

**MINUTES OF THE HATFIELD PEVEREL ANNUAL PARISH COUNCIL MEETING
HELD ON MONDAY 11TH MAY 2026
IN THE VILLAGE HALL AT 7.30PM**

Those present:

Cllr M Weale (Chairman)
Cllr D Broddle
Cllr M Elliston
Cllr W Purser
Cllr M Renow
Cllr T Short
Cllr S Smith
Cllr D Wallace
Cllr T Weale
Clerk
2 members of the public

26/1 Election of Chairman

Councillor Mark Weale was duly elected as Chairman.

Power: Local Government Act 1972 s 15(1)

26/2 To receive the Chairman's Declaration of Acceptance of Office

Councillor Weale signed the Chairman's Declaration of Acceptance of Office.

Power: Local Government Act 1972 s 83

26/3 Apologies for Absence

Apologies were received and accepted from Councillors Munt and Parker.

26/4 Minutes

The Minutes of the Parish Council Meeting held on 13th April 2026 were agreed and signed as a correct record.

26/5 Declarations of Interest

Councillor Wallace in item 26/23.

26/6 To re-confirm bank account signatories

It was resolved to re-appoint Councillors Munt, Wallace and Weale as signatories, and to add Councillor Renow as an additional signatory.

26/7 To approve the continued use of variable direct debit

It was resolved to approve the continued use of variable direct debit for the following:

telephone/broadband; staff pension; corporate credit card; car park business rates; burial ground business rates; tennis court lighting electricity, and to approve the set up of a direct debit for streetlighting electricity.

26/8 To review the membership of Advisory Groups, Committee and Working Parties

It was resolved to appoint membership as follows:

Advisory Groups: Finance and General Purposes (no change); Environment – Councillor Purser appointed.

Committees: Personnel – Councillor Wallace resigned and Councillor T Weale appointed; Planning –

Councillor Wallace resigned and Councillor Purser appointed; Community Park (no change); Community Events (no change).

Working Parties: Section 106 – Councillor T Weale appointed; Communications (no change); Youth Services (no change); Devolution (no change); KBMG Liaison (no change).

26/9 To adopt policies and procedures, following any suggested amendments

It was resolved to adopt the following policies and procedures:

- (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
- (w) Dignity at Work (new)
- (x) Subject Access Request Procedure (new)

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

It was resolved to adopt the Financial and Operational Risk Assessment for 2026/27.

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

It was resolved to appoint Heelis and Lodge as Internal Auditor for the financial year 2026/27.

Power: The Accounts and Audit Regulations 2015 Part 2 Regulation 5

26/12 Braintree District Councillor (BDC) Update

Councillors Dervish and Coleridge were not present.

26/13 Public Participation

One member of the public raised the following:

- Rabbits at the KBMG have breached the fencing – item 26/21(c).

26/14 Clerk's Report

No update at this meeting.

26/15 Finance and General Purposes

A budget update was not available at the meeting.

26/16 Traffic

No update at this meeting.

26/17 Environment

An update from the Environment Advisory Group was received.

26/18 Stone Path Meadow

An update on the meadow was received.

26/19 Section 106 Funds

- (a) An update on S106 projects was received.
- (b) Approval of the hire of pedestrian fencing for the temporary use of the future car park area by tennis and gym users, as required, was deferred pending further cost information.
- (c) Approval of the proposed sport facility car park design and specifications was deferred pending receipt of the finalised documents.
- (d) **It was resolved** 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) Approval of the proposed sports facility car park design and specifications was deferred pending receipt of the finalised documents.

Power: Highways Act 1980 ss 43 and 50

26/20 Communications

An update on communications was received.

26/21 Keith Bigden Memorial Ground

- (a) An update on the KBMG was received.
- (b) **It was resolved** to agree in principle 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 the KBMG and improve the safety of pedestrians using the site. Three quotes will be sourced.
- (c) A decision was deferred pending receipt of a full proposal from the Croquet Club on controlled measures to manage the rabbit population on the croquet lawn.

Power: Open Spaces Act 1906 ss 9 and 10

26/22 Youth Services

An update on youth services was received.

26/23 Accounts for Payment

It was resolved that the accounts for payment for April 2026 be approved as follows:

Staff costs	£6,407.03
Wallace Arboriculture and Groundcare	£3,058.50
Andrew Smith Print Limited	£455.00
Council Wise	£600.00
Hatfield Peverel Community Association	£293.33
SSE	£738.00
Wivenhoe Town Council	£180.00
And IT Consulting	£120.00
Greenbarnes Limited	£1,926.71
SLCC Essex	£27.00
SLCC	£160.20
Glasdon	£364.32

SX Architecture	£1,050.00
D Wallace (expenses)	£11.98
C Truman (expenses)	£6.55
A&J Lighting	£682.80

Pre-Approved Direct Debits:

Lloyds Bank	£254.92
Unity Trust Bank	£24.95
Braintree District Council	£191.00
British Gas	£27.82
BT	£67.14
Now Pensions	Included in staff costs

Councillor Wallace abstained.

26/24 General Announcements

- The Parish Council will not be calling the Annual Parish Meeting this year. It will be replaced by the Community Information Event being held on 7th June 11am – 1pm.

The meeting closed at 8.33pm

The next meeting will be held on Monday 1st June 2026