

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 02 February 2022** to transact the business set out in the agenda below.

Parish Clerk
27 January 2022

AGENDA

Welcome by the Chairman

3115	APOLOGIES FOR ABSENCE To receive any apologies for absence
3116	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members
3117	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
3118	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
3119 	MINUTES OF MEETING To approve the minutes of the meeting of 01 December 2021 To discuss any matters arising from the minutes not included elsewhere on the agenda.
3120 	MINUTES OF PLANNING COMMITTEE To receive and note the draft minutes of the Planning Cttee held on 24 January 2022.
3121 	REPORT FROM OPEN MEETING To receive a report on the Open Meeting which was held on Saturday 15 January 2022. Action items placed on KTM.
	KEY TASK MONITOR To review and update the Key Task Monitor.

3122  	FINANCE MATTERS 1.To note budget report to 28 January 2022 2.To note items of expenditure in January 2022 2021 as approved by the Finance Committee
3123  	BUDGET 2022/23 1. To note and adopt the recommendation of the Finance Committee as to a budget for the civic year 2002/23 2. To resolve to set a Precept demand on Uttlesford District Council for the civic year 2002/23
3124 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence.
3125	UDC CALL FOR SITES To discuss the activities of the parish council, including a report of the activities of USAG (Unsustainable Sites Action Group) and on the transition of activities to The Three Parishes Local Planning Group (TPLPG) Proposal that this council delegates the responsibility for responding to the consultations relating to Site Reference HatfieldBO 005 MIX to the councillors appointed to represent the council on the Working Group known as the Three Parishes Local Planning Group. All matters relating to financial commitments proposed to be made by the group must however be referred to the council for resolution.
3126	HIGHWAYS MATTERS To consider any matters relating to Highways
3127	VILLAGE GREEN To establish ownership and an action plan for the care and maintenance of certain trees on and around the village green. To discuss actions relating to signage on Pond Lane.
3128	PARKING MANAGEMENT AND CAR PARKS To consider any matters relating to village car parks, including: Abandoned van in village car park Safer passage from enlarged church car park
3139	ALLOTMENT REPORT To receive and note a report on the Allotments.
3130	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground.
3131	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
3132	FAMILY FUN FAIR To consider a request from Joshua Meakin to hold a "small family fun fair" on the Heath in May 2022.
3133	NEIGHBOURHOOD PLAN To report on the briefing from RCCE and UDC on 17 January and the meeting of the Planning Committee on 24 January 2022. To determine whether to proceed with the creation of a Neighbourhood Plan for the Civil parish of Hatfield Heath.

HATFIELD HEATH PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at 19:30 on Wednesday 01 December 2021 in the URC Hall

Present:

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

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

Cllr S Saban (SS)
Cllr N Robley (NR)

In attendance: 1 member of the public R Bowran – Parish Clerk

Welcome by the Chairman

3093	APOLOGIES FOR ABSENCE Received and accepted from Cllr Overton – unwell.
3094	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
3095	PUBLIC PARTICIPATION There were no questions from members of the public.
3096	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS Dist. Cllr Lemon advised that the Leader of UDC, Cllr Lodge, had resigned. The Local Plan Working Group was now concentrating on business and the local economy. Cty Cllr Barker reported <i>in absentia</i> that she had been further contacted about flooding issues on Stortford Road and that Essex CC has been nominated as "social care employer of the year"
3097	MINUTES OF MEETING <i>Resolved:</i> To approve the minutes of the meeting of 03 November 2021. [<i>prop Cllr Bussell; secd Cllr Saban</i>]
3098	MINUTES OF PLANNING COMMITTEE <i>Received and noted:</i> The draft minutes of the Planning Cttee held on 22 November 2021.
3099	REPORT FROM OPEN MEETING <i>Received:</i> The report on the Open Meeting which was held on Saturday 13 November 2021. Action items placed on KTM.
3100	FINANCE MATTERS 1. <i>Received and noted:</i> The budget report to 25 November 2021 2. <i>Received and noted:</i> Items of expenditure in November 2021 as approved by the Finance Committee
3101	CLERK'S REPORT & CORRESPONDENCE <i>Received and noted:</i> Clerk's report and correspondence. Thanks received from Hatfield Regis LHS; HHURC; Cricket Club; Holy Trinity church; Essex & Herts Air Ambulance and HHPCC for grants received.

3102	KEY TASK MONITOR The Key Task Monitor as updated was reviewed.
3103	UDC CALL FOR SITES NR reported on the completion and submission to UDC of the technical verification of the nine sites local to Hatfield Heath and the one large site which has been worked on by USAG (Unsustainable Sites Action Group). NR reported on the stresses in the working relationship in USAG between HBOPC as compared with the three other parishes. USAG is not currently recognised by UDC and so all four parishes are making individual submissions. Clerk to write to UDC to clarify the position of HHPC, LHPC and GHPC. Next step is preparing for Article 19 consultation due in March 2022.
3104	HIGHWAYS MATTERS To consider any matters relating to Highways, which should now include on the "wish list" the inclusion of a pedestrian crossing to increase the safety of children. To consider matters relating to speeding in the village, Little Hallingbury PC have expressed an interest in working with us on this issue.
3105	VILLAGE GREEN To establish ownership and an action plan for the care and maintenance of the village green and certain trees thereon. This remains an outstanding issue. Chairman (MB) was thanked for providing the Christmas Tree. ML has populated the planters. Litter bins are not being cleared, Clerk to obtain a bin emptying schedule from UDC.
3106	PARKING MANAGEMENT AND CAR PARKS To consider any matters relating to village car parks. Spaces have been reduced by temporary structures which have been reported to UDC planning enforcement. Essex parking partnership to be contacted.
3107	ALLOTMENT REPORT Activity is seasonally quiet, the rat infestation appears to be under control, one plot has recently changed hands.
3108	PLAYGROUND Thanks were given to SK for the work that has now been completed.
3109	JUBILEE FESTIVAL MB outlined a provisional four-day plan in June; Thursday 02: School children dressing up and parading in costume for the decades of the reign, evening beacon lighting; Friday 03 possible village photo shoot; Saturday 04. Jazz evening and art exhibition; Sunday 05 usual festival activities. Presence of the Fair during the week-end. To consider the provision of a souvenir of the occasion, such as a mug or a medal, to be presented to the children on the roll of the school. Agreed in principle, proposition to be brought to council.
3110	LOCAL PLAN To consider any matters relating to the creation of a Neighbourhood Plan. Application for a designated area made to UDC, RCCE offered a briefing meeting by Zoom in January, Clerk to arrange.

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. Resolved: To consent to the change of the legal status of the Trust from being an unincorporated body to being a CIO (Charitable Incorporated Organisation) <i>[prop Cllr Robley: secd Cllr Lemon]</i>
3112	REPORTS FROM MEMBERS ON MEETINGS ATTENDED Adverts had now been places to attract interest in establishing a Special Constable for the village.
3113	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. • Signs at Reynolds in Pond Lane.
3114	DATE OF NEXT MEETING The next scheduled meeting is on Wednesday 05 January 2022. The next meeting of the Planning Committee is on Monday 20 December 2021. Chairman ended the meeting by wishing all a Merry Christmas and a Safe and Prosperous New Year.

Meeting ended at 20:50

HATFIELD HEATH PARISH COUNCIL**Minutes of the HHPC Planning Committee Meeting
held at 15:00 on Monday 24 January 2022 in the URC Hall****Present:**

Cllr M Bissell (MB)

Cllr N Champion (NC)

Cllr N Robley (NR) Chair

Cllr M Lemon (ML)

In attendance:

R Bowran – Parish Clerk

P21/19	APOLOGIES FOR ABSENCE There were no apologies for absence
P21/20	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
P21/21	PUBLIC PARTICIPATION There were no questions from members of the public on matters within the remit of the Planning Committee.
P21/22	MINUTES <i>Resolved:</i> To approve the minutes of the meeting of 22 November 2021
P21/23	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION Springfield Park Drive Hatfield Heath CM22 7BJ Ref. No: UTT/21/3702/HHF Status: Withdrawn Proposed demolition of existing conservatory and erection of replacement single storey rear extension and two storey side extension Downfield House Chelmsford Road Hatfield Heath CM22 7BD Ref. No: UTT/21/3638/HHF HHPC comment: No Objection 3 no. Oak- 30% reduction The Surgery Broomfields Hatfield Heath Bishops Stortford CM22 7EH Ref. No: UTT/22/0038/TPO HHPC comment: No Objection Erection of 1no. detached dwelling together with associated parking, residential curtilage and landscaping. Springfield Park Drive Hatfield Heath CM22 7BJ Ref. No: UTT/22/0004/FUL HHPC comment: No Objection APPLICATIONS DECIDED BY THE LPA Replacement of stables (granted planning permission for conversion to a dwelling) with 1 no. bungalow with new vehicular access Stables to the East Of Dunmow Road Hatfield Heath Ref. No: UTT/21/1654/FUL 21 Status: Approved To remove/reduce limbs 15 no. Oak. 77-91 Broomfields Hatfield Heath Bishops Stortford CM22 7EL Ref. No: UTT/16/2886/TPO Status: Withdrawn Construction of new Domestic Garage Teralands Matching Road Hatfield Heath CM22 7AJ Ref. No: UTT/21/3172/HHF Status: Approved

	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 Status: Approved 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 Status: Approved Proposed new external door Oak Tree Barn Sheering Road Hatfield Heath CM22 7LL Ref. No: UTT/21/3178/LB Status: Approved Proposed new detached outbuilding for home gym and hobby room Oak Tree Barn Sheering Road Hatfield Heath CM22 7LL Ref. No: UTT/21/3177/HHF Status: Approved 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 Status: Approved (established for over 10 years) PLANNING APPEALS None received ENFORCEMENT ISSUES None received
P21/24	NEIGHBOURHOOD PLAN Following the briefing by RCCE and UDC on 17 January; to discuss the implications of undertaking the creation of a Neighbourhood Plan for Hatfield Heath. It was agreed that the matter be put to full council at the meeting on 02 February 2022.
P21/25	UNSUSTAINABLE SITES ACTION GROUP (USAG) The USAG meeting notes from 23 November 2021.were discussed and it was agreed that HHPC should continue to work with LHPC and GHPC in a reformatted working group. Action to bring the finances of USAG to a conclusion were agreed. Also agreed was that the USAG web site should remain as a communications tool.
P21/26	THREE PARISHES LOCAL PLANNING GROUP To receive and discuss TPLPG meeting notes from 14 January 2022 November. It was agreed to seek formal delegation of authority to HHPC representatives at the council meeting on 02 February 2022.
P21/27	AGENDA ITEMS FOR NEXT MEETING There were no additional items for the agenda of the next meeting.
P21/28	DATE OF NEXT MEETING The next scheduled meeting is on Monday 21 February 2022.

Meeting ended at 16:15

Parish Council Forum 15th January 2022

We again had two visitors. Ivan Cooper and Diane Panter.

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

Diane from Rosewood was concerned about what she believed was unauthorised building near to her boundary at Springfields. ML undertook to inspect and then check with UDC Planning. This has been done and it appears that the work being done is in line with an approved plan, although a further plan to build two rather than one new house on the plot is also under appeal.

Many lights were cut over Christmas, not just in Hatfield Heath but also in Little Hallingbury. These included the Christmas tree and Church lights, but damage was extensive. Theoretically this should be reported to the police, but practically it seems that not much can be done about such vandalism. NR to write an article for the Village magazine.

NR debriefed everyone about the new liaison group formed to deal with the proposed large development between the parishes of HH, HBO, Lt and Gt Hallingbury. ML suggested that we should contact both Martin Peachey and Brian Ross to discuss the impact of Stansted Airport on such a scheme. **Add to next agenda please Richard.**

ML revealed that UDC had been classified by the Government as 'the worst Planning Authority in England', although it was unclear whether this was because of the lack of resources for officers or the intransigence of the council itself.

We talked about the Parish Council website. No notice that the January meeting had been cancelled, no notice about the Planning Committee, last Key Task Monitor dated October. This was also raised by Ivan Cooper. **NR to discuss with Richard on alternatives.**

Pond Lane notices were again discussed. **We need to add this to the next meeting agenda and resolve it once and for all since it comes up every meeting (Richard).** We also need to confirm with Bidwell's where the LoM's land starts and finishes. We believe the Reynolds owns 18 inches of land immediately in front of the main shops and the rest, including the opposite side of the road is owned by the LoM. **(Richard).** Finally we need to reinforce the policy along the main road, where compliance is 'spotty'

Speeding was discussed and we agreed that NR should talk with Sue Meyer to try and develop a joint strategy along with the UDC. **(NR)**

The Church car park is successful but the crossing of the road to the school has now become a major issue. **NR to write to Susan Barker/Rissa Long requesting a Zebra crossing.**

There was an accident at Ardley Crescent on January 10th where a telephone pole was knocked down including the dog waste bin. **We agreed that we should contact the police to find the car owner that we may claim for a replacement on their insurance. Richard?**

Janet Price reported a large amount of waste left in the lay by at the bottom of the hill next to Pincey Brook on the Matching Road which she has removed. **NR to advise her to contact him over such occurrences that he may contact UDC. Not a litter picking job!**

Abandoned car in village car park. **ML to seek guidance from UDC on how to get rid of it**

Ivan Cooper also raised the issue of the Hastoe development. The UDC website still says 'under review', when this was approved months ago. The proper status including terms and conditions are completely missing. **ML advised that as far as he knew work was scheduled to start in June and the only open issue was access. NR to advise Ivan of the application number.**

Other issues we discussed were:

Flooding:

- Complaints about the road alongside the cricket pitch flooding because the ditch has been filled in over the years.
- Flooding of footpath outside Greenways.
- Benbecca. Foul waste emanating from stables onto the Highway.

Verges and cutting contracts:

- NR has drafted new contracts for both Peter May and John Kenney. Need to approve at next meeting.

Trees:

- Need to get a review set up with Bob Smeeden to establish who owns what trees since many are now becoming dangerous
- Also with the LoM or agent to resolve the same issues with trees on his property.

Rubbish Dumping:

- Need to agree way forward to stop increasing dumping on the cut through from Home Pastures to Mill Lane and elsewhere in the village.

The meeting ended at 1205

KEY TASK MONITOR		JANUARY 2022		CURRENT		Agenda : 3121	
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		
Stansted Airport	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		
Village Sign	Noise and impact on village an ongoing concern	Appeal process still in train	M	MB	Ongoing		
Flooding – Stortford Road	Concerns over condition and maintenance	Open item	M	HHPC	Open		
Flooding – Dunmow 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		
Play Areas and Paths	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		
Website Maintenance	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		
Village Green Maintenance	Review of website and its maintenance	Review and consider alternative arrangements and a “.gov.uk” address	M	Clerk	Ongoing		
Emergency Plan	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		
Highways – Cox Ley Road	Plan completed but GDPR implications need to be clarified.	New Emergency Planning Consultant appointed. Clerk in liaison.	M	Clerk	Ongoing		
Special Constables	Cty Cllr to see if any remedial works are planned.	Formal approach to Essex Highways.	M	Clerk	Ongoing		
	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	Contact Ben Smeeden (UDC)	M	Clerk	Nov 21
Reynolds	Status of Oak in field behind Cox Ley	Pursue Enforcement at UDC	H	ML	Oct 21
High Pastures	Unlawful development	Grounds for this decision highly suspect. Contact Sarah Lawson at UDC.	H	ML	Oct 21
Village Green maintenance	Cert of Lawfulness granted.	Review contract with Peter May	M	Clerk	Nov 21
	Criticisms from public				

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
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

FROM JANUARY OPEN FORUM

SUBJECT	ISSUE & STATUS	NOTES	PRIORITY H / M / L	WHO	WHEN
Pond Lane notices	Unacceptable number of signs	Find solution to proliferation of signs	M	Clerk	Feb 22
Speeding		Joint strategy with Little Hallingbury	M	NR	Feb 22
Road crossing frog church car park	Hazardous crossing of main road	Talk to Cllr and Rissa Long	M	NR	Feb 22
Council website	Not being updated	Not fit for purpose	M	Clerk	Feb 22
Ardley Crescent accident	Dog bin missing	Contact police to find culprit	M	Clerk	Feb 22

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

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

27 January 2022 (2021 - 2022)

Administration

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
9	Bank charges				80.00	54.00	26.00	26.00 (32%)
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	199.00	-99.00	-99.00 (-99%)
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	237.98	-137.98	-137.98 (-137%)
28	Training				400.00	100.00	300.00	300.00 (75%)
29	Office Provision					302.20	-302.20	-302.20 (N/A)
48	Other Subscriptions					165.50	-165.50	-165.50 (N/A)
55	Hall Hire				450.00	294.00	156.00	156.00 (34%)
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	4,199.83	-279.83	-279.83 (-7%)

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	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 +/- 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	3,436.00	64.00	64.00 (1%)
41	Wildlife Area				500.00	400.00	100.00	100.00 (20%)
42	Green Waste Skips				2,500.00	2,800.00	-300.00	-300.00 (-12%)
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	6,735.60	4,064.40	4,064.40 (37%)

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

27 January 2022 (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	533.34	-33.34	-33.34 (-6%)
35	Fairs	1,850.00		-1,850.00				-1,850.00 (-100%)
SUB TOTAL		1,850.00		-1,850.00	900.00	533.34	366.66	-1,483.34 (-53%)

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	485.00	205.00	205.00 (29%)
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	1,525.32	-725.32	-725.32 (-90%)

Litter Picking

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Litter Picking PPE					158.45	-158.45	-158.45 (N/A)

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

27 January 2022 (2021 - 2022)

SUB TOTAL				158.45	-158.45	-158.45 (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					285.00	-285.00	-285.00 (N/A)
63	Tree Works							(N/A)
64	Poppy Appeal							(N/A)
66	Cricket Club							(N/A)
SUB TOTAL						285.00	-285.00	-285.00 (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	7,907.50	-6,907.50	-6,907.50 (-690%)
46	Play Area				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					2,000.00	7,907.50	-6,907.50	-5,907.50 (-295%)

Policing

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Community Policing				2,000.00	6.50	1,993.50	1,993.50 (99%)
SUB TOTAL					2,000.00	6.50	1,993.50	1,993.50 (99%)

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

27 January 2022 (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%)

s137

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Remembrance Wreath				50.00	50.00		(0%)
59 Poppy Appeal							(N/A)
SUB TOTAL				50.00	50.00		(0%)

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Current Staff				10,800.00	6,180.69	4,619.31	4,619.31 (42%)
7 Locum Clerk/RFO							(N/A)
47 Prior Staff							(N/A)
51 HMRC					2,339.00	-2,339.00	-2,339.00 (N/A)
52 Litter Pickers				5,000.00	4,276.20	723.80	723.80 (14%)
SUB TOTAL				15,800.00	12,795.89	3,004.11	3,004.11 (19%)

USAG

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71 Consultants					7,708.60	-7,708.60	-7,708.60 (N/A)
72 Hatfield Broad Oak pc		2,100.00	2,100.00				2,100.00 (N/A)
73 Great Hallingbury pc		500.00	500.00				500.00 (N/A)
74 Little Hallingbury pc		2,100.00	2,100.00				2,100.00 (N/A)
77 Hall Hire					23.63	-23.63	-23.63 (N/A)
SUB TOTAL		4,700.00	4,700.00		7,732.23	-7,732.23	-3,032.23 (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	7,608.55	-3,608.55	-3,608.55 (-90%)
36 ECC Highways	2,265.00	2,264.92	-0.08				-0.08 (0%)
43 Rural Verges				2,640.00	2,797.65	-157.65	-157.65 (-5%)
67 Heath Posting					807.00	-807.00	-807.00 (N/A)
75 conservation area							(N/A)

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

27 January 2022 (2021 - 2022)

SUB TOTAL	2,265.00	2,264.92	-0.08	9,640.00	17,046.76	-7,406.76	-7,406.84 (-82%)
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Summary

NET TOTAL	46,690.00	57,548.93	10,858.93	48,220.00	71,642.32	-23,422.32	-12,563.39 (-13%)
V.A.T.					8,553.11		
GROSS TOTAL		57,548.93			80,195.43		

Invoices for Authorisation to 28 Jan 2022

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
15/11/2021	Bonnies Oak	Christmas Tree	on-line	640.01	106.67	533.34	175	
14/12/2021	R Bowran	USAG Secretariat expenses	on-line	798.60	-	798.60	176	recharged to HBO and LH
17/01/2022	HH Village hall	Room rental	on-line	147.00	-	147.00	177	monthly forum
15/11/2021	SKJ Planning	USAG Consultant	on-line	2,000.00	-	2,000.00	178	recharged to HBO and LH
18/01/2022	Uttlesford DC	Garden Waste Service	on-line	2,800.00	-	2,800.00	179	
01/01/2022	SLCC	Membership Fee - R Bowran	on-line	199.00	-	199.00	180	
24/01/2022	R Bowran	Home Office & travelling Jan 22	on-line	42.20	-	42.20	181	
11/01/2022	R Bowran	Road Signs	on-line	23.90	3.98	19.92	182	Litter pickers PPE
11/01/2022	R Bowran	Work gloves	on-line	6.72	1.12	5.60	183	Litter pickers PPE
11/01/2022	R Bowran	Hi-Viz vest	on-line	13.50	2.25	11.25	184	Litter pickers PPE
14/12/2021	R Bowran	2nd class postage stamps	on-line	25.99	4.33	21.66	185	
01/12/2021	R Bowran	Diary 2022	on-line	12.49	2.08	10.41	186	
01/01/2022	Heath Computers	website maintenance	on-line	66.00	11.00	55.00	187	
25/11/2021	R Bowran	Work Gloves	on-line	22.96	3.83	19.13	188	Litter pickers PPE
28/01/2022	HMRC	Tax & NI	on-line	224.82	-	224.82	189	
28/01/2022	R Bowran	January salary	on-line	619.83	-	619.83	190	
28/01/2022	J Sykes	January salary	on-line	176.41	-	176.41	191	
28/01/2022	J Page	January salary	on-line	101.96	-	101.96	192	
28/01/2022	J Jackson	January salary	on-line	81.56	-	81.56	193	
28/01/2022	JK Morris	January salary	on-line	101.96	-	101.96	194	

Total	8,104.91	135.26	7,969.65
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Cash receipts

Date	From	Description	Amount	vchr

Total	£0.00
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£210 from reserve

Acc.	Title	2021-22 Budget	2021-22 Act 7 mos	2021-22 F'cast	2022-23 Budget	Notes
Amenities	34 Street furniture	2,500	0	0	1,000	bins
	40 Grants	3,500	0	4,635	3,500	
	41 Wildlife area	500	400	400	500	
	42 Green waste skips	2,500	0	2,500	2,500	less £4000 from reserve
	44 Wildlife project	1,500	0	0	-4,000	
	45 War Memorial	300	100	175	250	
		10,800	500	7,710	3,750	
	Expenditure	10,800	500	7,710	3,750	
	Income	0	0	0	0	
	Amenities Outcome	10,800	500	7,710	3,750	
Audit	4 Internal audit	280	0	50	100	Part prior years
	5 External audit	200	640	640	100	
		480	640	690	200	
	Expenditure	480	640	690	200	
	Income	0	0	0	0	
	Audit Outcome	480	640	690	200	
Car Parks	21 Village car park	1,200	110	200	700	add £500 to reserve
	22 Church car park	0	11,300	11,300	0	
		1,200	11,410	11,500	700	
	Expenditure	1,200	11,410	11,500	700	
	Income	0	0	0	0	
	Car Parks Outcome	1,200	11,410	11,500	700	
Events	14 Community events	300	0	0	250	
	30 Annual Parish meeting	100	0	0	100	
	33 Christmas tree	500	0	500	500	
		900	0	500	850	
	35 Fairs	1,850	0	0	2,000	
	Expenditure	900	0	500	850	
	Income	1,850	0	0	2,000	
	Events Outcome	-950	0	500	-1,150	

Acc.	Title	2021-22 Budget	2021-22 Act 7 mos	2021-22 F'cast	2022-23 Budget	Notes
Highways	19 Repairs and maintenance	100	0	0	0	
	20 Vehicle Activated Sign	100	0	0	5,000	
	50 Consultancy	0	0	0	0	
		200	0	0	5,000	
	Expenditure	200	0	0	5,000	
	Income	0	0	0	0	
	Highways Outcome	200	0	0	5,000	
IT	2 Web-site maintenance	700	385	660	660	
	31 IT repairs & software	50	145	145	100	
	32 IT equipment	50	885	885	100	
	53 Zoom subscription	0	0	150	150	
	x Web-site rebuild	0	0	0	2,000	
		800	1,415	1,840	3,010	
	Expenditure	800	1,415	1,840	3,010	
	Income	0	0	0	0	
	IT Outcome	800	1,415	1,840	3,010	
Litter Picking	38 PPE	0	103	200	200	
		0	103	200	200	
	Expenditure	0	103	200	200	
	Income	0	0	0	0	
	Litter Picking Outcome	0	103	200	200	
Neighbourhood Plan	x Consultants	0	0	0	2,000	
	x Public meetings & publicity	0	0	0	2,000	
	x Printing	0	0	0	1,000	
		0	0	0	5,000	
	UDC Support	0	0	0	5,000	
		0	0	0	5,000	
	Expenditure	0	0	0	5,000	
	Income	0	0	0	5,000	
	Litter Picking Outcome	0	0	0	0	

Acc.	Title	2021-22 Budget	2021-22 Act 7 mos	2021-22 F'cast	2022-23 Budget	Notes
Other Amenities	49 Leaflet printing	0	0	0	200	
	61 Repairs and maintenance	0	60	60	0	
	63 Tree works	0	0	2,000	2,000	
		0	60	2,060	2,200	
	Expenditure	0	60	2,060	2,200	
	Income	0	0	0	0	
	Other Amenities Outcome	0	60	2,060	2,200	
Other Exp & Inc	69 VAT rectification (prior years)	0	365	365	0	
		0	365	365	0	
	70 VAT rectification (prior years)	0	8,004	8,004	0	
		0	8,004	8,004	0	
	Expenditure	0	365	365	0	
	Income	0	8,004	8,004	0	
	Other E&I Outcome	0	-7,639	-7,639	0	
Playgrounds	23 Repairs and maintenance	1,000	90	500	1,000	
	46 Play area	1,000	0	500	-2,000	less £2000 from reserves
	Playgrounds Outcome	2,000	90	1,000	-1,000	
Policing	39 Community policing	2,000	0	250	1,000	
	Community Policing Outcome	2,000	0	250	1,000	
Precept	3 Precept on UDC	42,145	42,145	42,145	42,145	
		42,145	42,145	42,145	42,145	
	Expenditure	0	0	0	0	
	Income	42,145	42,145	42,145	42,145	
	Precept Outcome	-42,145	-42,145	-42,145	-42,145	

Acc.	Title	2021-22 Budget	2021-22 Act 7 mos	2021-22 F'cast	2022-23 Budget	Notes
s137	12 Remembrance wreath	50	0	50	50	
	S137 Outcome	50	0	50	50	
Salaries						
1	Current Staff	10,800	4,321	8,160	8,364	0
7	Locum Clerk/RFO	0	0	0	0	
51	HMRC	0	1,665	2,847	2,918	
52	Litter Pickers	5,000	2,890	4,900	5,025	
		15,800	8,876	15,907	16,307	
	Expenditure	15,800	8,876	15,907	16,307	
	Income	0	0	0	0	
	Salaries Outcome	15,800	8,876	15,907	16,307	
USAG						
71	Consultants	0	4,505	9,000	2,500	
	Secretariat	0	0	950	500	
		0	4,505	9,950	3,000	
72	Hatfield Broad Oak PC	0	0	2,100	0	
73	Great Hallingbury PC	0	0	500	0	
74	Little Hallingbury PC	0	0	2,100	1,500	
		0	0	4,700	1,500	
	Expenditure	0	4,505	9,950	3,000	
	Income	0	0	4,700	1,500	
	USAG Outcome	0	4,505	5,250	1,500	
Village Green						
13	Grass cutting	3,000	5,834	8,000	6,000	
15	Repairs and maintenance	4,000	7,000	7,000	750	
43	Rural verges	2,640	1,212	2,060	1,500	
67	Heath posting	0	807	807	1,000	
75	Conservation area	0	0	0	-3,000	less £3000 from reserves
		9,640	14,853	17,867	6,250	
36	Essex CC Highways	2,265	2,265	2,265	2,265	
		2,265	2,265	2,265	2,265	
	Expenditure	9,640	14,853	17,867	6,250	
	Income	2,265	2,265	2,265	2,265	
	Village Green Outcome	7,375	12,588	15,602	3,985	

Acc.	Title	2021-22 Budget	2021-22 Act 7 mos	2021-22 F'cast	2022-23 Budget	Notes
Summary						
	Total Expenditure	48,220	46,317	77,008	48,751	
	Total Income	46,690	52,849	57,549	48,555	
	Council Outcome	1,530	-6,532	19,459	196	
	To/From Reserves	-1,530	6,532	-19,459	-196	
	NET COUNCIL OUTCOME	0	0	0	0	

	2021-22	2022-23
Precept	42,145	42,145 0.0%
Tax Base	864.89	865.95 0.1%
Band D equiv £/pa	48.7	48.7 -0.1
p per week	93.7	93.6 -0.1
p per day	13.4	13.4 -0.0

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – January 2022

Date: 27 January 2022

Summary of main items of activity:

- Clerked December Council Meeting
- Prepared minutes of December meeting, revised format to fit village magazine.
- Prepared agenda for Planning December meeting, subsequently cancelled
- Prepared agenda for Planning January meeting
- Clerked January Planning Committee and produced minutes
- Prepared agenda and papers for January council meeting, subsequently cancelled
- Prepared agenda and papers for February 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 strategy and formation of TPLPG, which included representatives from LHPC and GHPC
- Negotiated with planning consultant re: Fees
- Corresponded with HBOPC re: payment terms
- Obtained Designation of area for Neighbourhood Plan
- Corresponded with Unity Trust Bank re: missing payments
- Attended Neighbourhood Plan Zoom meeting
- Attended Zoom meeting with peter Holt, new UDC CEO
- Carried out normal monthly administration tasks