**MINUTES OF THE HATFIELD PEVEREL ANNUAL PARISH COUNCIL MEETING**

**FOLLOWED BY THE MAY ORDINARY MEETING**

**HELD ONLINE VIA MICROSOFT TEAMS ON WEDNESDAY 5TH MAY 2021 AT 7.30PM**

## **Those present:**

CllrM Weale (Chairman)

Cllr C Dervish

Cllr M Renow

Cllr M Elliston

Cllr D Wallace

Cllr L Shaw (part)

Cllr D Broddle

Cllr H Knightbridge

Cllr C Greaves

Cllr T Munt

Cllr K Gallifant

Cllr Ian Howlett

ECC Cllr Derrick Louis

Clerk

2 members of the public

# **21/1 Election of Chairman**

Councillor Weale was duly elected.

# **21/2 Chairman’s Declaration of Acceptance of Office**

Councillor Weale signed the Declaration on camera in view of the Clerk.

# **21/3 Election of Vice-Chairman**

Councillor Dervish was duly elected.

# **21/4 Apologies for Absence**

None received.

# **21/5 Minutes**

The Minutes of the Parish Council Meeting held on 12th April 2021 were agreed as a correct record.

# **21/6 Co-option of new Councillor**

Ian Howlett was duly co-opted on to the Parish Council.

# **21/7 Declarations of Interest**

Councillor Wallace in handyman matters and tree works.

Councillor Dervish in planning item 21/01154/HH as known to applicant.

Councillor Weale in planning item 21/00994/HH as known to applicant.

# **21/8 Bank account signatories**

The existing bank account signatories agreed to continue for this financial year.

# **21/9 Bank Reconciliations**

Councillor Dervish volunteered to check and sign the 2020/21 bank reconciliations.

# **21/10 Variable Direct Debit**

**It was resolved that** the Parish Council to continue to use variable direct debits for payment of the following: telephone/broadband; staff pensions; corporate bank credit card (office expenses); and car park business rates.

*Councillor Shaw joined the meeting.*

# **21/11 Membership of Advisory Groups and Committees**

No changes were made to advisory group and committee memberships.

# **21/12 Internal Auditor**

The resignation of the Internal Auditor following the 2020/21 audit was noted.

# **21/13 Financial Regulations**

**It was resolved that** the Parish Council to adopt the Financial Regulations following minor amendments by the National Association of Local Councils (NALC).

# **21/14 Financial Risk Assessment**

**It was resolved that** the Parish Council to adopt the Financial Risk Assessment for 2021/22.

# **21/15 Essex County Councillor Update**

Councillor Derrick Louis reported the following:

* Essex Youth Services would like to bring the Youth Bus to Hatfield Peverel.
* Visited recently re-installed 30mph sign near Letch’s Corner. Still obscured by vegetation.
* Local Highways Panel application for traffic calming measures in Station Road.
* Education and Highways provision in Hatfield Peverel.
* Gladman speculative planning application for Maldon Road.
* NHS has requested funds to support additional capacity due to forthcoming housing developments. NHS will report to Councillor Louis on how this will be spent; identified for Sydney House only.
* Commitment to attend more Parish Council meetings in future if re-elected.
* No standing water in Sportsmans Lane after heavy rainfall.

# **21/16 Braintree District Councillor Update**

District Councillor Dervish reported the following:

* Local Plan – Councillor Dervish has joined the sub-committee.
* Local Plan to be presented to full Council in June.
* Capacity at local school to accommodate new housing developments.

# **21/17 Public Participation**

One member of the public raised the following:

* Concerns over a potential skate park on the recreation ground.
* Concerns over the number of new developments in the village.

# **21/18 Clerk’s Report**

The Clerk’s Report was received. The following actions were removed: 20/50 and 20/187.

# **21/19 Burial Ground**

An interment has been carried out in plot 658.

Fees received for April: £1,625.

# **21/20 Planning**

## The following applications were considered:

**21/00994/HH** – Three storey rear extension, loft conversion and Velux rooflights at 3 Priory Mews, Hatfield Peverel. **No comment.** *Councillor Weale abstained.*

**21/00844/HH** – Removal of existing porch and erection of new extension at 1 Berewood Terrace, Nounsley Road, Hatfield Peverel. **No comment.**

**21/00899/FUL** – Proposed construction of detached single-storey, two-bedroom bungalow at Ashgrove, Maldon Road, Hatfield Peverel. **No comment**

**21/00895/FUL** – Alterations to existing flats at Valid Point, Maldon Road, Hatfield Peverel. **No comment**

**21/01154/HH** – First-floor side extension over existing garage at 1 Yew Tree Close, Hatfield Peverel. **No comment.** *Councillor Dervish abstained.*

**21/01033/HH** – Single-storey rear extension and front dormer roof extension at 3 Glebefield Road, Hatfield Peverel. **No comment**

**21/01156/HH** – Single-storey rear extension at Red Robins, Nounsley Road, Hatfield Peverel. **No comment.** *Councillor Gallifant abstained.*

## The following applications were noted and had previously been passed to the Tree Warden:

**21/01105/TPO** – Tree works at Albemarle, Ulting Road, Hatfield Peverel.

**21/01282/TPO** – Tree works at 59 Willow Crescent, Hatfield Peverel.

The Planning Committee date of 11th May 2021 to consider application 20/01906/REM was noted. A written statement to support the Parish Council’s consultation letter will be submitted.

# **21/21 Finance and General Purposes**

**(a) It was resolved that** the Parish Council to ratify all decisions made at the April meeting. *Councillor Gallifant abstained.*

**(b) It was resolved that** the Parish Council to approve the temporary Scheme of Delegation and suspend the 7th June formal Parish Council meeting.

The April budget update was received with no questions.

**(c) It was resolved that** the Parish Council to appoint an Assistant Clerk. The final details will be finalised by a meeting of the Personnel Committee.

# **21/22 Neighbourhood Development Plan (NDP)**

The ‘Report by the NDP group on current situation’ was considered and **it was resolved that** the Parish Council to agree to the NDP group sourcing Locality funding to take the NDP review forwards.

# **21/23 Environment**

**(a) It was resolved that** the Parish Council to approve the outstanding (low priority) tree works identified in the 2019 Tree Survey to be completed by DW Maintenance at the follow costs: Hadfelda Square £25; Strutt Memorial Recreation Ground £495; and cemetery £495. *Councillor Wallace abstained.*

**(b) It was resolved that** the Parish Council to approve the purchase and installation of signage and other relevant measures to mitigate recent duck pond issues. *Councillor Wallace abstained.*

It was reported that a tree bordering Nounsley recreation ground is encroaching on a resident’s private land. Permission to approve the removal of this tree will be delegated to the Chairman and Clerk under Financial Regulations due to the timescales involved.

**(c) It was resolved that** the Parish Council to suspend Standing Order 3(x) to allow the meeting to continue over 2½ hours in length.

# **21/24 Traffic**

An update on traffic matters was received.

# **21/25 Police Community Event**

**It was resolved** that the Parish Council to approve the use of the Strutt Memorial recreation ground for the Police Community Engagement Event on 3rd June 2021 between 10am and 2pm.

# **21/26 Accounts for Payment**

**It was resolved that** the April 2021 accounts for payment be approved:

|  |  |
| --- | --- |
| Greenfields | £46.60 |
| HM Revenue & Customs | £394.60 |
| Plusnet | £33.52 |
| Braintree District Council | £143.00 |
| Staff costs  | £2,097.28 |
| DW Maintenance | £1,688.50 |
| Institute of Cemetery and Crematorium Management | £95.00 |
| Hatfield Peverel Community Association | £150.00 |
| Kempco | £890.00 |
| BHIB Insurance Brokers | £937.94 |
| Lloyds Bank (office expenses) | £57.74 |
| Essex Playing Fields Association | £40.00 |
| A&J Lighting Solutions | £180.54 |

*Councillor Wallace abstained*

# **21/27 General Announcements**

No matters were raised.

## **The meeting closed at 10.10pm**

## **The next meeting will be held on Monday 5th July 2021**