

Hatfield Heath Parish Council

Chairman: Cllr Mark Bissell

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



To: Members of Hatfield Heath Parish Council

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

MEETING OF THE PARISH COUNCIL

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

Parish Clerk
25 November 2021

AGENDA

Welcome by the Chairman

3093	APOLOGIES FOR ABSENCE To receive any apologies for absence
3094	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members
3095	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
3096	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
3097 	MINUTES OF MEETING To approve the minutes of the meeting of 03 November 2021 To discuss any matters arising from the minutes not included elsewhere on the agenda.
3098 	MINUTES OF PLANNING COMMITTEE To receive and note the draft minutes of the Planning Ctee held on 22 November 2021.
3099 	REPORT FROM OPEN MEETING To receive a report on the Open Meeting which was held on Saturday 13 November 2021. Action items placed on KTM.
3100 	FINANCE MATTERS 1.To note budget report to 25 November 2021 2.To note items of expenditure in November 2021 as approved by the Finance Committee
3101 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence.

3102	KEY TASK MONITOR To review and update the Key Task Monitor.
3103	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).
3104	HIGHWAYS MATTERS To consider any matters relating to Highways To consider matters relating to speeding in the village
3105	VILLAGE GREEN To establish ownership and an action plan for the care and maintenance of certain trees on and around the village green.
3106	PARKING MANAGEMENT AND CAR PARKS To consider any matters relating to village car parks. See KTM
3107	ALLOTMENT REPORT To receive and note a report on the Allotments.
3108	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground.
3109	JUBILEE FESTIVAL To consider arrangements for the holding of a Festival in June 2022 to mark the Platinum Jubilee of HM The Queen. To consider the provision of a souvenir of the occasion to be presented to the children on the roll of the school
3110	LOCAL PLAN To consider any matters relating to the creation of a Neighbourhood Plan. Arranging meetings with UDC and RCCE for advice and funding. Appointing a planning consultant.
3111	VILLAGE HALL TRUST To consider a request from the Executive Management Committee on behalf of the Trustees of the Village Hall for the parish council, as Custodian Trustee, to consent to the change of the legal status of the Trust from being an unincorporated body to being a CIO (Charitable Incorporated Organisation)
3112	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members.
3113	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
3114	DATE OF NEXT MEETING The next scheduled meeting is on Wednesday 05 January 2022.

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 03 November 2021 in the URC Hall

Present:

Cllr M Bissell (MB)
Cllr P Brown (PB)

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

Cllr C Overton (CO)
Cllr N Robley (NR)
Cllr S Saban (SS)

In attendance:

1 member of the public

R Bowran – Parish Clerk

Welcome by the Chairman

3070	APOLOGIES FOR ABSENCE Apologies for absence were received and accepted from Cllr Breavington.
3071	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
3072	PUBLIC PARTICIPATION There were no questions from members of the public on matters within the remit of the Parish Council
3073	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS District Cllr Mark Lemon reported - Housing Board, council house rent going up by 4.9%, first increase for two years. - Local Plan Working Group, slow progress. Preferred sites will be notified by end of the year. Local Plan will not be finalised before 2024. County Cllr Susan Barker reported <i>in absentia</i> - Stortford Road Flood Alleviation Scheme would be planned in 2022/23 and started in 2023/24.
3074	MINUTES OF MEETING Resolved: To approve the minutes of the meeting of 06 October 2021 <i>[Prop Cllr Bissell; secd Cllr Lemon]</i> To discuss any matters arising from the minutes not included elsewhere on the agenda. Minute 3080. Special Constables. NC reported liaising with Essex police and next steps are to advertise for people to express interest. Agreed that NC should proceed with poster production for display in windows. Suggested that an advertorial in village magazine was as effective as a leaflet drop.
3075	MINUTES OF PLANNING COMMITTEE Received and noted: The draft minutes of the Planning Committee held on 25 October 2021 [P01]. Planning group to meet on 12 November to discuss technical response to sites being considered in village.
3076	REPORT FROM OPEN MEETING Received and noted: The report on the Open Meeting which was held on Saturday 16 October 2021. Action items placed on KTM. Speeding measure were highlighted. NC to liaise with school.

3077	FINANCE MATTERS 1. Received and noted: Budget report to 28 October 2021 2. Received and noted: Items of expenditure in October 2021 as approved by the Finance Committee 3. Items for inclusion in a draft budget for 2022/23. Working group to meet on 10 November and recommendation to set up a formal Finance & Policy Committee.
3078	CLERK'S REPORT & CORRESPONDENCE Received and noted: To receive and note Clerk's report and correspondence.
3079	KEY TASK MONITOR Received and noted: Update of the Key Task Monitor. • Outstanding are liaison with tree officer at UDC and the Lord of the Manor about key responsibilities. Clerk to contact Bidwells.
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. NL summarised work of USAG, especially on technical verification of "Hatfield Garden Village".
3081	HIGHWAYS MATTERS To consider any matters relating to Highways, refer to Cty Cllrs report. Contact Rita Long of ECC concerning placement of post opposite the Institute. Sheering Road footway is blocked. Possibly get use of siding out machine from ECC. 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. NR/Clerk to arrange meetings with UDC and LoM's agent, Bidwells. General concern about overgrown footpaths, PB had produced a detailed map. Concern about overgrown Conifer trees in Cox Ley Concern about rubbish accumulating in the salt bins.
3083	GENERAL POWER OF COMPETANCE Received and noted: Clerk's paper on the subject it was then: Resolved: To adopt the General Power of Competence <i>[prop Cllr Robley; secd Cllr Saban]</i>

3084

GRANT APPLICATIONS
To consider Grant applications.

Cllr Lemon declared an interest in the URC grant application.

Applicant	Purpose	Amount	Resolved
Mark Radcliff	"Mislaidd" War Memorial	Not given	Defer until outcome of grant application to Essex CC is known.
HH PCC (Holy Trinity)	Welfare of church life and graveyard cutting	£400	Prop Cllr Lemon; secd Cllr Saban
HH Holy Trinity Church Wardens	Lawn mower for upkeep of church yard	£1,195	Prop Cllr Lemon; secd Cllr Champion <i>Caveat: Order to be invoiced to HHPC in order to reclaim VAT.</i>
HH URC	Upkeep of URC Churchyard	£400	Prop Cllr Saban; secd Cllr Robley
HH Leisure Hour	Contribution to running costs	£200	Prop Cllr Saban; secd Cllr Champion
Hatfield Regis Local History Society	Printing costs of leaflet addendum to POW CAMP 116	£65	Prop Cllr Bissell; secd Cllr Lemon
Essex & Herts Air Ambulance	Contribution to running costs	£500	Prop Cllr Bissell; secd Cllr Robley
HH Cricket Club	Grass cutting cricket field	£350	Prop Cllr Champion; secd Cllr King
HH Cricket Club	Pavilion refurbishment project	Not given	Defer until some indication of costs is obtained.
HH Football Club	Repairs to locks on containers	£275	Prop Cllr Lemon; secd Cllr King
Citizens Advice E Herts	Contribution to running costs	£100	Prop Cllr Bissell; secd Cllr Champion <i>Invite a speaker to address council.</i>
Stansted Airport Watch	Contribution to running costs	£1,000	Prop Cllr Robley; secd Cllr King
Royal British Legion	Contribution to running costs	£150	Prop Cllr Lemon; secd Cllr Champion

3085

PARKING MANAGEMENT AND CAR PARKS
To consider any matters relating to village car parks. See KTM.

- Church car park has now been completed.
- Village car park de-weeded
- Contact Essex Parking Partnership concerning parking controls.

3086

ALLOTMENT REPORT
To receive and note a report on the Allotments.

- RB responded *in absentia* that crops were being harvested, a good yield this year and pest control measures have proved effective.

3087

PLAYGROUND
To consider any matters relating to maintenance and risk management of the playground.

- SK reported work nearly completed, signs being delivered 09 November.
- Fencing being reinforced 04 November

3088

JUBILEE FESTIVAL
To consider arrangements for the holding of a Festival in June 2022 to mark the Platinum Jubilee of HM The Queen.

- School is interested in being involved, Action by SS.
- Sunday, normal Festival activities including motor show.
- Thursday, Beacon Lighting.
- Friday and Saturday to be confirmed.
- Jubilee Tree proposal – to be agreed with Bidwells for a permanent installation.

3089	LOCAL PLAN To consider any matters relating to a Neighbourhood Plan and a proposal for assistance from Thompson Planning. Contact UDC again for a presentation on how they can help.
3090	REPORTS FROM MEMBERS ON MEETINGS ATTENDED There were no other reports from members.
3091	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. • Meeting with Lord of the Manor.
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. This will include a presentation By Pelham Structures on their revised proposals for a development in Mill Lane.

Meeting ended at 20:20

HATFIELD HEATH PARISH COUNCIL

Minutes of the HHPC Planning Committee Meeting held at 18:00 on Monday 22 November 2021 in the URC Hall

Present:

Cllr M Bissell (MB)

Cllr N Champion (NC)

Cllr N Robley (NR) Chair

In attendance:

Cllr S Saban

R Bowran – Parish Clerk

Cllr P Brown

15 members of the public

Chair welcomed members of the public and explained that the presentation that was to be made was for general information. Questions could be made by those present. The parish council would await the submission of a planning application before debating the matter and making comments to the Local Planning Authority.

P21/10	APOLOGIES FOR ABSENCE Received from Cllr Lemon – attending another council's meeting.
P21/11	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members
P21/12	PRESENTATION Presentation made by Sam Bampton on behalf of Pelham Structures Limited on their revised proposals for a development on Land West of Mill Lane in Hatfield Heath. This described the building of five luxury, single storey lodges, the conversion of the water tower into a dwelling and the refurbishment of the PoW huts into holiday rental units. There followed a question-and-answer session during which councillors and members of the public sought clarification on a range of issues concerning the proposals.
P21/13	PUBLIC PARTICIPATION There were no other questions from members of the public on matters within the remit of the Planning Committee.
P21/14	MINUTES <i>Resolved:</i> To approve the minutes of the meeting of 25 October 2021
P21/15	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION Proposed demolition of garage and erection of two storey side extension and single storey rear extension. 5 Cox Ley Hatfield Heath CM22 7ER Ref. No: UTT/21/3369/HHF HHPC Comment: No Objection Application to discharge condition 4 (lighting design strategy) attached to UTT/17/1037/FUL. Foxglove Farm Dunmow Road Hatfield Heath CM22 7BL Ref. No: UTT/21/3315/DOC HHPC Comment: No Objection Proposed replacement of existing single storey rear extensions with part two storey, part single storey extension 20 Clipped Hedge Hatfield Heath CM22 7EG

	Ref. No: UTT/21/3428/HHF HHPC Comment: No Objection DECISIONS MADE BY THE LPA FOR NOTING 30% reduction in height of 1no. Lime and 1no. Ash. Removal of branches touching overhead cable of 1no. Oak Greenways Stortford Road Hatfield Heath Bishops Stortford CM22 7DL Ref. No: UTT/21/3139/TPO Status: Allowed 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 Ref. No: UTT/21/2834/FUL Status: Refused The proposal represents inappropriate development by way of the change of use from agricultural into additional residential development sited within the Green Belt, where no very special circumstances have been demonstrated that would outweigh the harm to the Metropolitan Green Belt. The proposal would cause demonstrable harm to the Green Belt and is contrary to policy S6 of the Uttlesford Local Plan (adopted 2005) The change of use to recreational use with additional fenestration results in further, and excessive, intensification of development in this rural location, eroding the rural characteristics and failing to protect or enhance the character of the local area, resulting in an urbanisation of the area. The additional fenestration would cause less than significant harm to the character, appearance and historic fabric of the existing dwelling house. Fell 1no. Oak Serena Chelmsford Road Hatfield Heath Bishops Stortford Hertfordshire CM22 7BD Ref. No: UTT/21/2809/TPO Status: Refused Reasons: The oak tree is a mature specimen in good general health contributing to the visual amenity of the local surrounds PLANNING APPEALS None received ENFORCEMENT ISSUES None received
P21/16	UNSUSTAINABLE SITES ACTION GROUP (USAG) To receive USAG meeting notes from 22 October with parishes. To discuss a plan of action to promote the best interests of the parish.
P21/17	AGENDA ITEMS FOR NEXT MEETING There were no additional items for the agenda of the next meeting.
P21/18	DATE OF NEXT MEETING The next scheduled meeting is on Monday 27 December 2021.

Meeting ended at 19:30

Parish Council Forum 13th November 2021

We had two visitors. Ivan Cooper and Hilary Allen.

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

We talked about speeding in the village and Mark L remembered that we at one time had a mobile sign that was paid for by several parishes, the idea being to rotate usage between them. This seems to have gone missing but is at least an idea since it appears that the County Council is pushing responsibility for signage onto the District Council and the parishes. We also talked about the increased number of children that are dropped off in the Church Road car park now it has been surfaced and have to cross the road at peak times.

NR to see if we can get a pedestrian crossing added to the Highways wish list at this site.

It was also remembered that at one time the school caretaker (Harry Crone) acted as a 'lollipop man' at school times. **NR to also investigate if this as a possibility.**

NR has investigated the possibility of getting the PFA involved in an anti-speeding group but has been advised by Michelle Pyle that the head is against this since the PFA is dedicated solely to fund raising and it is outside their remit. **NR has yet to talk to Chris Radford.**

Chris O reported that a disabled space outside The Close is being removed. **Send copy of the 'order' to Nigel R and Mark L. (Chris)**

Also reported that a disabled spot outside No 3 Broomfields is being used wrongly. **Mark L to follow up.**

There is an issue with lampposts/lights outside The Close. **NR and Chris O to log all of the offending lights and submit to UDC through the clerk.**

Peter B reported that there was an issue with a very large pothole outside the surgery on the ramp leading into the car park. **Need to report to UDC (clerk)** since it is dangerous but it was felt they may claim it to be the responsibility of the Surgery to repair as it would be classed as driveway rather than pavement. Talked also about salt outside the surgery. The salt bin is outside the Village Hall and apparently the present process is that Michael Hockley 'does' the surgery as a favour. Need to see if the process can be improved. **Add to the list of things to talk to the Practice Manager about (clerk) and arrange meeting to talk about all of the issues raised.**

Platinum Jubilee celebrations. Need to have a meeting to coordinate the many ideas and bookings that have already started to be made. Stakeholders seem to be the Festival Committee, the RBL, School, URC, Holy Trinity and the Village Hall to make sure things do not overlap and run smoothly over the four days. **NR with Mark B.**

Mark L was concerned about the Village Car Park and the possibility of the North Essex Parking Partnership being interested since they were revenue based. The UDC car park is run by a private company. **Mark L to find out who this is and NR to contact NEPP.**

Ivan Cooper was very concerned about the call for sites and the process that was being used to develop the new 'local plan' by the UDC. We shared the process with Ivan and Hilary on a confidential basis and outlined the steps we were taking to monitor and comment on each step both as a Parish Council and also as a member of the USAG group which has been formed by all of the parishes affected by the 'garden village' site.

This discussion was unfortunately interrupted by a strongly worded request for the councillors to stop talking amongst themselves and an accusation that the Parish Council was just a talking shop.

The meeting ended at 11:25

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

26 November 2021 (2021 - 2022)

Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9 Bank charges				80.00	36.00	44.00	44.00 (55%)
10 Car Mileage				400.00	274.50	125.50	125.50 (31%)
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	205.91	-105.91	-105.91 (-105%)
28 Training				400.00	100.00	300.00	300.00 (75%)
29 Office Provision							(N/A)
48 Other Subscriptions					165.50	-165.50	-165.50 (N/A)
55 Hall Hire				450.00	147.00	303.00	303.00 (67%)
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	3,501.56	418.44	418.44 (10%)

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	250.00	-50.00	-50.00 (-25%)
SUB TOTAL	430.00	435.00	5.00	430.00	250.00	180.00	185.00 (21%)

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	2,440.00	1,060.00	1,060.00 (30%)
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	2,939.60	7,860.40	7,860.40 (72%)

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

Car Parks									
SUB TOTAL									
Code	Title	Receipts		Payments		Net Position			
		Budgeted	Actual	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									
Events									
Code	Title	Receipts		Payments		Net Position			
		Budgeted	Actual	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 (-100%)		
SUB TOTAL									
Highways									
Code	Title	Receipts		Payments		Net Position			
		Budgeted	Actual	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									
Information Technology									
Code	Title	Receipts		Payments		Net Position			
		Budgeted	Actual	Budgeted	Actual	Variance	+/- Under/over spend		
2	Web-site	700.00		440.00		260.00	260.00 (37%)		
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									
Litter Picking									
Code	Title	Receipts		Payments		Net Position			
		Budgeted	Actual	Budgeted	Actual	Variance	+/- Under/over spend		
38	Litter Picking PPE			800.00	1,470.32	-670.32	-670.32 (-83%)		
SUB TOTAL									

26 November 2021 (2021 - 2022)

Hatfield Heath Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

26 November 2021 (2021 - 2022)

Precept									
Code Title	Budgeted	Actual	Variance	Payments			Budgeted	Actual	Variance
				Budgeted	Actual	Variance			
3 Precept	42,145.00	42,145.00							
SUB TOTAL	42,145.00	42,145.00							
(0%)									
Net Position									
+/- Under/over spend									
(0%)									
s137									
Code Title	Budgeted	Actual	Variance	Payments			Budgeted	Actual	Variance
				Budgeted	Actual	Variance			
12 Remembrance Wreath				50.00					
59 Poppy Appeal					50.00				
SUB TOTAL				50.00					
50.00 (100%)									
Net Position									
+/- Under/over spend									
50.00 (100%)									
(N/A)									
SUB TOTAL									
50.00 (100%)									
Code Title	Budgeted	Actual	Variance	Payments			Budgeted	Actual	Variance
				Budgeted	Actual	Variance			
1 Current Staff	10,800.00	4,940.83	5,859.17						
7 Locum Clerk/RFO									
47 Prior Staff									
51 HMRC									
52 Litter Pickers									
SUB TOTAL	10,800.00	4,940.83	5,859.17	10,182.64	5,617.36				
5,859.17 (54%)									
Net Position									
+/- Under/over spend									
5,859.17 (54%)									
(N/A)									
(N/A)									
(N/A)									
-1,889.36 (N/A)									
1,647.55 (32%)									
5,617.36 (35%)									
Code Title	Budgeted	Actual	Variance	Payments			Budgeted	Actual	Variance
				Budgeted	Actual	Variance			
71 Consultants	4,505.00	4,505.00							
72 Hatfield Broad Oak pc									
73 Great Hallingbury pc									
74 Little Hallingbury pc									
77 Hall Hire									
SUB TOTAL	4,505.00	4,505.00		4,528.63	-4,528.63				
-4,505.00 (N/A)									
Net Position									
+/- Under/over spend									
-4,505.00 (N/A)									
(N/A)									
(N/A)									
-23.63 (N/A)									
-23.63 (N/A)									
SUB TOTAL									
-4,528.63 (N/A)									
Code Title	Budgeted	Actual	Variance	Payments			Budgeted	Actual	Variance
				Budgeted	Actual	Variance			
13 Grass cutting	3,000.00	5,833.56	-2,833.56						
15 Repairs & Maintenance									
36 ECC Highways									
43 Rural Verges									
67 Heath Posting									
75 conservation area									
SUB TOTAL	3,000.00	5,833.56	-2,833.56	2,640.00	1,212.21				
-2,833.56 (-94%)									
Net Position									
+/- Under/over spend									
-2,833.56 (-94%)									
-3,000.00 (-75%)									
-0.08 (0%)									
1,427.79 (54%)									
-807.00 (N/A)									
(N/A)									

Hatfield Heath Parish Council

Summary of Receipts and Payments

26 November 2021 (2021 - 2022)

All Cost Centres and Codes

SUB TOTAL	2,265.00	2,264.92	-0.08	9,640.00	14,852.77	-5,212.77	-5,212.85 (-43%)
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Summary

NET TOTAL	46,690.00	52,848.93	6,158.93	48,220.00	58,436.47	-10,216.47	-4,057.54 (-4%)
V.A.T.					7,820.56		
GROSS TOTAL		52,848.93			66,257.03		

Invoices for Authorisation to 25 Nov 2021

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
01/11/2021	Heath Computers	Website maintenance Inv 3954	online	66.00	11.00	55.00	133	
27/09/2021	Rodect	Pest control Inv 5343	online	50.00	-	50.00	134	
11/11/2021	HH URC	Hall Hire - USAG	online	23.63	-	23.63	135	to end of Nov 21
11/11/2021	HH URC	Hall Hire - Council	online	147.00	-	147.00	136	to end of Nov 21
16/11/2021	AE Hockley	Barkers Lane maintenance Inv 0261	online	270.00	45.00	225.00	137	
15/11/2021	RCCE	Annual subscription	online	72.60	12.10	60.50	138	
18/11/2021	R Bowran	Office stationery	online	9.52	1.59	7.93	139	
18/11/2021	R Bowran	Postage stamps	online	22.30	-	22.30	140	2nd class
18/11/2021	R Bowran	Postage stamps	online	12.90	-	12.90	141	1st class
24/11/2021	Royal British Legion	Grant	online	150.00	-	150.00	142	
24/11/2021	Citizens Advice	Grant	online	100.00	-	100.00	143	
24/11/2021	HH Football Club	Grant	online	275.00	-	275.00	144	
24/11/2021	HH Cricket Club	Grant	online	350.00	-	350.00	145	
24/11/2021	E&H Air ambulance	Grant	online	500.00	-	500.00	146	
24/11/2021	Hatfield Regis LHS	Grant	online	65.00	-	65.00	147	
24/11/2021	HH Leisure Hour	Grant	online	200.00	-	200.00	148	
24/11/2021	HH URC	Grant	online	400.00	-	400.00	149	
24/11/2021	HH PCC	Grant	online	400.00	-	400.00	150	
24/11/2021	Kings of Essex	Playground upgrade & maintenance	online	9,381.60	1,563.60	7,818.00	151	
24/11/2021	Rodect	Pest control Inv 5358	online	50.00	-	50.00	152	
25/11/2021	R Bowran	November Salary	online	619.80	-	619.80	153	
25/11/2021	K Morris	November Salary	online	101.96	-	101.96	154	
25/11/2021	J Jackson	November Salary	online	81.56	-	81.56	155	
25/11/2021	J Page	November Salary	online	101.96	-	101.96	156	
25/11/2021	J Sykes	November Salary	online	176.61	-	176.61	157	
25/11/2021	HMRC	November Tax & NI	online	224.62	-	224.62	158	
25/11/2021	R Bowran	November Expenses	online	64.80	-	64.80	159	mileage
Total				13,916.86	1,633.29	12,283.57		

Cash receipts

Date	From	Description	Amount
Total			£0.00

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – November 2021

Date: 25 November 2021

Summary of main items of activity:

- Clerked November Council Meeting
- Prepared minutes of November meeting, revised format to fit village magazine.
- Prepared agenda for Planning November meeting
- Clerked November Planning Committee
- Prepared agenda and papers for December council meeting
- Updated accounting records and reports
 - Reported to Finance Committee
- Dealt with correspondence and contract queries.
 - Queries re: USAG
- Attended meeting at Cllr Robley's house re: USAG
- Took notes at USAG meeting on 23 November

KEY TASK MONITOR		November 2021	CURRENT	Agenda : 3102		
SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN	
Village Car Park	Health & Safety. All risk items have been addressed.	Quarterly risk assessment needs to be completed for April, July, October and January.	M	CO	Ongoing	
	Introduce Pay & Display system. To avoid long-term parking and free up space for locals	Follow up with North Essex Parking Partnership and cost out a scheme.	M	NR/ML	TBA	
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	
Special Constables	Employ a village PCSO. Costs too high for HHPC to bear alone.	Need to establish what alternatives exist. NC produced adverts and advertising now out.	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
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	
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
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
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
Permanent Xmas tree	Plant a Norwegian Spruce	Contact Matthews	M	ML	Nov 21
Trees in general	Plan for maintenance Status of Oak in field behind Cox Ley	Contact Ben Smeeden (UDC)	M	Clerk	Nov 21
Reynolds	Unlawful development	Pursue Enforcement at UDC	H	ML	Oct 21

High Pastures	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
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

FROM NOVEMBER OPEN FORUM

SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
Pedestrian Crossing	Increased risk to children crossing main road since church car park expanded	See if this can be added to Highways wish list	M	NR	Dec 21
Orchard Disabled parking	Essex Highways wish to remove disabled space.	Counter this and suggest increase in spaces to be used properly	H	ML	Dec 21
Lighting in The Close	Failure of lights	Log the offending assets and report to UDC for rectification	H	NR/CO	Dec 21
Pothole outside surgery	Needs mending	Add to list of issues to discuss with the practice manager	H	Clerk	Dec 21
Jubilee celebrations	Arrangements	Need to co-ordinate arrangements and events to prevent clashes	M	NR/MB	Dec 21
Doctor's appointments	Difficulty in getting one	Situation getting worse, write to prectise	M	Clerk	Nov 21

KEY TASK MONITOR		November 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
Memorial benches for RBL	Suggestion of a memorial bench for two past RBL members.	A location and acceptance agreed at HHPC meeting	M	Clerk	Completed
Stevenson's No 5 bus service	Spasmodic service	Lack of drivers. Stevensons now publishing service updates.	M	Clerk	Completed