

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 03 November 2021** to transact the business set out in the agenda below.

Parish Clerk
28 October 2021

AGENDA

Welcome by the Chairman

3070	APOLOGIES FOR ABSENCE To receive any apologies for absence
3071	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members
3072	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
3073	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
3074 	MINUTES OF MEETING To approve the minutes of the meeting of 06 October 2021 To discuss any matters arising from the minutes not included elsewhere on the agenda.
3075 	MINUTES OF PLANNING COMMITTEE To receive and note the draft minutes of the Planning Committee held on 25 October 2021 [P01]
3076 	REPORT FROM OPEN MEETING To receive a report on the Open Meeting which was held on Saturday 16 October 2021. Action items placed on KTM.
3077 	FINANCE MATTERS 1. To note budget report to 28 October 2021 2. To note items of expenditure in October 2021 as approved by the Finance Committee 3. Items for inclusion in a draft budget for 2022/23

3078 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence.
3079 	KEY TASK MONITOR To review and update the Key Task Monitor.
3080	UDC CALL FOR SITES To discuss a plan of action by the parish council, including a report of the activities of USAG (Unsustainable Sites Action Group) referred to in the minutes of the Planning Committee
3081	HIGHWAYS MATTERS To consider any matters relating to Highways To consider matters relating to speeding in the village
3082	VILLAGE GREEN To establish ownership and an action plan for the care and maintenance of certain trees on and around the village green.
3083  	GENERAL POWER OF COMPETENCE To consider whether to resolve to adopt the General Power of Competence
3084  	GRANT APPLICATIONS To consider Grant applications.
3085	PARKING MANAGEMENT AND CAR PARKS To consider any matters relating to village car parks. See KTM. Church Car Park, which has now been completed.
3086	ALLOTMENT REPORT To receive and note a report on the Allotments.
3087	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground.
3088	JUBILEE FESTIVAL To consider arrangements for the holding of a Festival in June 2022 to mark the Platinum Jubilee of HM The Queen.
3089  to follow 	LOCAL PLAN To consider any matters relating to a Neighbourhood Plan and a proposal for assistance from Thompson Planning.
3090	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members.
3091	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
3092	DATE OF NEXT MEETING The next scheduled meeting is on Wednesday 01 December 2021. The next meeting of the Planning Committee is on Monday 22 November 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 06 October 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 S King (SK)
6 members of the public

Cllr C Overton (CO)
Cllr S Saban (SS)
R Bowran – Parish Clerk

Welcome by the Chairman

3046	APOLOGIES FOR ABSENCE Received and accepted from Cllr Lemon – UDC meeting and Cllr Robley - holiday
3047	BRIAN BLAND SS paid tribute to Brian Bland who passed away on 16 September 2021. Council observed a minute's silence.
3048	DECLARATIONS OF PECUNIARY INTEREST There were no 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. A member of the public asked whether she could endorse the grant application from Holy Trinity church. <i>Clerk said applications would be considered at the November meeting. Chairman was confident that the application would be approved.</i> The member of the public asked about the installation of combined litter and dog waste bins as exemplified in Harlow. <i>Clerk said this was being clarified with UDC.</i> The member of the public asked about overgrown footpaths. <i>Cllr Brown confirmed he was the footpath warden and would consolidate outstanding issues.</i> The member of the public asked about litter around the newly cleared ponds. <i>Clerk said it would be brought to the attention of the litter picking team.</i> The member of the public commented on the new church car park and was concerned about potential flooding. <i>Clerk said the materials used would cater for that eventuality.</i> A member of the public suggested a "Happy to Chat" bench. <i>Members were content that existing benches could be so labelled.</i> The member of the public commented on a builder's grab bag outside the village Hall. <i>Chairman gave the link for it to be reported.</i> The member of the public talked about a Youth Engagement contact with the Essex and Boys and Girls Club. Village Hall were sponsoring a training course and EBS accreditation. A member of the public advised blocked verges near Tudor Lodge on the Link Road. <i>Lord of the Manor to be contacted.</i>

	The member of the public commented on verge clearance and that it hadn't been done. <i>Chair reported that contractor will be contacted.</i> A member of the public thanked the council on help with the new War Memorial on Chelmsford Road. <i>Chair asked that thanks be minuted to Mark Radcliffe and Steve Foster and the Hatfield Regis Local History Society for their efforts in making this come to pass. It was agreed that the US Flag be encased and kept for annual remembrance.</i> A member of the public thanked the council for the ponds clearance and mentioned that the Wildlife area needed to be cut this month to a length of a minimum of six inches. A member of the public asked if the proposed three-way meeting had been arranged about the future lease of the village Hall. <i>Clerk responded that the legal issues had been reported previously and that the responsibility for the lease negotiations lay with the Village Hall management committee.</i>
3050	MINUTES OF MEETING Resolved: With one amendment, to approve the minutes of the meeting of 01 September 2021 [<i>prop Cllr Bissell; secd Cllr Champion; all in favour</i>] No matters arising from the minutes which were not included elsewhere on the agenda.
3051	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS The County and District Councillors were not present and there were no reports.
3052	REPORT FROM OPEN MEETING Received: A report on the Open Meeting which was held on Saturday 11 September 2021. Action items placed on KTM.
3053	FINANCIAL REPORT Noted: Budget report to 22 September 2021 Noted: To note items of expenditure in September 2021 as approved by the Finance Committee Noted: To note conclusion of external audit for the year 2020-21.
3054	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION proposed loft conversion with roof lights Tamarins 16 The Shaw Hatfield Heath CM22 7DD :UTT/21/2869/CLP HHPC Comment: No objection Proposed change of use of part of agricultural storage to games room including the removal of timber barn doors and changes to fenestration. Gibsons, Friars Lane Hatfield Heath CM22 7AP : UTT/21/2834/FUL HHPC Comment: No objection. Proposed white rendering to front, rear and side elevations. 17 Clipped Hedge Hatfield Heath CM22 7EG UTT/21/2780/HHF HHPC Comment: No objection DECISIONS MADE BY THE LPA FOR NOTING Application to discharge condition 2 (Details of materials) attached to UTT/21/0839/HHF Lyndhurst, The Heath, Hatfield Heath CM22 7AD Ref. No: UTT/21/2703/DOC Status: Discharge Conditions in Full Single Storey rear extension Crescent House, Matching Road, Hatfield Heath Bishops Stortford CM22 7AJ Ref. No: UTT/21/2454/HHF Status: Approved PLANNING APPEALS Land East of Friars Lane, Erection of fence and formation of hard standing to allow all year-round planting. APP/C15709/W/21/3276589 ENFORCEMENT ISSUES None received

3054	CLERK'S REPORT & CORRESPONDENCE <i>Received and noted:</i> Clerk's report and correspondence. In addition: Emergency Plan. Solution is for published names and addresses not to appear on website but only on confidential documents held by, say, the Clerk and two councillors. Local police offering to attend future council meetings if requested to do so. Contact by Ben Smeeden, tree officer UDC about identifiable sites for tree planting.
3055	NOTES FROM USAG (Unsustainable Sites Action Group) <i>Received & noted:</i> Notes from the meeting of USAG held on Thursday 02 September. <i>Received & noted:</i> Notes from the meeting of USAG held on Tuesday 21 September.
3056	KEY TASK MONITOR <i>Noted:</i> The review and update of the Key Task Monitor.
3057	VILLAGE GREEN To note progress on various matters relating to the village green • Ragwort has been cleared from around Holy Trinity church. • Ponds have been cleared by J Kenney. • Meeting with Peter May relating to contracts being executed.
3058	PARKING MANAGEMENT AND CAR PARKS To consider any matters relating to village car parks. • Church Car Park. Upgrade and extension have now been completed. • Confirmed by UDC that the car park to be constructed as part of the Hastoe development off Cox Ley will be maintained by the landowner. • Parking meters to be discussed at next meeting.
3059	ALLOTMENT REPORT To receive and note a report on the Allotments. • Rabbits still present. Fencing has been extended downwards by SK. • Lagging issue with leaking water tap. SK to replace.
3060	PCSO's To receive a report from NC concerning a Community Specials Briefing on 21 September given by Essex police. NC to progress to the next stage given general approval by the council.
3061	HIGHWAYS MATTERS To consider any matters relating to Highways, including: Consideration of self-funding for SIDs (Speed Indicating Devices), to be included in next year's draft budget.
3062	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. • Resurfacing completed. • Gates have been rewelded and ply facing to be refreshed.
3063	GRANTS FOR CLUBS AND SOCIETIES To consider arrangements for making grants available for clubs and societies. To be considered at November meeting.
3064	JUBILEE FESTIVAL To consider arrangements for the holding of a Festival on 02, 03, 04 & 05 June 2022 to mark the Platinum Jubilee of HM The Queen. Contents Party on the Heath, Festival. SS said committee had some ideas. How about a Queen's Jubilee Christmas Tree? 21:45 lighting of the beacon on 02 June.
3065	LOCAL PLAN To consider any matters relating to the Local Plan and note receipt of draft interim findings of the Retail Capacity Study.

3066	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members. There were none.
3067	AGENDA ITEMS FOR NEXT MEETING Clerk asked that Members should consider projects and items for expenditure in preparation of the draft budget for 2022/23.
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.

Meeting ended at 20:40

HATFIELD HEATH PARISH COUNCIL

Minutes of the HHPC Planning Committee Meeting held at 18:00 on Monday 25 October 2021 in the URC Hall

Present:

Cllr M Bissell (MB)

Cllr M Lemon (ML)
In attendance:

Cllr N Robley (NR)
R Bowran – Parish Clerk

P21/01	ELECTION OF CHAIRMAN & VICE CHAIRMAN Resolved: That Cllr Robley be elected chairman of the committee for the civic year 2021/22 Resolved: That Cllr Champion be elected vice- chairman of the committee for the civic year 2021/22
P21/02	APOLOGIES FOR ABSENCE Received and accepted from Cllr Champion.
P21/03	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
P21/04	PUBLIC PARTICIPATION There were no questions from members of the public on matters within the remit of the Planning Committee.
P21/05	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION 1 Rose Cottage Matching Road Hatfield Heath CM22 7AN First floor rear extension Ref. No: UTT/21/2942/HHF HHPC Comment: No Objection 13 Clipped Hedge Hatfield Heath CM22 7EG Single storey extension Ref. No: UTT/21/3062/HHF HHPC Comment: No Objection DECISIONS MADE BY THE LPA FOR NOTING None received PLANNING APPEALS None received. On-going appeal at Friars Lane. ENFORCEMENT ISSUES None received. On-going issues at High Pastures and Reynolds
P21/06	PELHAM STRUCTURES To determine a response to the request from Pelham Structures to present revised plans for a development west of Mill Lane. Agreed: To respond with an invitation to present to the Planning Committee on 22 November. Agreed: To publicise the presentation to all Members so that they can attend, as members of the public, for information.

P21/07	UDC CALL FOR SITES / HATFIELDS PLANNING GROUP / USAG To receive USAG meeting notes from 02 September with parishes and district councillors. To receive USAG meeting notes from 21 September with parishes. To discuss a plan of action to promote the best interests of the parish, page 114 of the Technical Verification consultations was discussed. Agreed: To submit committee's response to our Planning Consultants. Noted that the other three parishes were doing the same to enable the Consultants to consolidate a response for submission to UDC by 29 November. Agreed: To share relevant information with UALC in order to encourage wider support for this initiative. Agreed: To examine the other nine Hatfield Heath sites for technical verification, views to be feed back to NR for consolidation. Agreed: To approach Thompson Planning for assistance in preparing a Neighbourhood Plan for the village.
P21/08	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. • Pelham Structures presentation • Neighbourhood Plan • Other HHPC sites
P21/09	DATE OF NEXT MEETING The next scheduled meeting is on Monday 22 November 2021.

Meeting ended at 19:10

Parish Council Forum 16th October 2021

We had 3 visitors. Jean Whybrew, Hilary Allen and Ivan Cooper.

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

Although we advertised in the magazine that we would be looking to the community for help in forming a working group (see last Forum notes) to see how we could get efforts to reduce speeding in the village accelerated, only Jean Whybrew attended to discuss this point. We agreed that we needed to expand the group by appealing directly to those people previously involved in the protest last year. **NR to talk to Chris Radford and see what we could organise by way of positive action.**

Jean Whybrew also raised the issue of unacceptable parking throughout the village, in particular parking outside The Hunter's Meet. We agreed that we should write a letter from the PC to the owner expressing our concerns and expectations and asking for his direct intervention. As we have said before, parking on pavements is necessary in a lot of areas in the village, but this should be done responsibly to allow passage of buggies and motorised wheelchairs without recourse to having to go onto the highway. This same letter should be sent to anyone else who is blocking the pathways in this manner. **NR to draft letter for approval at the next PC meeting.**

There is an 'A' board on the verge outside Beehive Cottage advertising worktops etc that has nothing to do with any of the businesses on the Heath. We agreed that we should post a laminated warning sign on the board asking that it be removed within 48 hours or the PC would remove it. **(Richard)**

We talked about grants from the PC. **Richard to forward application form to NR who will apply on behalf of the RBL and Stansted airport action group.**

Jean Whybrew, Sandra and Mark L raised the issue of difficulty in obtaining doctor's appointments from the surgery. There appears to be a general feeling within the village that this situation is worsening week by week. **Write a letter from the PC to the practice manager outlining the concern and asking for the plans to improve the service, particularly face to face consultations. (Richard)**

We talked about the forthcoming Jubilee celebrations for next year. It was proposed that we should purchase a Norwegian spruce tree that was dedicated to the jubilee celebration but also serve as a permanent Christmas tree. **Talk to Matthews about the plan and what would be the most appropriate way to go about this. (Mark L)**

On the subject of trees we need to arrange a meeting with Ben Smeeden (tree man at UDC) to discuss the various issue that we have with UDC trees not being maintained **(Richard)**

The ponds have all now been cleared by John Kenney including that adjacent to Mel Sullivan. Ownership of the land it sits in is apparently open to dispute. Agreed we should leave this to be resolved between the contestor and the LoM.

Enforcement issues are not being pursued satisfactorily (or at all). The main issues are with Reynold's and High Pastures expansion without permission. **Mark L to follow up (again)**

Peter B noted that Barry Newman will start work on the various tasks awarded to him week commencing 18th October.

We talked about a dead deer on the verge opposite Earlsdown in the Stortford Road. This has now been dealt with. For info, UDC refuse and waste collection are the responsible people and were very efficient.

WE need to organise a meeting with Peter May to discuss his contract and his issues with criticisms from the public. **Richard is already organising**

Chris O outlined very poor performance by Stephensons with their Number 5 service, with buses being missed out and sometimes two being missed out. This is particularly disturbing for older people for whom this is the only means to get to and from Stortford. **Write letter to Stephensons from the PC (Richard)**

Verges have been cut by UDC/Highways outside the village limits. As a point of clarification, the PC is responsible for the rural verges defined in our contract with Peter May and we claim the money spent on this back from the UDC (not Essex Highways). Footpaths on the other hand are the responsibility of Highways and are again in an unacceptable state in and out of the village but particularly down the Sheering Road (again). Need to discuss with Susan Barker privately to see what can be done to address this perennial problem.

The abandoned white van is still parked in the car park. **Need to establish how to get it removed –Richard.**

Hilary talked about organisation of the Village Hall and the Institute and the progress being made to integrate and update services including facilities and opportunities for the 11 to 15 year old group in the village. She is working with the Essex Boys and Girls Clubs as well as other institutions to formulate a proposal. Mark L said that a grant could be obtained through him to help with the funding of any proposal. This would need to be married with the Friday Club run by the UDC for 7 to 12 year olds to form an integrated system.

We talked about organising a meeting with LoM and his representatives to set out respective roles and responsibilities. We do not appear to have anything formal set out and (for example) while we cut the green, we are not allowed to do anything with the trees which are becoming a problem or the ditch system, which again is a problem with regard to flooding. **Richard to arrange**

Hilary asked if the large oak in the middle of the field behind Cox Ley had a preservation order on it. We believed it did but add to the discussion with Ben Smeeden (**Richard**)

Ivan Cooper raised the issue that there were no minutes on the website and the KTM was way out of date (last issue was for August). Only NR had received minutes.

Mark L believed that this may have something to do with distribution lists being amended to comply with data protection requirements. **Richard to clarify and fix**

This is a major issue for the Forum since our notice in the magazine encourages attendees to use the website to get the latest info before coming to the forum.

The meeting finished at 1200

AGENDA ITEM 3077.2

Invoices for Authorisation to 26 Oct 2021

Date	Paid to	Description	Pay method	Gross	VAT	Net	OK	Notes
27/09/2021	SJK Planning	USAG sustainability report	online	2,750.00	-	2,750.00	Y	Shared with HBO, LH & GH
28/09/2021	J Kenney	Pond clearance - Inv 0216	online	6,804.00	1,134.00	5,670.00	Y	
30/09/2021	PW May	Grass cutting - Inv 3356	online	591.98	98.66	493.32	Y	
01/10/2021	Heartrg Compilers	Website and s/ware maint - Inv 3927	online	66.00	11.00	55.00	Y	
05/10/2021	RW Marsh	Chuch car park	online	13,560.00	2,260.00	11,300.00	Y	
06/10/2021	PW May	Ragwort clearance - Inv 3367	online	960.00	160.00	800.00	Y	
06/10/2021	R Bowran	Office stationary	online	36.88	6.15	30.73	Y	
11/10/2021	R Bowran	Office stationary	online	16.95	2.83	14.12	Y	
11/10/2021	R Bowran	Office printer	online	339.98	56.66	283.32	Y	
11/10/2021	J Kenney	Verge cutting - Inv 0223	online	1,902.53	317.09	1,585.44	N	Question Mark!
14/10/2021	Thompson Planning	USAG sustainability report	online	2,106.00	351.00	1,755.00	Y	Shared with HBO, LH & GH
14/10/2021	PW May	Grass cutting - Inv 3380	online	505.74	84.29	421.45	Y	
15/10/2021	Fish Inn	Car park electricity	online	109.50	-	109.50	Y	
19/10/2021	PW May	Conservation area cutting - Inv 3387	online	480.00	80.00	400.00	Y	
27/10/2021	HMRC	Tax & NI October 21		224.82	-	224.82		
27/10/2021	J Sykes	October salary		176.41	-	176.41		
27/10/2021	J Page	October salary		101.96	-	101.96		
27/10/2021	J Jackson	October salary		81.56	-	81.56		
27/10/2021	K Morris	October salary		42.94	-	42.94		
27/10/2021	R Bowran	October salary		619.80	-	619.80		
27/10/2021	R Bowran	Mileage expenses		72.00	-	72.00		
Total				31,549.05	4,561.68	26,987.37		

Cash receipts

Date	From	Description	Amount
Total			£0.00

Bank Reconciliation

Balance at Bank 26 Oct 21	£68,781.85
Less Unpresented	£1,319.49
Cash Balance 28 Oct 21	£67,462.36

Notes

Invoice in dispute	£1,585.44
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Hatfield Heath Parish Council
Summary of Receipts and Payments
 All Cost Centres and Codes

28 October 2021 (2021 - 2022)

Administration

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
9	Bank charges				80.00	36.00	44.00	44.00 (55%)
10	Car Mileage				400.00	209.70	190.30	190.30 (47%)
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	162.77	-62.77	-62.77 (-62%)
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					15.99	-15.99	-15.99 (N/A)
65	Admin/Finance Support					273.75	-273.75	-273.75 (N/A)
SUB TOTAL					3,920.00	3,186.12	733.88	733.88 (18%)

Allotments

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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 +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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	400.00	100.00	100.00 (20%)
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	499.60	10,300.40	10,300.40 (95%)

Audit

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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

28 October 2021 (2021 - 2022)

SUB TOTAL				480.00	640.00	-160.00	-160.00 (-33%)
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Car Parks

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Village car park				1,200.00	109.50	1,090.50	1,090.50 (90%)
22	Church car park					11,300.00	-11,300.00	-11,300.00 (N/A)
SUB TOTAL					1,200.00	11,409.50	-10,209.50	-10,209.50 (-850%)

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	385.00	315.00	315.00 (45%)
31	IT Repairs and Software				50.00	145.00	-95.00	-95.00 (-190%)
32	IT Equipment				50.00	885.32	-835.32	-835.32 (-1670%)
53	Zoom Subscriptions							(N/A)
SUB TOTAL					800.00	1,415.32	-615.32	-615.32 (-76%)

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

28 October 2021 (2021 - 2022)

SUB TOTAL				102.55	-102.55	-102.55 (N/A)
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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					366.40	-366.40	-366.40 (N/A)
SUB TOTAL						366.40	-366.40	-366.40 (N/A)

Other Income

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

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

28 October 2021 (2021 - 2022)

Precept

Code Title	Receipts			Payments			Net Position
	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%)

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Code Title	Receipts			Payments			Net Position
	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

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Current Staff				10,800.00	4,321.03	6,478.97	6,478.97 (59%)
7 Locum Clerk/RFO							(N/A)
47 Prior Staff							(N/A)
51 HMRC					1,664.74	-1,664.74	-1,664.74 (N/A)
52 Litter Pickers				5,000.00	2,890.36	2,109.64	2,109.64 (42%)
SUB TOTAL				15,800.00	8,876.13	6,923.87	6,923.87 (43%)

USAG

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71 Consultants					4,505.00	-4,505.00	-4,505.00 (N/A)
72 Hatfield Broad Oak pc							(N/A)
73 Great Hallingbury pc							(N/A)
74 Little Hallingbury pc							(N/A)
SUB TOTAL					4,505.00	-4,505.00	-4,505.00 (N/A)

Village Green

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13 Grass cutting				3,000.00	5,833.56	-2,833.56	-2,833.56 (-94%)
15 Repairs & Maintenance				4,000.00	7,000.00	-3,000.00	-3,000.00 (-75%)
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)
75 conservation area							(N/A)

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – October 2021

Date: 28 October 2021

Summary of main items of activity:

- Clerked October Council Meeting
- Prepared minutes of October meeting, revised format to fit village magazine.
- Prepared agenda for Planning Committee meeting
- Clerked October Planning Committee
- Prepared agenda and papers for November council meeting
- Updated accounting records and reports
 - Reported to Finance Committee
- Dealt with correspondence and contract queries.
 - Queries re: USAG
 - Queries re: land ownership
- Corresponded with Unity Trust Bank re: cash deposits
- Attended meeting at Cllr Robley's house re: USAG
- Took notes at USAG meeting on 22 October

Memorandum from the Clerk

To: All Councillors

Subject: General Power of Competence

Date: 27 October 2021

Introduction

Local councils have Powers to expend public money in ways which are specified in the various Acts of Parliament and Statutory Instruments.

Background

Up to now Hatfield Heath parish council have had to be able to justify the legality of any expenditure by quoting the relevant power that enables it to do so. These are usually powers under the various sections of the 1972 Local Government Act although there are many others that may be relevant.

In the Localism Act 2011, local councils in England were given a General Power of Competence. This means that Councils, once adopting the power, no longer need to ask whether they have a specific power to act, from one of the many powers detailed above. Instead, they can rely on this single power to make decisions and deliver services and projects. There are limits to the power – councils are given *“the power to do anything that individuals generally may do as long as they do not break any other laws”*. It is a power of first resort.

There are some limits on using the General Power of Competence where other laws take priority, for example duties on councils to act to prevent crime and disorder; to respect human rights; to consider biodiversity; and to protect personal data. Sometimes a council will want to do things that an individual can't do, so these are also outside the power: creating byelaws, charging a precept (council tax) or issuing fixed penalty notices. In these cases, they must use the original legislation. The General Power of Competence does not mean the Council can delegate decisions to individual councillors. This procedural matter remains enshrined in law.

Context

In order to be eligible to adopt the General Power of Competence there are three criteria that must be fulfilled:

1. At the time when the General Power of Competence is adopted, at least two-thirds of the total seats on the council must be held by members who stood at the last ordinary election or subsequent by-election, i.e., council members who have been elected (even if unopposed) rather than co-opted. Of the 9 Council members, 6 were elected at the May 2021 election, therefore this condition is met.
2. The Clerk must hold the Certificate in Local Council Administration or an equivalent qualification. The current Parish Clerk holds the required qualification.
3. The council must resolve to adopt the General Power of Competence.

Proposal

That Hatfield Heath parish council resolves to adopt the General Power of Competence.

I commend this to council

A handwritten signature in black ink, appearing to read 'Richard Burre', with a horizontal line underneath.

KEY TASK MONITOR		OCTOBER 2021	CURRENT	AGENDA 3079	
SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
Village Car Park	Health & Safety. All risk items have been addressed. Introduce Pay & Display system. To avoid long-term parking and free up space for locals	Quarterly risk assessment needs to be completed for April, July, October and January. Follow up with North Essex Parking Partnership and cost out a scheme.	M	CO	Ongoing
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	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 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, allotment 8xpa playground 8xpa wildlife area 1xpa	Contract given to PW May. Monitor.	M	HHPC	Ongoing
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
Signage – Pond Lane	Replace multiple signs with an "estate" sign	Waiting a face-to-face meeting with lease holders	M	MB	Open
Dog Bins	Establish need and locations	Quotation obtained. Awaiting confirmation that UDC will empty them once installed.	M	Clerk	Open
Hastoe Project – Cox Ley	Planning consent has been given, there are no published conditions	Lack of planning staff at UDC.	L	HHPC	09/21
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	
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
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
Dawnings/Twinnings	Alleged breach of planning consent by encroachment in Green Belt	Report to UDC for enforcement action	M	ML	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

FROM OCTOBER OPEN FORUM

SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
Parking outside Hunters Meet	General parking issues	Write to all who are blocking footways	M	NR	Nov 21
"A" Boards on the Health	Not local businesses	Give notice that it will be removed	M	Clerk	Nov 21
Doctor's appointments	Difficulty in getting one	Situation getting worse, write to prectise	M	Clerk	Nov 21
Permanent Xmas tree	Plant a Norwegian Spruce	Contact Matthews	M	ML	Nov 21
Trees in general	Plan for maintenance	Contact Ben Smeeden (UDC)	M	Clerk	Nov 21
Reynolds	Status of Oak in field behind Cox Ley				
High Pastures	Unlawful development	Pursue Enforcement at UDC	H	ML	Oct 21
	Cert of Lawfulness granted.	Grounds for this decision highly suspect. Contact Sarah Lawson at UDC.	H	ML	Oct 21
Village Green maintenance	Criticisms from public	Review contract with Peter May	M	Clerk	Nov 21
Stevenson's No 5 bus service	Spasmodic service	Write to Stevenson's	M	Clerk	Nov 21
Abandoned Kangoo Van	Van abandoned in village car park for three months. Not taxed.	Investigate how to get the vehicle removed.	M	ML	Nov 21
LoM roles and responsibilities	Unclear about who owns what	Clerk to arrange meeting with LoM and/or agent	M	Clerk	Nov 21
Improve publication of information.	Not appearing on web-site in a timely manner	Clerk to facilitate rectification	M	Clerk	Nov 21

KEY TASK MONITOR		OCTOBER 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
Memorial Plaque	Design and purchase	Unveiling ceremony took place on 24 September 2021	M		completed
Allotments	Mend fences.	Quote accepted from Kings of Essex. Fence now completed.	M	SK	completed
Village Green – Wooden Posts	Replace and renew posts	Quote agreed with Peter May and task now completed. More posts damaged.	M	NR	completed
Church Road Car Park	Resurfacing to allow more and safer parking at that end of the village	Written permission from H Turtill on behalf of the LoM received.	M	NR/ML	completed
Village Green Maintenance	Maintain the six ponds on the Heath	Contract given to J Kenney.	M	HHPC	completed
Speeding	Establish a Speeding sub-committee to include villagers.	SS to write an article for village magazine and encourage attendance at next Forum	H	SS	completed
The Close	A number of issues and a lack of response from landlord	Review of all issues	M	ML + CO	Completed

Grant Applications – November 2021

Budget £3,500

s137 Limit £8.41 x 1551 = £13,044

Applicant	Purpose	Amount	Notes
Mark Radcliff	"Mislaidd" War Memorial	Not given Say £450	Possibility of Essex CC grant.
HH PCC (Holy Trinity)	Welfare of church life and graveyard cutting	£400	
HH Holy Trinity Church Wardens	Lawn mower for upkeep of church yard	£1,195	Gross amount
HH URC	Upkeep of URC Churchyard	£400	
HH Leisure Hour	Contribution to running costs	£200	But would like more if possible
Hatfield Regis Local History Society	Printing costs of leaflet addendum to POW CAMP	£65	
Essex and Herts Air Ambulance	Contribution to running costs	Not given Say £100	
HH Cricket Club	Grass cutting cricket field	£350	But would like more if possible
HH Cricket Club	Pavilion refurbishment project	Not given Say £100	Seed money to get project going
HH Football Club	Repairs to locks on containers	£275	Replacement locks due to vandalism
Citizens Advice E Herts	Contribution to running costs	£100	
Stansted Airport Watch	Contribution to running costs	£1,000	
Royal British Legion	Contribution to running costs	£150	
Total requested		£4,785 ish	