

**MINUTES OF THE HATFIELD PEVEREL ANNUAL PARISH COUNCIL MEETING
HELD ON MONDAY 13TH MAY 2024
IN THE VILLAGE HALL AT 7.30PM**

Those present:

Cllr M Weale (Chairman)
Cllr C Greaves
Cllr M Renow
Cllr T Short
Cllr D Wallace
Clerk
9 members of the public

24/1 Election of Chairman

Councillor Mark Weale was duly elected as Chairman.

24/2 To receive the Chairman's Declaration of Acceptance of Office

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

24/3 Apologies for Absence

Apologies were received and accepted from Councillors Broddle, Elliston, Munt and Parker.

24/4 Co-option

Catherine Etheridge was duly co-opted and joined the meeting.

24/5 Minutes

The Minutes of the Parish Council Meeting held on 8th April 2024 were agreed and signed as a correct record.

24/6 Declarations of Interest

Councillor Wallace in items 24/19 and 24/24.

24/7 To confirm bank account signatories

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

24/8 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.

24/9 Membership of Advisory Groups, Committees and Working Parties

It was resolved to continue with the same membership of Advisory Groups, Committees and Working Parties, except for the following:

Councillor Short to join the Personnel Committee.
Councillor Broddle to leave the KBMG Liaison Group.
Tree Warden to leave the Section 106 Working Party.

24/10 Re-adoption of policies and procedures

It was resolved to re-adopt the following policies and procedures with the suggested amendments, except for Financial Regulations:

- (a) Standing Orders
- (b) Financial Regulations – deferred until the June meeting to allow time for review
- (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) Social Media Strategy

24/11 Financial Risk Assessment 2024/25

It was resolved to adopt the Financial Risk Assessment for 2024/25.

24/12 Essex County Councillor (ECC) Update

Councillor Louis provided the following update:

- Laburnum Way – legal documents are being drawn up by ECC to permit adoption of the stretch of footpath.
- 20mph speed limit outside the school – funding for the 20s plenty signage and flashing lights agreed at the Local Highways Panel in April.
- Overgrown vegetation along Church Road – ECC Highways has confirmed that this is the responsibility of the landowner(s) and the enforcement team have requested it be cut back.
- Members Pothole Scheme – this is now a rolling programme rather than twice a year.

24/13 Braintree District Councillor (BDC) Update

Councillor Dervish provided the following update:

- Proposed legislation – 10-week turnaround on planning applications.
- Parish Council praised for its Section 106 processes and professionalism by the Cabinet.
- Councillor fund of £1,250 available.
- Councillors Dervish and Coleridge appointed to the Cabinet.
- Parish Councils are being asked to update their emergency plans.
- Delays in determining Tree Protection Order applications due to staff shortages. The backlog is being worked through.
- Looking to sign off the Hatfield Peverel Neighbourhood Development Plan next week, it will then go to referendum.

Thanks were given to Councillor Dervish for her work as a Parish Councillor.

24/14 Public Participation

Two members of the public raised the following:

- Thanks were given to the Parish Council for agreeing to raise item 24/22. The Football Club pays £100 per month to the Council for the reinstatement fund, but the chances of the Club failing are minute.
- Concerns over the increase in crime in the village.

24/15 Clerk's Report

The Clerk's Report was received. The Clerk reported that the LED streetlighting units offered by ECC are not dimmable (item 23/256).

24/16 Finance and General Purposes

- (a) **It was resolved** to receive the Internal Audit Report for 2023/24.
- (b) **It was resolved** to approve and sign the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2023/24.
- (c) **It was resolved** to approve and sign the Accounting Statements (Section 2) of the AGAR for 2023/24.
- (d) The dates of the period for the exercise of public rights were noted as 3rd June to 12th July 2024.
- (e) **It was resolved** to appoint Jan Stobart as Internal Auditor for the 2024/25 financial year.
- (f) The increase of 1 spinal column point on the NJC scales for the Assistant Clerk with effect from 1st April 2024 was noted.

24/17 Traffic

An update on traffic matters was received.

24/18 Neighbourhood Development Plan (NDP)

An update on the NDP review was received.

24/19 Environment

It was resolved to purchase bins for various locations from Glasdon (1 Tidy Bear, 2 Plaza Bins, 1 Jubilee Bin, including fixings) at a cost of £1,554.66 + VAT.

24/20 Stone Path Meadow

An update was received.

24/21 Communications

An update was received.

24/22 Keith Bigden Memorial Ground

- (a) **It was resolved** in principle to begin the legal process in order to review the existing club leases and enter into a lease directly with the Croquet Club.
- (b) **It was resolved** to (i) cease requesting funds to be paid into the Football Club Reinstatement Fund and (ii) to use the built-up fund for fencing improvements on the site.

24/23 Youth Services

An update on youth services was received.

24/24 Accounts for Payment

It was resolved that the accounts for payment for April 2024 be approved as follows:

Hatfield Peverel Community Association	£293.33
Staff costs	£5,521.21
DW Maintenance	£2,733.25
The Maid Service	£44.00
A&J Lighting	£124.80
Andrew Smith Print Limited	£421.00
SSE Southern Electric	£725.02
EALC	£384.00
Edge IT	£1,410.84

SLCC Essex	£50.00
BT	£98.28
Adam King	£120.00
Lloyds Bank (office expenses)	£107.78
Essex Playing Fields Association	£50.00
Focus Band	£450.00
Ernest Doe & Sons	£14.78
Ashe Green Civil Engineers Ltd	£18,722.40
Mrs J Stobart	£295.00

Councillor Wallace abstained.

24/25 General Announcements

The following announcements were made:

- Braintree District Council has adopted the new Code of Conduct; this will be presented to the Parish Council in June.
- Next agenda will be issued on Tuesday 28th May, a day earlier than usual.
- The Community Information event (Annual Parish Meeting) is being held on 21st May.
- Councillor Weale represented the Parish Council at the Duke of Wellington re-opening event.

24/26 Section 106 Funds

- (a) **It was resolved** to provide free instruction on the gym equipment to residents during the summer months, paid for from grant funding.
- (b) **It was resolved**, under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2), to exclude members of the public for the duration of this meeting to review the recommendation made by the Section 106 Working Party relating to tenders received for the Nounsley Play Area project and to award the contract. **It was resolved** to award the contract to Kompan Ltd at a value of £55,730.00

The meeting closed at 9.00pm

The next meeting will be held on Monday 3rd June 2024