

Clerk to the Council  
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29<sup>th</sup> April 2021

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

**You are hereby summonsed to attend**

**THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ONLINE VIA MICROSOFT TEAMS  
ON WEDNESDAY 5<sup>TH</sup> MAY 2021 AT 7.30 PM, TO BE FOLLOWED BY THE MAY  
ORDINARY MEETING**

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

*SL Gaeta*

Clerk to the Council

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**A G E N D A**

- 21/1 Election of Chairman**
- 21/2 To receive the Chairman's Declaration of Acceptance of Office**
- 21/3 Election of Vice Chairman**
- 21/4 Apologies for Absence**
- 21/5** Minutes of the Parish Council Meeting held on 12<sup>th</sup> April 2021 to be taken as read and signed as a correct record by the Chairman.
- 21/6 To consider the co-option of new Councillor(s)**
- 21/7** 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.
- 21/8 To confirm bank account signatories**
- 21/9 To nominate a Councillor to check and sign the 2020/21 bank reconciliations**
- 21/10 To approve the continued use of variable direct debit for the payment of the following:**  
Telephone/broadband; staff pension; corporate bank credit card (office expenses).

- 21/11 To review the membership of Advisory Groups and Committees:**  
 Advisory Groups: Finance and General Purposes; Environment; Traffic; Sport and Recreation  
 Committees: Personnel; Neighbourhood Development Plan; and Planning
- 21/12 To note the resignation of the Internal Auditor**
- 21/13 To adopt the Financial Regulations following minor amendments by the National Association of Local Councils (NALC)**
- 21/14 To adopt the Financial Risk Assessment for 2021/22**

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- 21/15 Essex County Councillor Update** 5 minutes  
 To receive an update from ECC Councillor Derrick Louis.

- 21/16 Braintree District Councillor Update** 5 minutes

- 21/17 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

*Under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, there will be no physical meeting. Therefore, all communications will be conducted electronically. The link to join the meeting will be published on the website on the day of the meeting: <https://www.hatfieldpeverelpc.com/parish-council-meetings/monthly-meeting-agendas/>*

- 21/18 Clerk's Report** 5 minutes  
 To receive and note the update on action points from the last meeting.

- 21/19 Burial Ground** 2 minutes  
 Report of interments and memorials.

- 21/20 Planning** 15 minutes

The following applications to be considered:

**21/00994/HH** – Three storey rear extension, loft conversion and Velux rooflights at 3 Priory Mews, Hatfield Peverel.

**21/00844/HH** – Removal of existing porch and erection of new extension at 1 Berewood Terrace, Nounsley Road, Hatfield Peverel.

**21/00899/FUL** – Proposed construction of detached single-storey two-bedroom bungalow at Ashgrove, Maldon Road, Hatfield Peverel.

**21/00895/FUL** – Alterations to existing flats at Valid Point, Maldon Road, Hatfield Peverel.

**21/01154/HH** – First-floor side extension over existing garage at 1 Yew Tree Close, Hatfield Peverel.

**21/01033/HH** – Single-storey rear extension and front dormer roof extension at 3 Glebefield Road, Hatfield Peverel.

**21/01156/HH** – Single-storey rear extension at Red Robins, Nounsley Road, Hatfield Peverel.

The following applications to be noted:

**21/01105/TPO** – Tree works at Albemarle, Ulting Road, Hatfield Peverel.

**21/01282/TPO** – Tree works at 59 Willow Crescent, Hatfield Peverel.

- 21/21 Finance and General Purposes** 30 minutes

Braintree District Council has advised that the April meeting notice period was lawful (in light of the period of national mourning for HRH Duke of Edinburgh). However, the Parish Council are asked to consider the following:

**Motion:** The Parish Council to ratify all decisions made at the April meeting.

To consider the recommendations in the 'Preparing for the Return of Face-to-Face Meetings Report' and agree a way forward.

To receive the April budget update.

To consider the appointment of an Assistant Clerk and, if agreed, delegate recruitment to the Clerk and selected members of the Personnel Committee.

**21/22 Neighbourhood Development Plan** *10 minutes*

To consider the 'Report by the NDP group on current situation' and agree any recommendations arising.

**21/23 Environment** *5 minutes*

**Motion:** The Parish Council to approve the outstanding (low priority) tree works identified in the 2019 Tree Survey to be completed by DW Maintenance at the following cost: Hadfelda Square £25; Strutt Memorial Recreation Ground £495; and Woodham Drive £495.

**Motion:** The Parish Council to approve the purchase and installation of signage and other relevant measures to mitigate recent duck pond issues.

**21/24 Traffic** *5 minutes*

To receive an update on traffic matters.

**21/25 Police Community Event** *5 minutes*

**Motion:** The Parish Council to approve the use of the recreation ground for the Police Community Engagement Event on 3<sup>rd</sup> June 2021 between 10am and 2pm. Councillor involvement is encouraged.

**21/26 Accounts for Payment** *2 minutes*

To agree the accounts for payment for April 2021.

**21/27 General Announcements** *5 minutes*

*Please direct any questions relating to items on the agenda to the Clerk by 9am on Tuesday 4<sup>th</sup> May.*

**Date of next Parish Council Meeting – Monday 7<sup>th</sup> June 2021**