

Clerk to the Council
Sarah Gaeta

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27th September 2023

To: Members of Hatfield Peverel Parish Council

You are hereby summoned to attend

**THE PARISH COUNCIL MEETING
TO BE HELD AT THE VILLAGE HALL
ON MONDAY 2ND OCTOBER 2023 AT 7.30 PM**

for the purpose of transacting the following business.

S L Gaeta

Clerk to the Council

A G E N D A

23/119 Apologies for Absence

23/120 Minutes of the Parish Council Meeting held on 4th September 2023 to be taken as read and signed as a correct record by the Chairman.

23/121 Declarations of Interest (existence and nature) with regards to items on the Agenda. Councillors are reminded that the code of conduct that took effect from 1st July 2012 provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.

23/122 Essex County Councillor Update *5 minutes*
To receive an update from ECC Councillor Derrick Louis.

23/123 Braintree District Councillor Update *5 minutes*

23/124 Public Participation session with respect to items on the Agenda and other matters that are of mutual interest. *3 minutes per person; 15 minutes max*

23/125 Clerk's Report *5 minutes*
To receive and note the update on action points from the last meeting.

23/126 Burial Ground *2 minutes*
Report of interments and memorials.

23/127 Finance and General Purposes *20 minutes*
(a) To discuss and approve the mid-year budget update for financial year 2023/24.

- (b) To agree to make a virement of the remainder of the 'Review' budget to the staff budget from January 2024.
- (c) To adopt the Honorary Freedom of the Parish Policy.

- 23/128 Planning** *2 minutes*
To receive the minutes from the Planning Committee held on 4th September 2023.
- 23/129 Traffic** *5 minutes*
To receive an update on traffic matters.
- 23/130 Heritage** *5 minutes*
To receive an update from the Heritage Warden.
- 23/131 Neighbourhood Development Plan** *5 minutes*
To receive an update on the NDP Review.
- 23/132 Environment** *5 minutes*
To receive an update from the Environment Advisory Group.
- 23/133 Stone Path Meadow** *5 minutes*
To receive an update on Stone Path Meadow.
- 23/134 Community Park** *10 minutes*
(a) To create a Community Park Committee with the current 'Community Park Working Party' membership.
(b) To agree the Terms of Reference for the Community Park Committee.
- 23/135 Section 106 Funds** *5 minutes*
To receive an update on Section 106 projects.
- 23/136 Events** *5 minutes*
To receive an update on community events.
- 23/137 Communications** *20 minutes*
(a) To appoint Andrew Smith Print Limited to design and produce the new monthly e-magazine.
(b) To discuss and agree the creation of a Communications Officer role.
(c) Subject to (b), to discuss and agree the terms and conditions of employment.
(d) Subject to (b), to delegate recruitment for this role to the Clerk in conjunction with members of the Communications Working Party.
- 23/138 Keith Bigden Memorial Ground** *5 minutes*
To receive an update on the KBMG.
- 23/139 Youth Services** *5 minutes*
To receive an update on Youth Services.
- 23/140 Accounts for Payment** *2 minutes*
To agree the accounts for payment for September 2023.
- 23/141 Announcements** *5 minutes*
- 23/142 Motion:** Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2), the Parish Council to exclude members of the public for the duration of this meeting to consider the Parish Council's staff pension provision. *15 minutes*

Please direct any questions relating to items on the agenda to the Clerk by 9am on Friday 29th September.

Date of next Parish Council Meeting – Monday 6th November 2023