

Clerk to the Council  
Sarah Gaeta

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26th February 2025

**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 3<sup>RD</sup> MARCH 2025 AT 7.30 PM**  
for the purpose of transacting the following business.

*SL Gaeta*

Clerk to the Council

## **A G E N D A**

### **24/195 Apologies for Absence**

### **24/196 Co-option**

To consider the co-option of Stephen Smith.

**24/197** Minutes of the Parish Council Meetings held on 3rd February 2025 to be taken as read and signed as a correct record by the Chairman.

**24/198** 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.

### **24/199 Essex County Councillor Update**

*5 minutes*

### **24/200 Braintree District Councillor Update**

*5 minutes*

**24/201 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*

### **24/202 Clerk's Report**

*5 minutes*

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

### **24/203 Finance and General Purposes**

*10 minutes*

- (a) To receive a budget update.
- (b) To note the contractual SCP one point increase for the Clerk on completion of the Community Governance Foundation Degree.
- (c) To decide on the future of the office cleaning service.

- (d) To agree the date for the Annual Parish Meeting and receive an update on the 2025 Community Information event.

**24/204 Traffic** *5 minutes*  
To receive an update on traffic matters.

**24/205 Neighbourhood Development Plan** *5 minutes*  
To receive an update on the NDP.

**24/206 Environment** *20 minutes*  
(a) To (i) agree proposed areas for tree planting and (ii) agree the use of any additional funds exceeding the Locality Fund grant of £1,000 for the purchase of tree guards.  
(b) To accept the quotation of £550.00 plus VAT for remedial work on the cable way mound at the Nounsley Play Area.

**24/207 Stone Path Meadow** *5 minutes*  
To receive an update on the meadows.

**24/208 Section 106 Funds** *10 minutes*  
To receive an update on Section 106 funds and projects.

**24/209 Communications** *5 minutes*  
To receive an update on communications.

**24/210 Keith Bigden Memorial Ground** *5 minutes*  
To receive an update on the KBMG.

**24/211 Youth Services** *5 minutes*  
To receive an update on Youth Services.

**24/212 Devolution** *10 minutes*  
(a) To appoint a Devolution Working Party and agree the Terms of Reference.  
(b) To consider a response to the Greater Essex Devolution Consultation:  
[Greater Essex Devolution Consultation - Ministry of Housing, Communities and Local Government - Citizen Space](#)

**24/213 Accounts for Payment** *5 minutes*  
To agree the accounts for payment for February 2025.

**24/214 Announcements** *5 minutes*

**24/215 Confidential Matters** *30 minutes*  
(a) **Motion:** Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2), the Parish Council to exclude members of the press and public for the duration of this meeting to consider the following confidential matters.  
(b) To approve the Parish Council consultant's recommendation to appoint the contractor for the construction of the tennis courts.  
(c) To review quotes received for the 2025 village tree survey and appoint a contractor.

*Please direct any questions relating to items on the agenda to the Clerk by 9am on Friday 28th February.  
The timings given above are for the Chairman's guidance.*

**Date of next Parish Council Meeting – Monday 7th April 2025**