

Clerk to the Council
Sarah Gaeta

Parish Council Office
Community Association Village Hall
Maldon Road
Hatfield Peverel
Essex CM3 2HP
Tel: (01245) 382865
Email: parishclerk@hatfieldpeverelpc.com

29th November 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 4TH DECEMBER 2023 AT 7.30 PM**

for the purpose of transacting the following business.

S L Gaeta

Clerk to the Council

AGENDA

23/164 Apologies for Absence

23/165 Minutes of the Parish Council Meeting held on 6th November 2023 to be taken as read and signed as a correct record by the Chairman.

23/166 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.

23/167 Essex County Councillor Update *5 minutes*

23/168 Braintree District Councillor Update *5 minutes*

23/169 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*

23/170 Clerk's Report *5 minutes*
To receive and note the update on action points from the last meeting.

23/171 Finance and General Purposes *30 minutes*

- (a) To discuss the first draft of the 2024/25 budget.
- (b) To adopt the amended Sponsorship Policy to encompass advertising.
- (c) To agree the 2024 full Parish Council meeting dates.
- (d) To permit Braintree District Council to operate a tree recycling service in the village hall car park on 13th January 2024 between 8 and 8.30am.

- 23/172 Traffic** *5 minutes*
To receive an update on traffic matters.
- 23/173 Heritage** *5 minutes*
To receive an update from the Heritage Warden.
- 23/174 Neighbourhood Development Plan** *5 minutes*
To discuss and indicate the Parish Council's tender preference for the review of the Hatfield Peverel Neighbourhood Development Plan examination, for appointment by Braintree District Council.
- 23/175 Environment** *5 minutes*
To accept the quote of £540.00 from Wallace Arboriculture and Groundcare to carry out tree works to the oak and ash trees at the Strutt Memorial Recreation Ground, close to the entrance/exit to the school grounds.
- 23/176 Stone Path Meadow** *5 minutes*
To receive an update on Stone Path Meadow.
- 23/177 Section 106 Funds** *30 minutes*
- (a) To approve the Working Party's recommendation to enter into a five-year Funding Agreement with the Lawn Tennis Association (LTA) for the Smart Access Premium gate system in the sum of £5,500.00.
 - (b) To discuss and determine the tennis court operating times, as requested by Braintree District Council under planning application 23/02334/FUL.
 - (c) To approve the Working Party's recommendation of the contractor who quoted £4,169.00 to carry out improvement works to Footpath 7.
 - (d) To approve the Working Party's recommendation of the contractor who quoted £15,602.00 to carry out improvement works to Footpath 18.
 - (e) To consider additional works to the path next to Footpath 18 and Laburnum Way in readiness for Essex County Council adoption.
- 23/178 Communications** *5 minutes*
- (a) To ratify the appointment of Janice Fitzpatrick as Communications Officer, starting on Monday 8th January 2024.
 - (b) To agree to purchase a laptop for the Communications Officer at a cost of £630.00.
- 23/179 Keith Bigden Memorial Ground** *20 minutes*
- (a) To approve the Bowling/Croquet Club expansion plans in principle. This relates to minute reference 23/28(a).
 - (b) To approve the extension of the licence arrangements, under which the Bowling Club let land to the Maldon Croquet Club, to a minimum of 15 years.
- 23/180 Youth Services** *5 minutes*
To discuss and agree the Terms of Reference for the Youth Services Working Party.
- 23/181 Accounts for Payment** *2 minutes*
To agree the accounts for payment for November 2023.
- 23/182 Announcements** *5 minutes*

Please direct any questions relating to items on the agenda to the Clerk by 9am on Friday 1st December.

Date of next Parish Council Meeting – Monday 8th January 2024