

Clerk to the Council  
Sarah Gaeta

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30<sup>th</sup> November 2022

**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 5<sup>TH</sup> DECEMBER 2022 AT 7.30 PM**

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

*SL Gaeta*

Clerk to the Council

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**A G E N D A**

**22/151 Apologies for Absence**

**22/152** Minutes of the Parish Council Meeting held on 7<sup>th</sup> November 2022 to be taken as read and signed as a correct record by the Chairman.

**22/153** 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.

**22/154 Essex County Councillor Update** 5 minutes  
To receive an update from ECC Councillor Derrick Louis.

**22/155 Braintree District Councillor Update** 5 minutes

**22/156 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

**22/157 Clerk's Report** 5 minutes  
To receive and note the update on action points from the last meeting.

**22/158 Burial Ground** 2 minutes  
Report of interments and memorials.

**22/159 Planning Committee** 2 minutes  
To receive the minutes from the meeting held on 7<sup>th</sup> November 2022.

**22/160 Finance and General Purposes***30 minutes*

- (a) To discuss the first draft of the 2023/24 budget.
- (b) To discuss and decide if permission will be granted for Duke of Edinburgh scheme voluntary activity to take place under the remit of the Parish Council.
- (c) To note the re-appointment of PKF Littlejohn as external auditor by the Smaller Authorities Audit Appointments (SAAA), until financial year 2026/27.
- (d) To agree the 2023 Parish Council meeting dates.
- (e) To consider the Football Club's request to use the recreation ground for winter training between December and the end of March.

**22/161 Personnel***5 minutes*

- (a) To note the acceptance of the Clerk's withdrawal of resignation.
- (b) To note the Clerk's completion of the CertHE Community Governance qualification and the single spinal column point uplift as a result of this (as per contract of employment).

**22/162 Traffic***15 minutes*

- (a) To receive an update on traffic matters, including the A12 widening scheme and objections raised to the closure of J20A.
- (b) To discuss bus shelter refurbishment quotations and appoint a contractor to carry out the works.
- (c) To discuss and agree a way forward for the transfer of ownership of the Laburnum Way footpath, in light of the costs involved.

**22/163 Heritage***5 minutes*

To receive an update from the Heritage Warden.

**22/164 Neighbourhood Development Plan***5 minutes*

To receive an update on the NDP review.

**22/165 Environment***5 minutes*

To receive an update on environment matters.

**22/166 Community Land***5 minutes*

- (a) To receive an update on the community land.
- (b) To discuss and decide if Savills will be re-appointed to negotiate the fishing club lease which expires in 2023, including sourcing of comparable rents, at a cost of £750 + VAT.

**22/167 Section 106 Funds***10 minutes*

- (a) To receive an update on projects.
- (b) To discuss and decide whether to utilise Section 106 funds for the provision of play equipment or outdoor gym equipment on Parish Council land between the library and Hadfelda Square shops.

**22/168 Keith Bigden Memorial Ground***5 minutes*

To receive an update on KBMG matters.

**22/169 Accounts for Payment***2 minutes*

To agree the accounts for payment for November 2022.

**22/170 General Announcements***5 minutes***22/171 Village Hall Car Park***10 minutes*

**Motion:** Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2), the Parish Council to exclude members of the public for the duration of this meeting to consider future enforcement of unauthorised parking in the village hall car park.

*Please direct any questions relating to items on the agenda to the Clerk by 9am on Friday 2<sup>nd</sup> December.*