

**MINUTES OF THE HATFIELD PEVEREL ANNUAL PARISH COUNCIL MEETING
HELD ON MONDAY 12TH MAY 2025
IN THE VILLAGE HALL AT 7.32PM**

Those present:

Cllr M Weale (Chairman)
Cllr D Broddle
Cllr M Renow
Cllr W Purser
Cllr S Smith
Cllr D Wallace
Clerk
6 members of the public

25/1 Election of Chairman

Councillor Mark Weale was duly elected as Chairman.

25/2 To receive the Chairman's Declaration of Acceptance of Office

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

25/3 Apologies for Absence

Apologies received and accepted from Councillors Elliston, Greaves, Munt, Parker and Short.

25/4 Minutes

The Minutes of the Parish Council Meeting held on 7th April 2025 were agreed and signed as a correct record.

25/5 Declarations of Interest

Councillor Wallace in item 25/25.

25/6 To re-confirm bank account signatories

It was resolved to retain the current bank account signatories: Councillors Weale, Munt and Wallace.

25/7 To approve the continued use of variable direct debit

It was resolved to approve the continued use of variable direct debit for the payment of the following: telephone/broadband; staff pension; corporate credit card (office expenses); car park business rates; burial ground business rates.

25/8 To review the membership of Advisory Groups, Committees and Working Parties

It was resolved to continue with the same membership of Advisory Groups, Committees and Working Parties, and to dissolve the Neighbourhood Development Plan Executive Committee.

25/9 To re-adopt policies and procedures, following suggested amendments

It was resolved to re-adopt the following policies and procedures with the suggested amendments:

- (a) Standing Orders
- (b) Financial Regulations
- (c) Data Protection
- (d) Social Media and Electronic Communications
- (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) Equal Opportunities

25/10 To adopt the Financial and Operational Risk Assessment for 2025/26

It was resolved to adopt the Financial Risk Assessment for 2025/26 with the addition of “comparable [quotes]” in the contracts section.

25/11 To appoint the Internal Auditor for 2025/26

It was resolved to appoint Heelis and Lodge as auditors for 2025/26 at a cost of £440.

25/12 Essex County Councillor (ECC) Update

Councillor Louis raised the following:

- Laburnum Way footpath works have been completed by the Parish Council. The footpath will be inspected and then adopted by ECC.
- Bury Lane restrictions are the responsibility of the North Essex Parking Partnership.
- Maldon Road/The Street roundabout – signs have been correctly aligned and cleaned, with roundabout and directional arrows repainted.
- Langford Road closure – a meeting with the Cabinet Member and Network Team has taken place. Final signage maps are expected shortly.
- White lining requests have been submitted, with Maldon Road and Ulting Road to be completed.
- Nounsley Ford – railings and raised footpath have been added to the budget for 2025/26 and the design and repair is expected during this period.
- Drainage works in Ulting Road and Maldon Road are complete.
- Member Highways Initiative works on 19th May in Maldon Road and Station Road.

25/13 Braintree District Councillor (BDC) Update

Councillor Dervish raised the following:

- The committee will meet on 5th June to discuss the sites in Hatfield Peverel nominated as part of the Local Plan Review.
- Waste Strategy going to Cabinet on 29th May. The recommendations are for general waste to change to 3 weekly collections; recycling and green waste 2 weekly; food weekly. Glass will be included in kerbside collections.
- Local Government Reorganisation – BDC may potentially join with Colchester and Tendring district councils.

25/14 Public Participation

Two members of the public raised the following:

- Has a request for the use of the recreation ground been received? The Clerk confirmed no.
- Hard plastic collection skips have been removed at the tip. County and District Councillors asked to investigate.

25/15 Clerk's Report

Item 23/150(c) (car parking on Village Hall frontage) was closed.

25/16 Finance and General Purposes

- (a) The budget update was not available at the meeting due to software year end processes.
- (b) **It was resolved** to permit the RFO to open a savings account with Unity Trust Bank.

Powers: Local Government Act 1972 s.111; Accounts and Audit Regulations 2015.

25/17 Traffic

- (a) An update on traffic matters was received.
- (b) **It was resolved** to agree to reset the terms under which the North Essex Parking Partnership (NEPP) receives and processes applications for annual permits as detailed in the report dated 5th May 2025, with the addition of "The Parish Council reserves the right to cancel or not renew permits at its discretion" and the inclusion of "Nounsley".

Powers: Local Government Act 1972 s.111.

25/18 Environment

No update at this time.

25/19 Stone Path Meadow

A brief update on the meadows was received.

25/20 Section 106 Funds

- (a) An update on S106 funds and projects was received.
- (b) **It was resolved** to grant permission for UKPN to install a service pillar on the Village Hall frontage to supply the tennis courts with electricity.

Powers: Local Government Act 1972 s.111.

25/21 Communications

No update at this time.

25/22 Keith Bigden Memorial Ground

A brief update on the KBMG was received.

25/23 Youth Services

No update at this time.

25/24 Devolution

No update at this time.

25/25 Accounts for Payment

It was resolved that the accounts for payment for April 2025 be approved as follows:

Staff costs	£5,923.75
Wallace Arboriculture and Groundcare	£2,233.25
The Maid Service	£45.00
Braintree District Council	£182.20
Andrew Smith Print Limited	£330.00
SSE	£635.43
Naio	£4,615.24
Society of Local Council Clerks - Essex	£27.00
BT	£60.29
Blackwater Sign and Print	£42.00
Unity Trust Bank	£11.40
Kompan Limited	£323.22
Gabriel Davies	£135.00

Kimmi's Creative Faces	£150.00
Ashe Green Civil Engineers	£3,999.24
Fast Signs	£170.17
My PT	£180.00
SLCC Essex	£27.00
Green Recycling	£40.73
Mrs J Stobart	£315.00

Councillor Wallace abstained.

25/26 General Announcements

- Thanks were given to the organisers of the VE day event held at the village hall and to Braintree District Councillors for the funding.
- Further details on the Parish Council's role at the Community Information Event were given.

The meeting closed at 8.36pm

The next meeting will be held on Monday 2nd June 2025