

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 06 October 2021** to transact the business set out in the agenda below.

Parish Clerk
24 September 2021

AGENDA

Welcome by the Chairman

3046	APOLOGIES FOR ABSENCE To receive any apologies for absence
3047	BRIAN BLAND To pay tribute to Brian Bland who passed away on 16 September 2021.
3048	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members
3049	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
3050 	MINUTES OF MEETING To approve the minutes of the meeting of 01 September 2021 To discuss any matters arising from the minutes not included elsewhere on the agenda.
3051	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
3052 	REPORT FROM OPEN MEETING To receive a report on the Open Meeting which was held on Saturday 11 September 2021. Action items placed on KTM.
3053 	FINANCIAL REPORT 1. To note budget report to 22 September 2021 2. To note items of expenditure in September 2021 as approved by the Finance Committee 3. To note conclusion of external audit for the year 2020-21.

3054	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION <u>proposed loft conversion with roof lights</u> Tamarins 16 The Shaw Hatfield Heath CM22 7DD :UTT/21/2869/CLP Status: Awaiting decision <u>Proposed change of use of part of agricultural storage to games room including the removal of timber barn doors and changes to fenestration.</u> Gibsons Friars Lane Hatfield Heath CM22 7AP :UTT/21/2834/FUL Status: Awaiting decision <u>Proposed white rendering to front, rear and side elevations.</u> 17 Clipped Hedge Hatfield Heath CM22 7EG UTT/21/2780/HHF Status: Awaiting decision DECISIONS MADE BY THE LPA FOR NOTING <u>Application to discharge condition 2 (Details of materials) attached to UTT/21/0839/HHF</u> Lyndhurst The Heath Hatfield Heath CM22 7AD Ref. No: UTT/21/2703/DOC Status: Discharge Conditions in Full <u>Single Storey rear extension</u> Crescent House Matching Road Hatfield Heath Bishops Stortford CM22 7AJ Ref. No: UTT/21/2454/HHF Status: Approved PLANNING APPEALS None received ENFORCEMENT ISSUES None received
3054	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence.
3055	NOTES FROM USAG (Unsustainable Sites Action Group) To receive notes from the meeting of USAG held on Thursday 02 September. To receive notes from the meeting of USAG held on Tuesday 21 September.
3056	KEY TASK MONITOR To review and update the Key Task Monitor.
3057	VILLAGE GREEN To note progress on various matters relating to the village green
3058	PARKING MANAGEMENT AND CAR PARKS To consider any matters relating to village car parks. • Church Car Park. Update on contract with RW Marsh. • To determine whether the parish council should adopt the car park that will be constructed as part of the Hastoe development off Cox Ley.
3059	ALLOTMENT REPORT To receive and note a report on the Allotments.

3060	PCSO's To receive a report from NC concerning a Community Specials Briefing on 21 September given by Essex police.
3061	HIGHWAYS MATTERS To consider any matters relating to Highways, including: Consideration of funding for SIDs (Speed Indicating Devices).
3062	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground.
3063	GRANTS FOR CLUBS AND SOCIETIES To consider arrangements for making grants available for clubs and societies.
3064	JUBILEE FESTIVAL To consider arrangements for the holding of a Festival in June 2022 to mark the Platinum Jubilee of HM The Queen.
3065	LOCAL PLAN To consider any matters relating to a Local Plan and a briefing from a Uttlesford DC officer.
3066	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members.
3067	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
3068	DATE OF NEXT MEETING The next scheduled meeting is on Wednesday 03 November 2021. The first meeting of the Planning Committee is on 25 October 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 01 September 2021 in the URC Hall

Present:

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

Cllr N Champion (NC)
Cllr M Lemon (ML)
Cllr C Overton (CO)
5 members of the public

Cllr N Robley (NR)
Cllr S Saban (SS)
R Bowran – Parish Clerk

Welcome by the Chairman

3019	APOLOGIES FOR ABSENCE Were received from Cllr King – work commitment
3020	DECLARATIONS OF PECUNIARY INTEREST There were no 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 - A member of the public reminded Members that if a Do Not Resuscitate card is present on a person, then it should be respected. - A member of the public updated Members on arrangement for the celebration of the installation of the B26 "Mis Laid" memorial. - A member of the public spoke in support of the URC application for a grant and clarified the purpose of the grant. <i>Agreed that a grant application form be introduced to organise and make consistent future grant applications.</i> - A member of the public, via representations to the Clerk, had asked for the council's assistance in keeping a watching brief on adherence to the planning conditions set for the Hastoe development. <i>Clerk had responded positively to the request.</i> - Cty Cllr Susan Barker had contacted the Clerk with news that the Local Highways Panel were to consider a drainage ditch on Stortford Road to counter flooding. <i>Clerk said that UALC has asked for specific questions to be submitted for the next LHP meeting on 13 September.</i>
3022	MINUTES OF MEETING <i>Resolved:</i> To approve the minutes of the meeting of 04 August 2021. <i>[prop Cllr Saban; secd Cllr Robley. All in favour]</i>
3023	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. ML reported Hatfield Village Community has been publicised in village magazine. Meetings arranged with HBOPC and the Hallingbury's PCs. Gordon Glendale, UDC head of planning had resigned and left.
3024	REPORT FROM OPEN MEETING A report on the Open Meeting held on Saturday 14 August 2021 was circulated to all Members and placed on the website. Action items placed on KTM. Especial concern about the spread of Ragwort.
3025	FINANCIAL REPORT Noted: Budget report to 26 August 2021 Noted: Items of expenditure in August 2021 as approved by the Finance Committee.

3026	CLERK'S REPORT & CORRESPONDENCE <i>Received and noted:</i> Clerk's report and correspondence.
3027	KEY TASK MONITOR Key Task Monitor. Had been updated, circulated to Members and placed on the website. CO reported visiting the play area every day. new risk assessment now due, signage needed. CO reported on progress on maintenance items in The Close. ML reported that we now have permission from the LoM to go ahead with works on the church car park. ML also commented on Pay and Display system in car park. NR will contact Essex Parking Partnership. Abandoned van still present.
3028	PLANNING COMMITTEE – TERMS OF REFERENCE <i>Resolved:</i> To approve the Terms of Reference for the Planning Committee <i>[prop Cllr Lemon; secd Cllr Robley. All in favour]</i>
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. No: UTT/21/2468/HHF. HHPC Comment: No Objection Certificate of Lawfulness for Caravan which has been on site since 1999. Heath View Pond Lane The Heath Hatfield Heath Bishops Stortford CM22 7AB Ref. No: UTT/21/2498/CLE. HHPC Comment: Objection – detailed comments to follow 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

20:20 Cty Cllr Susan Barker joined the meeting.

- Referred to drainage proposal at Stortford Road. Mention LHP meeting on 13 September. New head of maintenance at UDC will progress.
- Speeding issues. Many complaints to ML. Chris Radford especially had been vociferous. Speed sign outside school does not work.
- No progress apparent on provision of a mini roundabout. Self-help was suggested!
- Uttlesford are contributing to the care of refugees from Afghanistan.

20:30 Cty Cllr Susan Barker left the meeting

3030	UDC CALL FOR SITES To discuss a plan of action by the parish council to promote the best interests of the parish. Working with neighbouring parishes. Meeting with District Councillors tomorrow (02 September). Looking at how to respond effectively.
------	---

3031	HIGHWAYS MATTERS To consider any matters relating to Highways Noted that there had been fly tipping in Friars Lane. ML had reported it to UDC and noted that Michael Hockley has cleared it at a cost of £120. Agreed to reimburse him and invoice UDC for the cost. Essex Highways Devolution scheme. Members felt that we were currently doing all we can, and that further involvement was not practical. Footways are contentious. Clerk said he would like to see an SLA established with Essex Highways.														
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>Total estimates:</td><td>£2,480</td></tr> </table> Need to resolve ownership of trees, either LoM or UDC. Clerk to write to UDC to clarify this. Need to clarify procedures with LoM. In addition, clear a fallen willow adjacent to Sawbridgeworth Road. Resolved: To accept quotation for items 3 and 5. <i>[prop Cllr Robley; secd Cllr Bissell. All in favour]</i> ML mentioned signs at Pond Lane site. Estate sign is a preference. MB to progress. ML advocated review of agreement with LoM on relative responsibilities.	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. Agreed to erect tree and light up on 28 November. Should we have a permanent tree. Question for the future.														
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 with consent to proceed. Clerk to instruct RW Marsh. New electric meter reading from Fish Inn. HHPC attempting to pay for it.														
3035	ALLOTMENT REPORT To receive and note a report on the Allotments. Rabbits still intruding and tap still dripping. SK will attend to it with a week or so, Clerk to chase up.														
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. Already dealt with, no further comment.														
3038	GRANTS FOR CLUBS AND SOCIETIES To consider arrangements for making grants available for clubs and societies. Publicise availability in village magazine. Require organisations to apply through new application form. There have been no applications for book grants.														

3039	JUBILEE FESTIVAL To consider arrangements for the holding of a Festival in June 2022 to mark the Platinum Jubilee of HM The Queen. Festival committee agreed to hold Festival over early bank holiday weekend. Beacon lighting to be on 02 June. SS will book it as an event.
3040	LOCAL PLAN To consider any matters relating to a Local Plan and a briefing from a Uttlesford DC officer. Consultant engaged could be used for local plan.
3041	LITTER PICKERS & LITTER BINS To consider any matters relating to Litter Pickers and refuse receptacles. Change of personnel. Litter bags from UDC have been delivered. Ken Morris has cleared up vandalism, mainly beer bottles, have been cleared up.
3042	MEMORIAL BENCH SS presented a suggestion that a memorial bench be erected to commemorate two past members of RBL. Members were content with this since the proposal would be self-funding from legacies and the parish council did not need to give permission.
3043	REPORTS FROM MEMBERS ON MEETINGS ATTENDED There were no additional reports from members.
3044	AGENDA ITEMS FOR NEXT MEETING There were no additional 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.

Meeting ended at 21:15

Parish Council Forum 11th September 2021

We had just two visitors. A gentleman from the Chelmsford Road who lives next to Dawnings/Twinings and Ivan Cooper.

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

There is an issue at Dawnings/Twinings. The initial build of Twinings was outside the Green Belt but an extension was added at the back without permission which encroached. After debate UDC agreed to grant retrospective permission on the condition that other works at the bottom of the garden (in the Green Belt) were discontinued and structures removed. After initial compliance, building work has been resumed and the building is apparently extensive. **Mark L to have a look and if necessary report to UDC enforcement for action.**

We discussed the unacceptable rise in Speeding through the village. While we have at least managed to get remedial actions discussed at the Local Highways Panel we believe we need to do more to pressure action rather than have these slip off the table once again. We believe that we need a Speeding Sub Committee that includes members of the public to decide the best way forward to achieve this. **Sandra S to write an article for the village magazine asking for all interested to turn up at our next Forum on October 16th**

We talked about village speeding signs and the suggestion by Cllr Barker that we could 'self help' by funding these. Mark L was against this since he believes strongly that this is Highways responsibility and self funding of minor improvements may prove to be the 'thin end of the wedge'. **Add to next meeting agenda.**

We talked about rats at the back of 36 Broomfields. Mark L expressed an opinion that this was normal but others disagreed. **Add to next agenda to decide what to do if anything**

Trees were discussed.

- It was concluded that the trees that are an issue for the Doctor's surgery were originally in the part of the grounds of the old vicarage taken over by the surgery and we should write to the Practice Manager saying this. **NR to draft letter for review**
- Trees in Broomfields are definitely the responsibility of UDC and we need to set up a meeting with Ben Smeedem to show him the problem and ask for resolution ASAP since these are becoming dangerous. The big tree next to Hunters Meet we now believe definitely to belong to the LoM. **Mark L. to talk to the LoM and Henry Turtill to agree who does what and to whom so that we can progress topping and reduction of this tree**

The playground was discussed.

This needs finishing off.

Remove old bin and dispose. Rehang/adjust gates so they close properly. Mend broken boundary fence. Obtain new signs and fix **(NR to provide design). Sam K to implement**

Next year's festival was discussed.

All we know at present is that it will probably extend over four days. Agreed that we need to get all of the village involved including Parish Council, both churches, the Village Hall Committee and the school to help the Festival Committee design a full event starting right now. We are very concerned that to leave it any later will result in problems. **Mark L to talk to Mark B**

Certificate of Lawfulness at High Pastures. Ivan Cooper expressed extreme disappointment at the granting of this, based on suspect grounds. **Sarah Lawson to be contacted by Mark L to review the existing situation compared to the representation supporting the approval and meet with PC members to discuss next steps.**

Grass Cutting Contract

Arrange meeting between Peter May, NR, Mark L and Peter B to discuss performance over the year and adjust as necessary. **(Richard B.)** Peter May has in the meantime dealt with the ragwort on the Heath, but seems to have fallen down on the cutting outside the allotment.

Other

Allotment tap still dripping and chicken wire not 'dug in' to prevent rabbit ingress **(Sam K)**

Post on Stag Island broken and post outside Michael Ronan's house needs erecting. **Obtain Highways permission – Richard B**

Further posts on green broken and need replacing. **Contact Peter May (Richard B)**

Need to clarify and publish bin emptying schedule and whether dog waste can be put in 'normal' bins. **Richard B**

We noted that the 'call for sites' and spin off from this were being handled presently in separate meetings but we needed to arrange a village briefing as soon as we have established what we believe to be a firm position on the subject. We also noted that we needed to develop a Village Plan concurrently and again review as soon as appropriate.

The meeting finished at 1200

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

24 September 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	62.00	62.00 (77%)
10	Car Mileage				400.00	137.70	262.30	262.30 (65%)
11	Members expenses				100.00		100.00	100.00 (100%)
16	Data Registration				40.00		40.00	40.00 (100%)
17	EALC Subscription				550.00	489.91	60.09	60.09 (10%)
18	SLCC Subscription				100.00		100.00	100.00 (100%)
24	Insurance				1,450.00	1,793.00	-343.00	-343.00 (-23%)
25	Elections				250.00		250.00	250.00 (100%)
26	Printing Postage Stationery				100.00	71.63	28.37	28.37 (28%)
28	Training				400.00	100.00	300.00	300.00 (75%)
29	Office Provision							(N/A)
48	Other Subscriptions					105.00	-105.00	-105.00 (N/A)
55	Hall Hire				450.00		450.00	450.00 (100%)
62	Misc Expenses					62.28	-62.28	-62.28 (N/A)
65	Admin/Finance Support					273.75	-273.75	-273.75 (N/A)
SUB TOTAL					3,920.00	3,051.27	868.73	868.73 (22%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Rents	430.00	435.00	5.00				5.00 (1%)
8	Repairs & Maintenance							(N/A)
54	Grass Cutting Allotment				230.00		230.00	230.00 (100%)
60	Pest Control				200.00	150.00	50.00	50.00 (25%)
SUB TOTAL		430.00	435.00	5.00	430.00	150.00	280.00	285.00 (33%)

Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Street Furniture				2,500.00		2,500.00	2,500.00 (100%)
40	Grants				3,500.00		3,500.00	3,500.00 (100%)
41	Wildlife Area				500.00		500.00	500.00 (100%)
42	Green Waste Skips				2,500.00		2,500.00	2,500.00 (100%)
44	Wildlife Project				1,500.00		1,500.00	1,500.00 (100%)
45	War Memorial				300.00	99.60	200.40	200.40 (66%)
SUB TOTAL					10,800.00	99.60	10,700.40	10,700.40 (99%)

Audit

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Internal Audit				280.00		280.00	280.00 (100%)
5	External Audit				200.00	640.00	-440.00	-440.00 (-220%)

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

24 September 2021 (2021 - 2022)

SUB TOTAL

480.00 640.00 -160.00 -160.00 (-33%)

Car Parks

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

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Community Events				300.00		300.00	300.00 (100%)
30	Annual Parish Meeting				100.00		100.00	100.00 (100%)
33	Christmas Tree				500.00		500.00	500.00 (100%)
35	Fairs	1,850.00		-1,850.00				-1,850.00 (-100%)
SUB TOTAL		1,850.00		-1,850.00	900.00		900.00	-950.00 (-34%)

Highways

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

Information Technology

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Web-site				700.00	330.00	370.00	370.00 (52%)
31	IT Repairs and Software				50.00	145.00	-95.00	-95.00 (-190%)
32	IT Equipment				50.00	602.00	-552.00	-552.00 (-1104%)
53	Zoom Subscriptions							(N/A)
SUB TOTAL					800.00	1,077.00	-277.00	-277.00 (-34%)

Litter Picking

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

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

24 September 2021 (2021 - 2022)

SUB TOTAL

102.55 -102.55 -102.55 (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					60.00	-60.00	-60.00 (N/A)
63 Tree Works							(N/A)
64 Poppy Appeal							(N/A)
66 Cricket Club							(N/A)
SUB TOTAL					60.00	-60.00	-60.00 (N/A)

Other Expenditure

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69 V.A.T. Expenditure				3,000.00	366.40	2,633.60	2,633.60 (87%)
SUB TOTAL				3,000.00	366.40	2,633.60	2,633.60 (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	5,004.01				5,004.01 (166%)
SUB TOTAL	3,000.00	8,004.01	5,004.01				5,004.01 (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	910.50	910.50 (91%)
46 Play Area				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL				2,000.00	89.50	1,910.50	1,910.50 (95%)

Policing

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

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

24 September 2021 (2021 - 2022)

Precept		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Precept	42,145.00	42,145.00					(0%)
SUB TOTAL		42,145.00	42,145.00					(0%)

s137		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Remembrance Wreath				50.00		50.00	50.00 (100%)
59	Poppy Appeal							(N/A)
SUB TOTAL					50.00		50.00	50.00 (100%)

Salaries		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Current Staff				10,800.00	3,701.23	7,098.77	7,098.77 (65%)
7	Locum Clerk/RFO							(N/A)
47	Prior Staff							(N/A)
51	HMRC					1,439.92	-1,439.92	-1,439.92 (N/A)
52	Litter Pickers				5,000.00	2,487.49	2,512.51	2,512.51 (50%)
SUB TOTAL					15,800.00	7,628.64	8,171.36	8,171.36 (51%)

Village Green		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Grass cutting				3,000.00	4,918.79	-1,918.79	-1,918.79 (-63%)
15	Repairs & Maintenance				4,000.00	530.00	3,470.00	3,470.00 (86%)
36	ECC Highways	2,265.00	2,264.92	-0.08				-0.08 (0%)
43	Rural Verges				2,640.00	1,212.21	1,427.79	1,427.79 (54%)
67	Heath Posting					807.00	-807.00	-807.00 (N/A)
SUB TOTAL		2,265.00	2,264.92	-0.08	9,640.00	7,468.00	2,172.00	2,171.92 (18%)

Summary

NET TOTAL	49,690.00	52,848.93	3,158.93	51,220.00	20,732.96	30,487.04	33,645.97 (33%)
V.A.T.					1,942.68		
GROSS TOTAL		52,848.93			22,675.64		

Invoices for Authorisation to 24 Sept 2021

Date	Paid to	Description	Payment method	Gross	VAT	Net	OK
01/09/2021	Heath Computers	Website maintenance inv 3896	online	66.00	11.00	55.00	Y
05/09/2021	PW May	Grass cutting inv 3337	online	591.98	98.66	493.32	Y
13/09/2021	AE Hockley	Skip clearance of fly tipping	online	60.00	-	60.00	Y
23/12/2020	Vine HR	HR Advice re: J Davies	online	156.00	26.00	130.00	
03/09/2021	PKF Littlejohn	External Audit	online	240.00	40.00	200.00	
24/09/2021	HMRC	Tax & NI	online	224.42	-	224.42	
24/09/2021	R Bowran	Sept Salary	online	620.00	-	620.00	
24/09/2021	K Morris	Sept Salary (incl War Memorial)	online	160.46	-	160.46	
24/09/2021	J Jackson	Sept Salary	online	81.56	-	81.56	
24/09/2021	J Page	Sept Salary	online	101.96	-	101.96	
24/09/2021	J Sykes	Sept Salary	online	176.61	-	176.61	
24/09/2021	R Bowran	Clerk's mileage	online	36.00	-	36.00	
Total				2,514.99	175.66	2,339.33	

Cash receipts

Date	From	Description	Amount
20/09/2021	UDC	Precept Tranche #2	£21,072.50
Total			£21,072.50

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Hatfield Heath Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

02/06/2021

and recorded as minute reference:

2944

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

Chairman

Clerk

R M Lenton

[Signature]

www.hatfieldheath.com

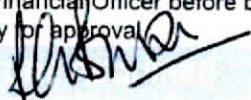
Section 2 – Accounting Statements 2020/21 for

Hatfield Heath Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	54,234	64,841	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	42,145	42,145	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,230	935	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	11,291	16,318	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	22,477	31,434	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	64,841	60,170	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	64,841	60,170	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	84,574	84,737	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

27/05/2021

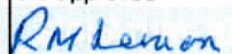
I confirm that these Accounting Statements were approved by this authority on this date:

02/06/2021

as recorded in minute reference:

2944

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



Section 3 – External Auditor Report and Certificate 2020/21

In respect of **HATFIELD HEATH PARISH COUNCIL – EX0115**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

02/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – September 2021

Date: 24 September 2021

Summary of main items of activity:

- Clerked September Council Meeting
- Prepared minutes of September meeting, revised format to fit village magazine.
- Prepared agenda and papers for October council meeting
- Dealing with correspondence and contract queries.
- Corresponded with Unity Trust Bank re: cash deposits
- Prepared notes of USAG meeting on 02 September
- Attended meeting at URC / Cllr Lemon's house re: USAG
- Prepared notes of USAG meeting on 21 September
- Liaised with clerks at HBO, GtHPC and LtHPC re: Joint working with planning consultant.
- Corresponded with Kemi Badenoch MP re: concerns on "Call for Sites"
- Contacted UDC Emergency Planning consultant.
- Managed finalization of Audit for 2020/21

HATFIELD HEATH PARISH COUNCIL

Notes on the Meeting of the USAG held at 17.00 on Thursday 02 September 2021 in the URC Hall

Present:

Cllr Keith Artus – HBO [KA]	Cllr Neil Jackson – GH [NJ]	Cllr Nigel Robley – HH [NRo]
Cllr Terry Marsh – HBO [TM]	D Cllr Neil Reed – Hall'ys [NRe]	Cllr Alan Townsend – GH [AT]
Cllr Susan Meyer – LH [SM]	D Cllr Geoff Driscoll – Hall'ys [GD]	D Cllr Mark Lemon – HH [ML]
Cllr Mark Bissell – HH [MB]	Cllr Jules Baldwin – GH [JB]	Richard Bowran – Clerk to HH

Welcome by Cllr Artus who set out the agenda and invited District Councillors to address the meeting.

GD	John Evans is the portfolio holder at UDC Criteria for evaluation will be published in September 299 sites from Call for Sites, about 5 x more than was needed Infrastructure the task of the working group
NRe	This is an update on the 2005 adopted Local Plan Two attempts have been made to produce a new plan EELGA advised that UDC should start again What should be in? Climate change, environmental sustainability, transport, infrastructure 9determined in advance), employment (movement into and out of district), how many dwellings are actually needed (12000 over 15 years) Vision Statement approved by Cabinet in April 21, the key to guiding criteria. The "Call for Sites" was for land that could be used, 299 were submitted, containing 6 x the number of dwellings needed. Not many employment sites were submitted The sites are now being analysed by officers, i.e. validating sites via a template. Sites will be published an available for validating for factual accuracy by PCs with the next two months There are 12 officers matching the offered lands against the Vision, subjectively. There are lots of small sites and some large sites. Development will; be proportionate to the size of existing settlements, except where a large site is proposed. There will be a draft of possible matches by the end of 2021 and then subject to a Regulation 18 consultation
MB	Hatfield Garden Village is causing concern
KA	How can District Councillors help?
ML	Local Plan Leadership Group New Plan to replace 2005 Adopted Plan D< Cllrs waiting for consultants' reports But infrastructure must come first.
GD	UDC liaising with Bishops Stortford and South Cambs DC
KA	Steven Miles is the leader of local plan development Gordon Glendale, Head of Planning and Dawn French CEO, UDC have both resigned.
NJ	As a former local GP am concerned with a lack of provision of local health care services. There are not enough GPs and support staff and dentists to serve the needs of the local plan
NRe	This is a key infrastructure element.

ML	The last plan failed on infrastructure	
GD	Question is whether to pepper pot or have garden village 6500 dwellings is far too big There is no plan to build on Green Belts	
NRe	We need to have the questions to ask Look at the overall picture	
GD	UDC can purchase land to build on if necessary	
MB	Better to develop incrementally	
GD	Petitions are worthless Individual responses are more effective	
ML	The USAG working group aims to do this	
NJ	This needs to be publicised	
SM	Encourage individual letters	
KA	We need a timetable of what is being considered and when	
GD	17 commissioned reports will be published	
MB	HGV promoters claim a 97.5% success rate in obtaining planning consent in "difficult" situations.	
AT	Where are the 4000 dwellings already built? Dunmow Woodlands, Debden, Saffron Walden, Newport, Stebbing & Elsenham. Focussed on the A120 corridor and the railway line	
SM	Where is the new hospital being built?	
ML	Near M11 Junction 7A, but PAH will continue.	
GD	Junction 7A is on the wrong side of the M11 and won't support Uttlesford, EHDC are against current thinking.	
NRe	There is a strategic discussion on the arguments. Look at their Visions Statement and make your comments	
ML	There is a loss of prime agricultural land A lack of roads infrastructure Harm to Hatfield Forest.	
KA	We must not just object Give good reasons which are evidence based Prove the plan doesn't tick all the boxes Don't want to get to January 2022 and have not expressed our views	
NRo	Need a multi-district approach Water supply is a special concern	
NRe	Essex CC and the neighbouring districts are the statutory bodies	
ML	Water is at the top of the list Stansted Airport is a factor and deserves focus.	
NRe	Stansted Airport is central to the local economy	

KA	Propose to reconvene this group in a month's time. All agreed
----	--

Meeting ended at 18:20

Circulation to Clerks at:

- *Hatfield Heath HPC*
- *Hatfield Broad Oak PC*
- *Little Hallingbury PC*
- *Great Hallingbury PC*

HATFIELD HEATH PARISH COUNCIL

Notes on the Meeting of the USAG held at 17.00 on Thursday 02 Sept 2021 at Amberton Cottage, Hatfield Heath

Present:

Cllr Keith Artus – HBO	[KA]	Cllr Nigel Robley – HH	[NR]
Cllr Susan Meyer – LH	[SM]	D Cllr Mark Lemon – HH	[ML]
Cllr Mark Bissell – HH	[MB]		
Cllr Val McKirdy – LH	[VM]	Richard Bowran – Clerk to HH	

Cllr Tessa Pemberton (HBO), substituting for Cllr Terry Marsh, did not attend the reconvened meeting.

Welcome by Cllr Artus

1. Introductory Remarks		
	KA	- Spoken with Jackie Cheetham – Takeley PC, who has engaged consultant for NP. - Agreed to share information with Takeley and Gt Dunmow - Cllr Cutting, EHDC has expressed opposition to proposals - Alasdair Andrews of MAG (Stansted Airport) have concerns - UDC have a duty to co-operate with neighbouring authorities Going through the draft response:
2. Comments and Approval of Sustainability Scoping Submission		
	VM	2,7 – preserving Greenbelt is fundamental 2,9 – original scoping report said there was an urban concentration to the south of Uttlesford (sic) 3,2 – Include Sawbridgeworth as a train destination 5,17 – suggestion of increase in homeworking could work against us. 6.3 – If all proposed sites are included within the 4 parishes the total called for is 7067 and not 6500.
3. Local Plan Route Map		
		- Vision Statement not yet available - Route Map is unclear
4. Next Steps		
		- Update Sustainability Submission document - Now focus on the Hatfield Garden Village site - Seek expansion of the minimum time scales stated by UDC - SJK Planning and JT Planning to present a route map (KA to arrange a meeting after 09 October) - Should we meet with Stephen Miles (UDC) – decided to seek advice from SJK and JT.
5. Neighbourhood Plans		
		All agreed that these would be a desirable contribution but would take up to 2 years to prepare but would promote organic growth.
6. Zoom with Planning Consultants		
		See comment at item 4 above
7. Fees		
		Agreed in principle that HBO, HH and Lth would share costs with each parish contributing one third. i.e. SJK - £1500 each and JT - £600 each, GtH has offered a one off contribution of £500.
8. AOB		
		None

Meeting ended at 16:25

Circulation to Clerks at:

- Hatfield Heath HPC
- Hatfield Broad Oak PC
- Little Hallingbury PC
- Great Hallingbury PC

KEY TASK MONITOR	SEPTEMBER 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	Written permission from H Turtill on behalf of the LoM received. Marshes will start on 27 September.	M	NR/ML	Now
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. Fol 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.	New Emergency Planning Consultant appointed. Clerk in liaison.	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. NC attended a briefing on special constables.	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. More posts damaged.	M	NR	Open
Dog Bins	Establish need and locations	Quotation obtained. Awaiting confirmation that UDC will empty them once installed.	M	Clerk	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. Question asked if HHPC will take over car park in exchange for s106 monies.	L	HHPC	09/21
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 September.	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

FROM SEPTEMBER OPEN FORUM

SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
Dawnings/Twinnings	Alleged breach of planning consent by encroachment in Green Belt	Report to UDC for enforcement action	M	ML	Oct 21
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	Oct 21
CALL FOR SITES	Deep concerns about implications of UDC's Call for Sites document.	USAG created which will report back to the Planning Committee and thence to Council.	H	planning	ongoing
Speeding	Is on the increase. Establish a Speeding sub-committee to include villagers.	SS to write an article for village magazine and encourage attendance at next Forum	H	SS	Oct 21
Village Green – Wooden Posts	Replace and renew posts., at Stag Island and on Green.	More posts damaged.	M	NR	Open
High Pastures	Cert of Lawfulness granted.	Grounds for this decision highly suspect. Contact Sarah Lawson at UDC.	H	ML	Oct 21

KEY TASK MONITOR	SEPTEMBER 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 (<i>sic</i>) 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
Memorial Plaque	Design and purchase	Unveiling ceremony took place on 24 September 2021	M		Closed

Community Special Constables Briefing – Attended by Niki Champion – 21 September 2021

I attended the Community Special Constables Briefing organised by The Essex Association of Local Councils in conjunction with Essex Police and delivered by Les Hawkins, Specials Supported Policing Coordinator.

Below you will find a summary of the briefing for discussion at the next parish council meeting.

Community Special Constables

Community Special Constables are offered as part of the Community Supported Policing Scheme which allows parish councils to secure dedicated policing for their area. They are mandated to integrate with the parish council, local groups and businesses.

They are required to support the parish/s assigned to for a minimum of 16 hours per month, however, additional can be and are often provided if the Constable has the capacity and willingness to do so. This can be capped if necessary.

Average hours per month across the District currently is 24 hours.

The hours/days the Constables work cannot be dictated (other than enforcing a cap) as they are volunteers and work when they are available. However, as a strong relationship between the Constable and the parish council (invite/include in parish council meetings etc.) is encouraged, discussions around timings of specific events etc. could be agreed upon.

Community Special Constables are volunteer Police Officers:

- Have full police powers
- Issued with a full warrant card
- Same uniform / responsibilities as a Police Officer
- Bound by the Police Regulations
- Fully insured by Essex Police
- Fully integrated into the Police force and posted to the relevant District policing hub
- Parishioners will not know the difference between a Community Special Constable or a Police Officer unless told

What are the cost implications to the parish?

The Constable volunteers and are not paid to conduct their duties but are given a duty allowance and reimbursed expenses and mileage. These costs are borne by the parish/s in which the Constable is assigned.

Duty allowances are paid on a sliding scale, full details not yet provided but as an example:

- 0-4 hour duty – total charge £0 (exclusive of expenses and mileage)
- 8-12 hour duty – total charge £10 (exclusive of expenses and mileage)
- 12-16 hour duty - total charge £15 (exclusive of expenses and mileage)

Mileage rate is 45p per mile

It was suggested that the total cost of one Constable per annum based on 16 hours duty per month plus expenses and mileage would cost on average £500 per annum. If we could reserve a budget of £1000 per annum this would allow for additional duty hours to be worked if the Constable was able to.

The parish are only charged for the time the Constable is on duty within the parish. Constables can be redeployed to deal with a large scale police force emergency but if this occurs the parish will not be

charged for the duty hours in which the Constable is in attendance of the emergency away from the parish.

Duty time is booked via an online timesheet system managed by Essex Police and the parish would be invoiced 3 months in arrears for the reimbursements.

Parish councils within very close proximity can share a resource but this only really works if the councils have a very good relationship.

Finding a Community Special Constable for our parish

It's the parish council's responsibility to identify a volunteer and the costs of doing so, if any, are borne by the parish.

Essex Police provide poster templates for circulation which have links to the application process. It would be for us to decide how to market this information – social media, magazine advertising, printing of posters, leafleting, advertising via local business etc.

Basic applicant requirements are:

- Minimum age for applicants is 18
- Be able to offer a minimum of 16 hours per month
- Be in good physical shape
- Ex Police Officers can apply
- No previous police experience required

Once a volunteer for the parish is identified the individual would go through the same application process as a regular Police Officer i.e. interview / full vetting / testing and fitness/medical

If successful, then Essex Police provide and fund the full training programme which consists of:

- 20 day Foundation Course (offered in various forms)
- Posting to a policing hub to work with a tutor who will provide "on the job" training over a period of up to 18 months whereby training modules/situations are assessed and passed

The Constable can ONLY commence duty in the parish once they are deemed to be fully independent and able to handle all situations.

Essex Police do have a cohort of Constables already trained and assigned to parishes and those currently going through the training programme who they would continuously canvas to see if any would be interested in taking on our parish as their beat. If this is successful, we could have a Constable on duty in a shorter timeframe, but this is not guaranteed.

Summary

- Full police rights
- Fully trained by Essex Police
- Minimum 16 hrs per month in parish
- Duty Allowance/Expense and Mileage reimbursed by parish (suggested budget £1000 per annum)
- Only pay for time in parish
- Marketing and Recruitment costs set by parish
- Up to 2 years before Constable on the beat