

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](mailto:parishclerk@hatfieldpeverelpc.com)

3<sup>rd</sup> January 2024

**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 8<sup>TH</sup> JANUARY 2024 AT 7.30 PM**

**for the purpose of transacting the following business.**

*SL Gaeta*

Clerk to the Council

---

**AGENDA**

**23/183 Apologies for Absence**

**23/184 Co-option**

To consider the co-option of the following candidates:  
Tina Short

**23/185** Minutes of the Parish Council Meeting held on 4<sup>th</sup> December 2023 to be taken as read and signed as a correct record by the Chairman.

**23/186** 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.

**23/187 Essex County Councillor Update** *5 minutes*

**23/188 Braintree District Councillor Update** *5 minutes*

**23/189 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*

**23/190 Clerk's Report** *5 minutes*  
To receive and note the update on action points from the last meeting.

**23/191 Finance and General Purposes** *30 minutes*  
(a) To agree the 2024/25 budget as circulated by the Clerk/RFO.

- (b) Based on the budget approved, to discuss and agree the precept for the 2024/25 financial year, and any use of general reserves to support this.

<b>23/192 Traffic</b>	<i>5 minutes</i>
To receive an update on traffic matters, including the A12 widening and Laburnum Way footpath.	
<b>23/193 Heritage</b>	<i>5 minutes</i>
To receive an update from the Heritage Warden.	
<b>23/194 Neighbourhood Development Plan</b>	<i>5 minutes</i>
To receive an update on the NDP.	
<b>23/195 Environment</b>	<i>10 minutes</i>
To agree the final draft application form for the Braintree District Council Potential Open Space Improvements (POSI) 2024 (formerly the Open Spaces Action Plan).	
<b>23/196 Stone Path Meadow</b>	<i>5 minutes</i>
To receive an update on Stone Path Meadow.	
<b>23/197 Section 106 Funds</b>	<i>5 minutes</i>
To receive an update on S106 projects.	
<b>23/198 Communications</b>	<i>5 minutes</i>
To receive an update on communications.	
<b>23/199 Keith Bigden Memorial Ground</b>	<i>10 minutes</i>
(a) To agree to the planting of 50 native trees in the southern conservation area at the KBMG.	
(b) To approve and pay the Bowling Club insurance policy for 2024, for reimbursement in April.	
<b>23/200 Youth Services</b>	<i>5 minutes</i>
To receive an update on youth services.	
<b>23/201 Accounts for Payment</b>	<i>2 minutes</i>
To agree the accounts for payment for December 2023.	
<b>23/202 Announcements</b>	<i>5 minutes</i>
<b>23/203 Confidential Item</b>	<i>5 minutes</i>
<b>Motion:</b> 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 and allocate a staff working from home allowance.	

*Please direct any questions relating to items on the agenda to the Clerk by 9am on Friday 5<sup>th</sup> January.  
The timings given above are for the Chairman's guidance.*

**Date of next Parish Council Meeting – Monday 5<sup>th</sup> February 2024**