

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)

21<sup>st</sup> May 2026

**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 1<sup>ST</sup> JUNE 2026 AT 7.30 PM**

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

*SL Gaeta*

Clerk to the Council

---

## **AGENDA**

**26/25 Apologies for Absence**

**26/26** Minutes of the Parish Council Meeting held on 11<sup>th</sup> May 2026 to be taken as read and signed as a correct record by the Chairman.

**26/27** 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 3<sup>rd</sup> June 2024 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.

**26/28 Essex County Councillor Update** *5 minutes*

**26/29 Braintree District Councillor Update** *5 minutes*

**26/30 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*

**26/31 Clerk's Report** *5 minutes*  
To receive and note the update on action points from the last meeting.

**26/32 Finance and General Purposes** *30 minutes*  
*Items (a) to (d) are subject to the Internal Auditor's report being available at the meeting:*  
(a) To receive the Internal Audit Report for 2025/26.

- (b) To approve and sign the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2025/26.
- (c) To approve and sign the Accounting Statements (Section 2) of the AGAR for 2025/26.
- (d) To note the dates of the period for the exercise of public rights.
- (e) To receive a budget update.
- (f) To review insurance quotes and appoint a provider for 2026/27, considering options for a long-term agreement.
- (g) To adopt the Health and Safety Policy and Health and Safety Handbook supplied by Worknest.

**26/33 Traffic** *5 minutes*  
To receive an update on traffic matters.

**26/34 Environment** *5 minutes*  
To receive an update from the Environment Advisory Group.

**26/35 Stone Path Meadow** *10 minutes*  
(a) To receive an update on Stone Path Meadow.  
(b) To grant permission to the Farming and Wildlife Group (FWAG) to build two new ponds on Stone Path Meadows in autumn 2026.

**26/36 Section 106** *15 minutes*  
(a) To receive an update on S106 projects.  
(b) To agree to purchase two Vermont Aluminium Tennis Court Bench Sets, each comprising of 2 bench seats and 1 table and costing £1,349.99 each, and to apply to Braintree District Council for S106 funding.  
(c) To approve the design and specification for the proposed sport facility car park to go out to tender.  
(d) To approve the hire of pedestrian fencing to be able to temporarily open the area intended for future use as a car park for tennis/gym users as and when needed.

**26/37 Communications** *5 minutes*  
To receive an update on communications.

**26/38 Keith Bigden Memorial Ground** *10 minutes*  
(a) To receive an update on the KBMG.  
(b) To grant permission in principle to the siting of temporary Portacabins to the rear of the existing Football Clubhouse to provide additional changing facilities. The usual planning process will be followed should permission be granted.

**26/39 Youth Services** *5 minutes*  
To receive an update on youth services.

**26/40 Accounts for Payment** *2 minutes*  
To agree the accounts for payment for May 2026.

**26/41 Announcements** *5 minutes*

*Please direct any questions relating to items on the agenda to the Clerk by 9am on Friday 29<sup>th</sup> May.  
The timings given above are for the Chairman's guidance.*

**Date of next Parish Council Meeting – Monday 6<sup>th</sup> July**