

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)

8<sup>th</sup> May 2024

**To: Members of Hatfield Peverel Parish Council**

**You are hereby summoned to attend**

**THE ANNUAL PARISH COUNCIL MEETING  
TO BE HELD AT THE VILLAGE HALL  
ON MONDAY 13<sup>TH</sup> MAY 2024 AT 7.30 PM**

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

*S L Gaeta*

Clerk to the Council

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**AGENDA**

**24/1 Election of Chairman**

**24/2 To receive the Chairman's Declaration of Acceptance of Office**

**24/3 Apologies for Absence**

**24/4 Co-option**

To consider the co-option of Cathy Etheridge.

**24/5** Minutes of the Parish Council Meetings held on 8<sup>th</sup> April 2024 to be taken as read and signed as a correct record by the Chairman.

**24/6** 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.

**24/7 To confirm bank account signatories**

*5 minutes*

**24/8 To approve the continued use of variable direct debit for the payment of the following:**

*3 minutes*

Telephone/broadband; staff pension; corporate credit card (office expenses); car park business rates.

**24/9 To review the membership of Advisory Groups, Committees and Working Parties:**  
Advisory Groups: Finance and General Purposes; Environment; Traffic.

Committees: Personnel; Neighbourhood Development Plan; Planning; Community Park; Community Events.

Working Parties: Section 106; Communications.

10 minutes

**24/10 To re-adopt the following policies and procedures, following any suggested amendments:**

10 minutes

- (a) Standing Orders
- (b) Financial Regulations
- (c) Data Protection
- (d) Social Media and Electronic Communication
- (e) Data Retention
- (f) Health and Safety
- (g) Grievance and Disciplinary
- (h) Child Protection and Safeguarding
- (i) General Privacy Notice
- (j) Grant Awarding
- (k) Marking the Death of a Senior National Figure
- (l) Street Naming
- (m) Lone Worker
- (n) Publication Scheme
- (o) Vexatious and Habitual Complainants
- (p) Memorial Bench
- (q) Sponsorship and Advertising
- (r) Environmental
- (s) Financial Reserves
- (t) Financial Investment Strategy
- (u) Honorary Freedom of the Parish
- (v) Social Media Strategy

**24/11 To adopt the Financial and Operational Risk Assessment for 2024/25**

5 minutes

**24/12 Essex County Councillor Update**

5 minutes

**24/13 Braintree District Councillor Update**

5 minutes

**24/14 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

**24/15 Clerk's Report**

5 minutes

To receive and note the update on action points from the last meeting.

**24/16 Finance and General Purposes**

20 minutes

- (a) To receive the Internal Audit Report for 2023/24.
- (b) To approve and sign the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2023/24.
- (c) To approve and sign the Accounting Statements (Section 2) of the AGAR for 2023/24.
- (d) To note the dates of the period for the exercise of public rights as 3<sup>rd</sup> June to 12<sup>th</sup> July 2024.
- (e) To appoint Jan Stobart as Internal Auditor for the 2024/25 financial year.
- (f) To note the increase of 1 spinal column point on the NJC scales for the Assistant Clerk with effect from 1<sup>st</sup> April 2024.

**24/17 Traffic**

5 minutes

To receive an update on traffic matters, including the A12 widening.

**24/18 Neighbourhood Development Plan**

5 minutes

To receive an update on the NDP.

- 24/19 Environment** 5 minutes  
To agree to purchase bins for various locations. The quote will be available at the meeting.
- 24/20 Stone Path Meadow** 5 minutes  
To receive an update on Stone Path Meadow.
- 24/21 Communications** 5 minutes  
To receive an update on communications.
- 24/22 Keith Bigden Memorial Ground** 20 minutes  
(a) To consider Proposal 1 from the KBMG Liaison Group: To review club leases and enter into a lease directly with the Croquet Club.  
(b) To consider Proposal 2 from the KBMG Liaison Group: To agree the future of the Football Club Reinstatement Fund.
- 24/23 Youth Services** 5 minutes  
To receive an update on youth services.
- 24/24 Accounts for Payment** 2 minutes  
To agree the accounts for payment for April 2024.
- 24/25 Announcements** 5 minutes
- 24/26 Section 106 Funds** 25 minutes  
(a) To agree to provide free instruction on the gym equipment to residents during the summer months, paid for from grant funding.  
(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 review the recommendation made by the Section 106 Working Party relating to tenders received for the Nounsley Play Area project, and to award the contract.

*Please direct any questions relating to items on the agenda to the Clerk by 9am on Friday 10<sup>th</sup> May.  
The timings given above are for the Chairman's guidance.*

**Date of next Parish Council Meeting – Monday 3<sup>rd</sup> June**