

**HATFIELD PEVEREL ANNUAL PARISH COUNCIL MEETING  
AND PARISH COUNCIL MEETING  
HELD ON MONDAY 13<sup>TH</sup> MAY 2018  
IN THE VILLAGE HALL AT 7.30PM**

**Those present:** Cllr M Weale (Chairman)  
Cllr C Dervish  
Cllr L Shaw  
Cllr M Renow  
Cllr D Wallace  
Cllr R Peters  
Cllr K Gallifant

**19/1 Election of Chairman**

**IT WAS RESOLVED THAT** Cllr Weale be elected as Chairman.

**19/2 Receive Chairman's Declaration of Office**

Cllr Weale signed the Declaration of Office.

**19/3 Election of Vice Chairman**

**IT WAS RESOLVED THAT** Cllr Dervish be elected as Vice Chairman.

**19/4 Apologies for Absence**

Apologies were received and accepted from Cllrs Broddle, Munt, Elliston and Livermore. Cllr Weale welcomed Cllr Livermore to the Parish Council in his absence.

**19/5 IT WAS RESOLVED THAT** the Parish Council adopt the General Power of Competence.

**19/6 Confirmation of bank account signatories**

Cllrs Weale and Wallace confirmed their acceptance to continue as bank signatories. Cllr Munt's acceptance will be confirmed at the June meeting due to his absence.

**19/7** It was noted that all the bank reconciliations for the financial year 2018/19 have been checked and signed.

**19/8** The continued use of variable direct debit for the payment of telephone/broadband, staff pension and the corporate bank card was approved.

**19/9 Appointment of Advisory Groups and Committees**

Due to only 7 members being present for this item, it was agreed to defer until the June meeting. Cllr Peters volunteered as Chairman of the Personnel Committee which will be an agenda item at the next Personnel Committee meeting.

**19/10 Appointment of Internal Auditor for the year 2019/20**

**IT WAS RESOLVED THAT** Nancy Powell-Davies would be asked to continue as Internal Auditor.

#### **19/11 Adoption of the Standing Orders following amendments**

**IT WAS RESOLVED THAT** the Parish Council accept the amendments to the Standing Orders to bring them in line with the latest model Standing Orders recommended by the NALC.

#### **19/12 Adoption of the Financial Regulations following amendments**

**IT WAS RESOLVED THAT** the Parish Council accept the amendments to the Financial Regulations.

#### **19/13 Minutes**

The Minutes of the Parish Council Meeting held on Monday 1<sup>st</sup> April 2019 were signed as a correct record by the Chairman.

#### **19/14 Declarations of Interest**

Cllr Wallace in handyman matters and item 19/24.  
Cllr Dervish in planning application 19/00490/HH.

#### **19/15 Braintree District Councillor Update**

Newly elected District Cllr Dervish offered the Parish Council more support and will be working towards providing a full update at the next full Council meeting in June. Cllr Peters asked for information on when the District Councillor grant applications would open (on behalf of the Allotment Association). District Cllr Dervish will confirm.

#### **19/16 Public Participation**

A member of the public would like to arrange a meeting/presentation with Councillors to discuss future plans regarding the land opposite the William Boosey. Cllr Weale asked him to email the Clerk to arrange this.

Cllr Dervish left the meeting.

#### **19/17 Clerk's Report**

The action points were noted. The Clerk answered questions raised regarding the following action points: the sharing of burial ground duties, the Youth Bus and Fishing Club rent. The Youth Bus will be discussed again at the July meeting.

#### **19/18 Burial Ground**

The Clerk reported the following:

Applications for memorials have been received and approved for plots 668 and 484C.  
An interment has taken place in plot 579.  
An exclusive right of burial has been purchased for plot 665.  
Total fees for March: £1390.

## 19/19 Planning

The following applications were considered:

**19/00490/HH** – Conversion of detached ancillary building to a detached annex at White Hart Cottage, Maldon Road. NO COMMENT.

**19/00656/HH** – Proposed single storey side and rear extension following demolition of conservatory at Candletree, The Green. NO COMMENT

**19/00704/HH** – Two storey rear extension and new first floor front dormer at 34 Gleneagles Way. NO COMMENT

**19/00678/ADV** – One non-illuminated freestanding sign with two flags either side facing Station Road, along with hoarding along Station Road with graphics and additional 5 flags behind hoarding line. NO COMMENT. It was noted that these items are already in place.

**19/00726/HH** – Single storey extension to rear of house connecting through to existing kitchen at Copperfields, Nounsley Road. NO COMMENT

**19/00766/HH** – Single storey flat roofed rear extension and detached garage to rear garden at 7 Glebefield Road. NO COMMENT

It was agreed that the following item be deferred for discussion until the June meeting as the Bellway Homes representatives were unable to attend as arranged due to traffic problems. The Clerk will reschedule this meeting.

**19/00494/REM** – Application for reserved matters comprising layout, scale, appearance and landscaping ref 16/02096/OUT and ref 18/01650/VAT at Arla Dairy, Station Road.

## 19/20 Finance

The April budget update was received. The Clerk clarified that March's invoices were paid in April, so are therefore showing in this year's budget figures.

Cllr Shaw asked about the progress of recruiting two Special Constables. The Clerk informed the meeting that both applicants have now passed the Assessment Centre stage and will be commencing training shortly.

## 19/21 Traffic Update

**IT WAS RESOLVED THAT** the Parish Council submit a Local Highways Panel application for a 20mph zone near the schools.

Cllr Wallace requested that the Traffic Advisory Group discuss the 'restricted time signs' that allow parking on the zigzag lines in front of the schools at certain times, which can cause an obstruction.

## 19/22 Community Park

**IT WAS RESOLVED THAT** the Parish Council agree to the preparation of a short form licence/lease to accompany the invoice for the 2019/20 Fishing Club rent agreed at the last meeting.

## 19/23 Neighbourhood Development Plan Update

Cllr Renow provided an update on the progress of the NDP.

## 19/24 Environment

**IT WAS RESOLVED THAT** the Parish Council purchase a further dog waste bin and post for Old School Court (where the footpath starts across the fields to the lakes) at a cost of £126.69 plus VAT.

Abstained: Cllr Wallace

**IT WAS RESOLVED THAT** the Parish Council will accept the quote of £190 from DW Maintenance to carry out the necessary urgent remedial tree work on the identified willow trees in the Community Park, together with less urgent work on a third willow.

Abstained: Cllr Wallace

The possible further clearance of the area next to the library was discussed. Councillors were in favour in principle and requested that the Environment Advisory Group discuss further.

### **19/25 EALC Community Fund**

The Clerk reported on the recent EALC Community Fund briefing which she attended. It was agreed that a representative from Essex Shed Network would be invited to speak at the next meeting in June, in order to provide more information about the 'Man Shed' project, for which funding could be applied for.

### **19/26 Save Our Libraries Essex (SOLE)**

The SOLE campaign was discussed. It will be raised again at the July meeting following Essex County Council's Cabinet decision on the future of Hatfield Peverel Library, expected in June.

### **19/27 Accounts for Payment**

**IT WAS RESOLVED THAT** the April 2019 accounts for payment be approved:

JM Spurling Planning Consultants	£2,700.00
SSE	£458.80
Wave	£62.69
A&J Lighting Solutions	£162.42
Greenfields	£96.96
Charisma Planning	£4,307.28
Fenland Leisure Products	£31.68
The Maid Service	£38.00
Staff costs	£1,800.38
HM Revenue and Customs	£270.49
Essex County Council	£780.00
Hatfield Peverel Community Association	£172.00
Essex Association of Local Councils	£995.03
Gates Hut Ltd	£1,595.00
Kempco	£807.00
Lloyds Bank	£47.90
DW Maintenance	£2,116.25
Mr J Cockell	£26.74
Event Production Sound Light	£1,080.00

Abstained: Cllr Wallace

### **19/28 General Announcements**

The Clerk reported on the burial ground rateable valuation and that the Council qualifies for small business rate relief, which has been applied for and granted. Therefore, the cost to the Council is nil.

The Clerk raised a request from Farleigh Hospice to have a location in the village to site its outreach service. This item will be discussed further at the June meeting.

The Clerk read out a letter of thanks from Jackie and Ken Earney for the recent ex-gratia payment made to them by the Parish Council in recognition of their work on The Review.

**19/29 Removal of Japanese Knotweed at the Community Park**

**IT WAS RESOLVED THAT** the Parish Council exclude the public to consider quotes for the removal of the Japanese Knotweed.

Councillors requested that further advice from Savills be sought and the quotes will be considered following this.

**The meeting closed at 9.05pm**

**The next meeting will be held on Monday 3<sup>rd</sup> June 2019**