

Clerk to the Council  
Sarah Gaeta

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4<sup>th</sup> May 2022

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

**You are hereby summoned to attend**

**THE ANNUAL PARISH COUNCIL MEETING  
TO BE HELD IN THE LOUNGE AT THE VILLAGE HALL  
ON MONDAY 9<sup>TH</sup> MAY 2022 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**

- 22/1 Election of Chairman**
- 22/2 To receive the Chairman's Declaration of Acceptance of Office**
- 22/3 Election of Vice Chairman**
- 22/4 Apologies for Absence**
- 22/5** 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.
- 22/6** 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.
- 22/7 To confirm bank account signatories**
- 22/8 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).
- 22/9 To review the membership of Advisory Groups, Committees and Working Parties:**  
Advisory Groups: Finance and General Purposes; Environment; Traffic; Sport and Recreation; Community Land.

Committees: Personnel; Neighbourhood Development Plan; Planning.  
Working Parties: Section 106.

**22/10 To re-adopt the following policies and procedures, following suggested amendments:**

- (a) Standing Orders
- (b) Financial Regulations
- (c) Data Protection
- (d) Social Media and Electronic Communication
- (e) Data Retention
- (f) Health and Safety
- (g) Grievance and Disciplinary
- (h) Child Protection and Safeguarding
- (i) General Privacy Notice
- (j) Grant Awarding
- (k) Marking the Death of a Senior National Figure
- (l) Pay Policy Statement
- (m) Street Naming
- (n) Lone Worker
- (o) Publication Scheme
- (p) Vexatious and Habitual Complainants

**22/11 To adopt the Financial Risk Assessment for 2022/23**

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**22/12 Essex County Councillor Update** *5 minutes*

To receive an update from ECC Councillor Derrick Louis.

**22/13 Braintree District Councillor Update** *5 minutes*

**22/14 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*

**22/15 Clerk's Report** *5 minutes*

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

**22/16 Burial Ground** *2 minutes*

Report of interments and memorials.

**22/17 Planning** *5 minutes*

The following applications to be considered:

**22/00902/ELD** – Application for a Certificate of Lawfulness for an existing development (single-storey front porch extension) at 2 Denham Cottages, Ulting Road, Hatfield Peverel.

**22/00947/HH** – Single-storey extension to side and rear with internal alterations at 8 Beech Rise, Hatfield Peverel.

To consider if the Parish Council will submit a relevant representation on the Longfield Solar Farm Development Consent Order Application during the current pre-examination stage.

**22/18 Finance and General Purposes** *5 minutes*

To receive the April budget update.

**22/19 Heritage** *5 minutes*

To receive an update from the Heritage Warden regarding the Local Heritage List Project, including an updated copy of the 'emerging' Local Heritage List if applicable.

**22/20 Neighbourhood Development Plan***5 minutes*

To receive an update on the NDP Review.

**22/21 Environment***5 minutes*

- (a) To discuss and decide whether to nominate Parish Council owned sites for Braintree District Council's 'Re-Wilding Scheme'.
- (b) To discuss and decide if permission will be granted to Essex Amusements to hold an additional 'inflatable day' on the recreation ground on Saturday 25th June.

**22/22 Traffic***5 minutes*

To receive an update on traffic matters.

**22/23 Section 106 Funds***5 minutes*

To receive an update on Section 106 funds.

**22/24 Keith Bigden Memorial Ground***15 minutes*

- (a) To discuss and decide if the Football Club can take on the area to the side of the Bowling Club as part of their lease, any conditions that would be levied and the apportioning of costs involved.
- (b) **Motion:** The Parish Council to appoint Lambert Smith Hampton to conduct a pre-negotiation report to provide an outline of the market rent of the KBMG site, at a cost of £1,000 + VAT.

**22/25 Christmas in the Park***10 minutes*

To discuss and decide if an enhanced event may take place for Christmas in the Park 2022, in conjunction with the Village Hall, utilising the Hall car park and frontage. The Village Hall event is scheduled for 11<sup>th</sup> December between 10am and 6pm.

**22/26 Accounts for Payment***2 minutes*

To agree the accounts for payment for April 2022.

**22/27 General Announcements***5 minutes*

*Please direct any questions relating to items on the agenda to the Clerk by 9am on Friday 6<sup>th</sup> May.*

**Date of next Parish Council Meeting – Monday 6<sup>th</sup> June 2022**