk	01/09
CALL FOR SITES	Deep concerns about implications of UDC's Call for Sites document.	A Working Party is being created which will report back to the Planning Committee and thence to Council.	H	planning	ongoing

KEY TASK MONITOR	AUGUST 2021	ARCHIVE			
SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
War Memorial Grant	Refurbish & maintain War Memorial	Grant obtained, contractor appointed, work completed. Ongoing garden maintenance in place.	M	Clerk	Done
Playground – COVID19	Risk assessment carried out and posters displayed in car park.	National guidelines followed; Weekly checks being carried out.	M	CO	Ongoing
Litter Pickers	Establish routes for each litter picker; provide equipment	Meet with litter pickers, agree routes and establish equipment requirements.	M	NB	Done
Finance	Reclaim of VAT and UDC (sic) funding for rural verges	Three years' Vat recovered (£8,000) and ECC invoiced for 2020/21 and recovered (£2,200)	M	Clerk	Done
Shops Re-opening - COVID19	Need to publish guidance for shop openings.	Advice posted on website and leaflets distributed, website needs updating.	M	PC	Done

Hatfield Heath Parish Council

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



COMMITTEE TERMS OF REFERENCE

Committees may exercise delegated functions on behalf of the Parish Council under the following Terms of Reference, subject to:

- The Parish Council's approved Budget and Financial Regulations.
- Any previously minuted decision of the Parish Council.
- Any matters reserved to the Parish Council by Law.

PLANNING COMMITTEE

The Planning Committee considers proposed development in the parish and immediate surrounding area, responding to planning applications as a consultee; responding to relevant consultations and supporting the development of a Neighbourhood or District Plan.

Membership:	Four (4);	Quorum Three (3)
Frequency of meetings:	Once a month.	
Membership eligibility:	Appointment by full council.	

TERMS OF REFERENCE

1. To consider all planning aspects of development within the village.
2. To consider all matters affecting the parish infrastructure.
3. To consider and monitor Development Plans and associated documents.
4. To provide or delegate representation at Planning Authority meetings, Inquiries and Appeals.
5. To respond as a consultee to any planning application or any consultation document relating to planning in the parish or surrounding areas.
6. To receive reports from any appointed working party that may be established to consider major developments that may affect the parish or surrounding areas.
7. To make recommendations regarding street naming within the parish.

*...Invitation to Essex parishes to join highways
devolution scheme...*

**Essex
Highways**

SAFER GREENER HEALTHIER

Dear Chairman, Councillors, Clerks & Partners,

Further to the notice I placed in last week's e-bulletin, I am today writing to you in more depth about the Highways Devolution Scheme. Back in June 2019, Essex County Council and the Essex Association of Local Councils joined early adopter West Bergholt Parish Council to formally launch an innovative highways scheme devolving some decision-making down to our local communities. This has evolved into the Highways Devolution programme. We are currently inviting new Parishes in Essex to take part.

The scheme helps participating Parish and Town Councils across Essex County Council's jurisdiction, to improve their area based on the local community's knowledge and needs. Focused on the local delivery of smaller-scale works such as verge and vegetation work, traffic sign maintenance and minor footway repairs, the scheme allows local councils who choose to participate to improve their street scene quicker than the county council can in many cases. This in turn will enable the ECC to focus on delivery of the larger, more complex highway works such as road resurfacing and other capital projects, which have a wider impact and need more specialist skills, resources and equipment.

To find out more about the scheme from the Highways team themselves, to watch videos and to download information packs, please visit their webpage [here](#).

If you have any further questions or would like to join the scheme, please email highways.devolution@essex.gov.uk.



5. **ANALYSIS**
 a. **Method**
 b. **Results**
 c. **Comments**
 d. **Signature**
 e. **Date**
 f. **Initials**
 g. **Remarks**
 h. **Signature**
 i. **Date**
 j. **Initials**
 k. **Remarks**
 l. **Signature**
 m. **Date**
 n. **Initials**
 o. **Remarks**
 p. **Signature**
 q. **Date**
 r. **Initials**
 s. **Remarks**
 t. **Signature**
 u. **Date**
 v. **Initials**
 w. **Remarks**
 x. **Signature**
 y. **Date**
 z. **Initials**
 aa. **Remarks**
 ab. **Signature**
 ac. **Date**
 ad. **Initials**
 ae. **Remarks**
 af. **Signature**
 ag. **Date**
 ah. **Initials**
 ai. **Remarks**
 aj. **Signature**
 ak. **Date**
 al. **Initials**
 am. **Remarks**
 an. **Signature**
 ao. **Date**
 ap. **Initials**
 aq. **Remarks**
 ar. **Signature**
 as. **Date**
 at. **Initials**
 au. **Remarks**
 av. **Signature**
 aw. **Date**
 ax. **Initials**
 ay. **Remarks**
 az. **Signature**
 ba. **Date**
 bb. **Initials**
 bc. **Remarks**
 bd. **Signature**
 be. **Date**
 bf. **Initials**
 bg. **Remarks**
 bh. **Signature**
 bi. **Date**
 bj. **Initials**
 bk. **Remarks**
 bl. **Signature**
 bm. **Date**
 bn. **Initials**
 bo. **Remarks**
 bp. **Signature**
 bq. **Date**
 br. **Initials**
 bs. **Remarks**
 bt. **Signature**
 bu. **Date**
 bv. **Initials**
 bw. **Remarks**
 bx. **Signature**
 by. **Date**
 bz. **Initials**
 ca. **Remarks**
 cb. **Signature**
 cc. **Date**
 cd. **Initials**
 ce. **Remarks**
 cf. **Signature**
 cg. **Date**
 ch. **Initials**
 ci. **Remarks**
 cj. **Signature**
 ck. **Date**
 cl. **Initials**
 cm. **Remarks**
 cn. **Signature**
 co. **Date**
 cp. **Initials**
 cq. **Remarks**
 cr. **Signature**
 cs. **Date**
 ct. **Initials**
 cu. **Remarks**
 cv. **Signature**
 cw. **Date**
 cx. **Initials**
 cy. **Remarks**
 cz. **Signature**
 da. **Date**
 db. **Initials**
 dc. **Remarks**
 dd. **Signature**
 de. **Date**
 df. **Initials**
 dg. **Remarks**
 dh. **Signature**
 di. **Date**
 dj. **Initials**
 dk. **Remarks**
 dl. **Signature**
 dm. **Date**
 dn. **Initials**
 do. **Remarks**
 dp. **Signature**
 dq. **Date**
 dr. **Initials**
 ds. **Remarks**
 dt. **Signature**
 du. **Date**
 dv. **Initials**
 dw. **Remarks**
 dx. **Signature**
 dy. **Date**
 dz. **Initials**
 ea. **Remarks**
 eb. **Signature**
 ec. **Date**
 ed. **Initials**
 ee. **Remarks**
 ef. **Signature**
 eg. **Date**
 eh. **Initials**
 ei. **Remarks**
 ej. **Signature**
 ek. **Date**
 el. **Initials**
 em. **Remarks**
 en. **Signature**
 eo. **Date**
 ep. **Initials**
 eq. **Remarks**
 er. **Signature**
 es. **Date**
 et. **Initials**
 eu. **Remarks**
 ev. **Signature**
 ew. **Date**
 ex. **Initials**
 ey. **Remarks**
 ez. **Signature**
 fa. **Date**
 fb. **Initials**
 fc. **Remarks**
 fd. **Signature**
 fe. **Date**
 ff. **Initials**
 fg. **Remarks**
 fh. **Signature**
 fi. **Date**
 fj. **Initials**
 fk. **Remarks**
 fl. **Signature**
 fm. **Date**
 fn. **Initials**
 fo. **Remarks**
 fp. **Signature**
 fq. **Date**
 fr. **Initials**
 fs. **Remarks**
 ft. **Signature**
 fu. **Date**
 fv. **Initials**
 fw. **Remarks**
 fx. **Signature**
 fy. **Date**
 fz. **Initials**
 ga. **Remarks**
 gb. **Signature**
 gc. **Date**
 gd. **Initials**
 ge. **Remarks**
 gf. **Signature**
 gg. **Date**
 gh. **Initials**
 gi. **Remarks**
 gj. **Signature**
 gk. **Date**
 gl. **Initials**
 gm. **Remarks**
 gn. **Signature**
 go. **Date**
 gp. **Initials**
 gq. **Remarks**
 gr. **Signature**
 gs. **Date**
 gt. **Initials**
 gu. **Remarks**
 gv. **Signature**
 gw. **Date**
 gx. **Initials**
 gy. **Remarks**
 gz. **Signature**
 ha. **Date**
 hb. **Initials**
 hc. **Remarks**
 hd. **Signature**
 he. **Date**
 hf. **Initials**
 hg. **Remarks**
 hh. **Signature**
 hi. **Date**
 hj. **Initials**
 hk. **Remarks**
 hl. **Signature**
 hm. **Date**
 hn. **Initials**
 ho. **Remarks**
 hp. **Signature**
 hq. **Date**
 hr. **Initials**
 hs. **Remarks**
 ht. **Signature**
 hu. **Date**
 hv. **Initials**
 hw. **Remarks**
 hx. **Signature**
 hy. **Date**
 hz. **Initials**
 ia. **Remarks**
 ib. **Signature**
 ic. **Date**
 id. **Initials**
 ie. **Remarks**
 if. **Signature**
 ig. **Date**
 ih. **Initials**
 ii. **Remarks**
 ij. **Signature**
 ik. **Date**
 il. **Initials**
 im. **Remarks**
 in. **Signature**
 io. **Date**
 ip. **Initials**
 iq. **Remarks**
 ir. **Signature**
 is. **Date**
 it. **Initials**
 iu. **Remarks**
 iv. **Signature**
 iw. **Date**
 ix. **Initials**
 iy. **Remarks**
 iz. **Signature**
 ja. **Date**
 jb. **Initials**
 jc. **Remarks**
 jd. **Signature**
 je. **Date**
 jf. **Initials**
 jg. **Remarks**
 jh. **Signature**
 ji. **Date**
 jj. **Initials**
 jk. **Remarks**
 jl. **Signature**
 jm. **Date**
 jn. **Initials**
 jo. **Remarks**
 jp. **Signature**
 jq. **Date**
 jr. **Initials**
 js. **Remarks**
 jt. **Signature**
 ju. **Date**
 jv. **Initials**
 jw. **Remarks**
 jx. **Signature**
 jy. **Date**
 jz. **Initials**
 ka. **Remarks**
 kb. **Signature**
 kc. **Date**
 kd. **Initials**
 ke. **Remarks**
 kf. **Signature**
 kg. **Date**
 kh. **Initials**
 ki. **Remarks**
 kj. **Signature**
 kk. **Date**
 kl. **Initials**
 km. **Remarks**
 kn. **Signature**
 ko. **Date**
 kp. **Initials**
 kq. **Remarks**
 kr. **Signature**
 ks. **Date**
 kt. **Initials**
 ku. **Remarks**
 kv. **Signature**
 kw. **Date**
 kx. **Initials**
 ky. **Remarks**
 kz. **Signature**
 la. <

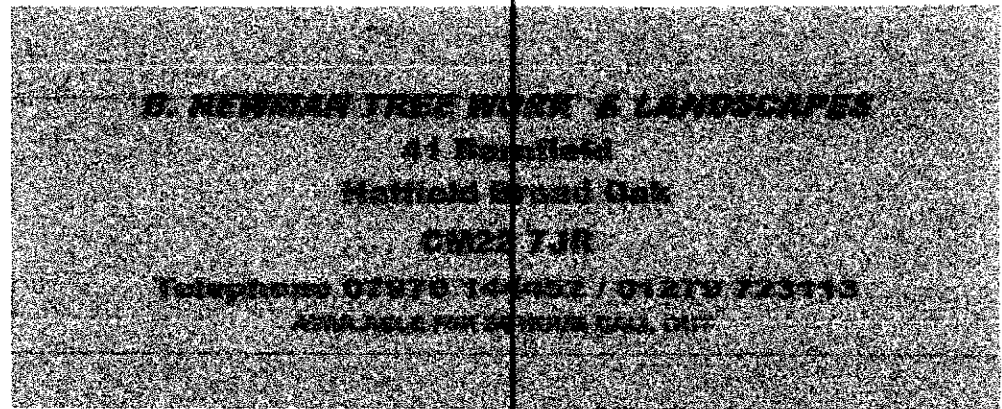
20
10

To reduce tree in Wagon Meadow
by 25% - \$500.00 -
To reduce Oak trees at
Moose View - 3 trees = \$100.

8

Heavy Hanks

[illegible]



ESTIMATE / INVOICE

DATE: 19/08/2021

To: HATFIELD HEATH PARISH COUNCIL

Re: Works ^{to be} carried out.

Description of works:

work carried out on car park behind
Fish Inn - £260.00

work ^{to be} carried out at the park -
cut fallen branch & clear rubbish
and trim tree back from house £240.00.

To take broken limb off Oak Tree
near Church £80.00.

To pull out ragwort by church &
remove £300.00.

Sort Code: 20-36-98

Account No: 43221016

B.J. Newman

Many thanks

£

• HEDGE AND TREE CUTTING • ALL TYPES OF FENCING WORK • PATIOS • DRIVEWAYS •
• GRASSING • CONCRETING • TARMING • GARDEN CLEARANCE • FERTILISERS •
• HARD LANDS • TOP SOIL • DECKING • LIME AWAYS AVAILABLE •