

**MINUTES OF THE HATFIELD PEVEREL ANNUAL PARISH COUNCIL MEETING
FOLLOWED BY THE MAY ORDINARY MEETING
HELD ONLINE VIA MICROSOFT TEAMS ON WEDNESDAY 5TH MAY 2021 AT 7.30PM**

Those present:

Cllr M Weale (Chairman)
Cllr C Dervish
Cllr M Renow
Cllr M Elliston
Cllr D Wallace
Cllr L Shaw (part)
Cllr D Broddle
Cllr H Knightbridge
Cllr C Greaves
Cllr T Munt
Cllr K Gallifant
Cllr Ian Howlett
ECC Cllr Derrick Louis
Clerk
2 members of the public

21/1 Election of Chairman

Councillor Weale was duly elected.

21/2 Chairman's Declaration of Acceptance of Office

Councillor Weale signed the Declaration on camera in view of the Clerk.

21/3 Election of Vice-Chairman

Councillor Dervish was duly elected.

21/4 Apologies for Absence

None received.

21/5 Minutes

The Minutes of the Parish Council Meeting held on 12th April 2021 were agreed as a correct record.

21/6 Co-option of new Councillor

Ian Howlett was duly co-opted on to the Parish Council.

21/7 Declarations of Interest

Councillor Wallace in handyman matters and tree works.

Councillor Dervish in planning item 21/01154/HH as known to applicant.

Councillor Weale in planning item 21/00994/HH as known to applicant.

21/8 Bank account signatories

The existing bank account signatories agreed to continue for this financial year.

21/9 Bank Reconciliations

Councillor Dervish volunteered to check and sign the 2020/21 bank reconciliations.

21/10 Variable Direct Debit

It was resolved that the Parish Council to continue to use variable direct debits for payment of the following: telephone/broadband; staff pensions; corporate bank credit card (office expenses); and car park business rates.

Councillor Shaw joined the meeting.

21/11 Membership of Advisory Groups and Committees

No changes were made to advisory group and committee memberships.

21/12 Internal Auditor

The resignation of the Internal Auditor following the 2020/21 audit was noted.

21/13 Financial Regulations

It was resolved that the Parish Council to adopt the Financial Regulations following minor amendments by the National Association of Local Councils (NALC).

21/14 Financial Risk Assessment

It was resolved that the Parish Council to adopt the Financial Risk Assessment for 2021/22.

21/15 Essex County Councillor Update

Councillor Derrick Louis reported the following:

- Essex Youth Services would like to bring the Youth Bus to Hatfield Peverel.
- Visited recently re-installed 30mph sign near Letch's Corner. Still obscured by vegetation.
- Local Highways Panel application for traffic calming measures in Station Road.
- Education and Highways provision in Hatfield Peverel.
- Gladman speculative planning application for Maldon Road.
- NHS has requested funds to support additional capacity due to forthcoming housing developments. NHS will report to Councillor Louis on how this will be spent; identified for Sydney House only.
- Commitment to attend more Parish Council meetings in future if re-elected.
- No standing water in Sportsmans Lane after heavy rainfall.

21/16 Braintree District Councillor Update

District Councillor Dervish reported the following:

- Local Plan – Councillor Dervish has joined the sub-committee.
- Local Plan to be presented to full Council in June.
- Capacity at local school to accommodate new housing developments.

21/17 Public Participation

One member of the public raised the following:

- Concerns over a potential skate park on the recreation ground.
- Concerns over the number of new developments in the village.

21/18 Clerk's Report

The Clerk's Report was received. The following actions were removed: 20/50 and 20/187.

21/19 Burial Ground

An interment has been carried out in plot 658.

Fees received for April: £1,625.

21/20 Planning

The following applications were considered:

21/00994/HH – Three storey rear extension, loft conversion and Velux rooflights at 3 Priory Mews, Hatfield Peverel. **No comment.** *Councillor Weale abstained.*

21/00844/HH – Removal of existing porch and erection of new extension at 1 Berewood Terrace, Nounsley Road, Hatfield Peverel. **No comment.**

21/00899/FUL – Proposed construction of detached single-storey, two-bedroom bungalow at Ashgrove, Maldon Road, Hatfield Peverel. **No comment**

21/00895/FUL – Alterations to existing flats at Valid Point, Maldon Road, Hatfield Peverel. **No comment**

21/01154/HH – First-floor side extension over existing garage at 1 Yew Tree Close, Hatfield Peverel. **No comment.** *Councillor Dervish abstained.*

21/01033/HH – Single-storey rear extension and front dormer roof extension at 3 Glebefield Road, Hatfield Peverel. **No comment**

21/01156/HH – Single-storey rear extension at Red Robins, Nounsley Road, Hatfield Peverel. **No comment.** *Councillor Gallifant abstained.*

The following applications were noted and had previously been passed to the Tree Warden:

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

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

The Planning Committee date of 11th May 2021 to consider application 20/01906/REM was noted. A written statement to support the Parish Council's consultation letter will be submitted.

21/21 Finance and General Purposes

(a) It was resolved that the Parish Council to ratify all decisions made at the April meeting. *Councillor Gallifant abstained.*

(b) It was resolved that the Parish Council to approve the temporary Scheme of Delegation and suspend the 7th June formal Parish Council meeting.

The April budget update was received with no questions.

(c) It was resolved that the Parish Council to appoint an Assistant Clerk. The final details will be finalised by a meeting of the Personnel Committee.

21/22 Neighbourhood Development Plan (NDP)

The 'Report by the NDP group on current situation' was considered and **it was resolved that** the Parish Council to agree to the NDP group sourcing Locality funding to take the NDP review forwards.

21/23 Environment

(a) It was resolved that 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 follow costs: Hadfelda Square £25; Strutt Memorial Recreation Ground £495; and cemetery £495. *Councillor Wallace abstained.*

(b) It was resolved that the Parish Council to approve the purchase and installation of signage and other relevant measures to mitigate recent duck pond issues. *Councillor Wallace abstained.*

It was reported that a tree bordering Nounsley recreation ground is encroaching on a resident's private land. Permission to approve the removal of this tree will be delegated to the Chairman and Clerk under Financial Regulations due to the timescales involved.

(c) It was resolved that the Parish Council to suspend Standing Order 3(x) to allow the meeting to continue over 2½ hours in length.

21/24 Traffic

An update on traffic matters was received.

21/25 Police Community Event

It was resolved that the Parish Council to approve the use of the Strutt Memorial recreation ground for the Police Community Engagement Event on 3rd June 2021 between 10am and 2pm.

21/26 Accounts for Payment

It was resolved that the April 2021 accounts for payment be approved:

Greenfields	£46.60
HM Revenue & Customs	£394.60
Plusnet	£33.52
Braintree District Council	£143.00
Staff costs	£2,097.28
DW Maintenance	£1,688.50
Institute of Cemetery and Crematorium Management	£95.00
Hatfield Peverel Community Association	£150.00
Kempco	£890.00
BHIB Insurance Brokers	£937.94
Lloyds Bank (office expenses)	£57.74
Essex Playing Fields Association	£40.00
A&J Lighting Solutions	£180.54

Councillor Wallace abstained

21/27 General Announcements

No matters were raised.

The meeting closed at 10.10pm
The next meeting will be held on Monday 5th July 2021