

Clerk to the Council
Sarah Gaeta

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5th May 2026

To: Members of Hatfield Peverel Parish Council

You are hereby summoned to attend

**THE ANNUAL PARISH COUNCIL MEETING
TO BE HELD AT THE VILLAGE HALL
ON MONDAY 11th MAY 2026 AT 7.30 PM**

for the purpose of transacting the following business.

SL Gaeta

Clerk to the Council

A G E N D A

- 26/1 Election of Chairman**
- 26/2 To receive the Chairman's Declaration of Acceptance of Office**
- 26/3 Apologies for Absence**
- 26/4** Minutes of the Parish Council Meeting held on 13th April 2026 to be taken as read and signed as a correct record by the Chairman.
- 26/5** 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 3rd 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.
- 26/6 To re-confirm bank account signatories** *5 minutes*
- 26/7 To approve the continued use of variable direct debit for the payment of the following:** *3 minutes*
Telephone/broadband; staff pension; corporate credit card (office expenses); car park business rates; burial ground business rates; tennis court lighting electricity.
- 26/8 To review the membership of Advisory Groups, Committees and Working Parties:**
Advisory Groups: Finance and General Purposes; Environment.
Committees: Personnel; Planning; Community Park; Community Events.

26/9 To re-adopt the following policies and procedures, following any suggested amendments:

10 minutes

- (a) Standing Orders
- (b) Financial Regulations
- (c) Data Protection
- (d) Social Media and Electronic Communication/IT
- (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) Street Naming
- (m) Lone Worker
- (n) Publication Scheme
- (o) Vexatious and Habitual Complainants
- (p) Memorial Bench
- (q) Sponsorship and Advertising
- (r) Environmental
- (s) Financial Reserves
- (t) Financial Investment Strategy
- (u) Honorary Freedom of the Parish
- (v) Equality

26/10 To adopt the Financial and Operational Risk Assessment for 2026/27

5 minutes

26/11 To appoint the Internal Auditor for 2026/27

2 minutes

26/12 Braintree District Councillor Update

5 minutes

26/13 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

26/14 Clerk's Report

5 minutes

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

26/15 Finance and General Purposes

5 minutes

To receive a budget update.

26/16 Traffic

5 minutes

To receive an update on traffic matters.

26/17 Environment

5 minutes

To receive an update from the Environment Advisory Group.

26/18 Stone Path Meadow

5 minutes

To receive an update on Stone Path Meadow.

26/19 Section 106

30 minutes

- (a) To receive an update on S106 projects.

- (b) To approve the hire of pedestrian fencing to be able to temporarily open the area intended for future use as a car park for tennis/gym users as and when needed.
- (c) To approve the design and specification for the proposed sport facility car park to go out to tender.
- (d) To approve the specification of works for the upgrade of footpaths 20 and 22 to go out to tender, and to apply to Braintree District Council for funding via S106 contributions.
- (e) To approve the quotation from ETC for the supply and installation of seating and shelter inside the tennis courts, and to apply to Braintree District Council for S106 funding.

26/20 Communications

5 minutes

To receive an update on communications.

26/21 Keith Bigden Memorial Ground

15 minutes

- (a) To receive an update on the KBMG.
- (b) To agree to contribute up to £3,000 from the KBMG budget towards the cost of installing an additional gate at the top of the slope from the car park to enhance security measures at KBMG and improve the safety of pedestrians using the site.
- (c) To consider and agree the Croquet Club's request to undertake controlled measures to manage the rabbit population on the croquet lawn, and to determine the appropriate method.

26/22 Youth Services

5 minutes

To receive an update on youth services.

26/23 Accounts for Payment

2 minutes

To agree the accounts for payment for April 2026.

26/24 Announcements

5 minutes

*Please direct any questions relating to items on the agenda to the Clerk by 9am on Friday 8th May.
The timings given above are for the Chairman's guidance.*

Date of next Parish Council Meeting – Monday 1st June