

Clerk to the Council
Sarah Gaeta

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10th May 2023

To: Members of Hatfield Peverel Parish Council

You are hereby summoned to attend

**THE ANNUAL PARISH COUNCIL MEETING
TO BE HELD IN THE LOUNGE AT THE VILLAGE HALL
ON MONDAY 15TH MAY 2023 AT 7.00 PM,
TO BE FOLLOWED BY THE MAY ORDINARY MEETING**

for the purpose of transacting the following business.

SL Gaeta

Clerk to the Council

AGENDA

- 23/1 Election of Chairman**
- 23/2 To receive the Chairman's Declaration of Acceptance of Office**
- 23/3 Election of Vice Chairman**
- 23/4 Apologies for Absence**
- 23/5 Co-option**
To consider the co-option of the following candidates:
David Broddle
Charlotte Greaves
Heidi Knightbridge
- 23/6** Minutes of the Parish Council Meeting held on 3rd April 2023 to be taken as read and signed as a correct record by the Chairman.
- 23/7** 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.

23/8 To confirm bank account signatories

23/9 To approve the continued use of variable direct debit for the payment of the following:

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

23/10 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.

Working Parties: Section 106; Communications; Community Park.

23/11 To re-adopt the following policies and procedures, following suggested amendments:

- (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

23/12 To adopt the Financial Risk Assessment for 2023/24

23/13 Essex County Councillor Update

5 minutes

To receive an update from ECC Councillor Derrick Louis.

23/14 Braintree District Councillor Update

5 minutes

23/15 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

23/16 Clerk's Report

5 minutes

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

23/17 Burial Ground

2 minutes

Report of interments and memorials.

23/18 Planning Committee

2 minutes

To receive the minutes from the meeting held on 3rd May 2023.

23/19 Finance and General Purposes

20 minutes

(a) **Motion:** To receive the Internal Audit report for 2022/23.

- (b) **Motion:** To approve and sign the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2022/23.
- (c) **Motion:** To approve and sign the Accounting Statements (Section 2) of the AGAR for 2022/23.
- (d) **Motion:** To appoint Jan Stobart as Internal Auditor for the 2023/24 financial year at a cost of £295.
- (e) To consider and approve renewal terms for the Parish Council insurance for 2023/24.
- (f) **Motion:** To grant permission for sixth form work experience in June.
- (g) To discuss and decide if the Parish Council will support St Andrew's Junior School's application for Community Initiative Funding with ECC.

23/20 Traffic *5 minutes*
To receive an update on traffic matters, including the A12 widening project.

23/21 Heritage *2 minutes*
To receive an update from the Heritage Warden.

23/22 Neighbourhood Development Plan *5 minutes*
To receive an update on the NDP Review.

23/23 Environment *5 minutes*
Motion: To approve the new Environmental Policy.

23/24 Stone Path Meadow *5 minutes*
To receive an update on Stone Path Meadow.

23/25 Community Park *5 minutes*
Motion: To appoint Open Spaces Landscape Architects to carry out a Preliminary Ecological Appraisal Report and Habitat Survey at the Community Park, at a total cost of £699 + VAT.

23/26 Section 106 Funds *20 minutes*
(a) In light of further information, to discuss and decide whether to alter the location of the proposed gym area previously agreed under minute reference 22/205(a), from the MUGA pitch area to the front of the proposed tennis court facility, including a new footpath, at additional cost.
(b) To consider quotes received for a topographical survey of the recreation ground and appoint a contractor.

23/27 Communications *2 minutes*
To receive an update on Communications.

23/28 Keith Bigden Memorial Ground *15 minutes*
(a) Further to resolution 22/64, to discuss and decide if approval will be given to the Football Club to take over the land relinquished by the Bowling Club, based on the Business Case provided.
(b) **Motion:** To approve the licence between the Bowling Club and Croquet Club.

23/29 Accounts for Payment *2 minutes*
To agree the accounts for payment for April 2023.

23/30 General Announcements *5 minutes*

Please direct any questions relating to items on the agenda to the Clerk by 9am on Friday 13th May.

Date of next Parish Council Meeting – Monday 5th June 2022