

**HATFIELD PEVEREL ANNUAL PARISH COUNCIL MEETING  
AND PARISH COUNCIL MEETING  
HELD ON MONDAY 14<sup>TH</sup> MAY 2018  
IN THE VILLAGE HALL AT 7.30PM**

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

**18/22 Election of Chairman**

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

**18/23 Receive Chairman's Declaration of Office**

Cllr Weale signed the Declaration of Office.

**18/24 Election of Vice Chairman**

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

**18/25 Apologies of Absence**

Apologies were received and accepted from Cllrs Munt, Broddle, Elliston and Pennick.

**18/26 Confirmation of Bank Account Signatories**

Cllr Wallace (and Cllr Munt previously) confirmed they would continue as signatories on the Barclays and Unity Trust Bank accounts. Cllr Broddle had previously requested not to be a signatory on the Unity Trust Bank account and Cllr Weale agreed to replace him.

**18/27 Appointment of Parish Council Representative(s) to the HPCA**

Cllr Dervish agreed to continue as the HPPC representative to the HPCA.

**18/28 Appointment of Working Parties**

Cllr Dervish volunteered to be a member of the Traffic Working Party. **Action:** The Clerk to compile an updated list of working party membership and circulate to all Councillors.

**18/29 Appointment of Internal Auditor for the year 2018/19**

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

### **18/30 Register of Members' Interests – Annual Review**

All members were reminded that they should review their interests and notify the Monitoring Officer accordingly if there were amendments.

### **18/31 Review and Acceptance of the Standing Orders following amendments**

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

### **18/32 Review and Acceptance of the Financial Regulations following minor amendments**

**IT WAS RESOLVED THAT** following minor amendments, the revised Financial Regulations would be accepted by the Council.

### **18/33 Review and Acceptance of new/amended policies and risk assessments**

**IT WAS RESOLVED THAT** the Financial Risk Assessment, Data Protection Policy, Data Retention Policy and Social Media and Electronic Communications Policy be adopted. The policies were duly signed by the Chairman.

### **18/34 Review of Asset Register**

The Asset Register will be reviewed initially by the EWP and reported on at the June Parish Council meeting.

### **18/35 Minutes**

The Minutes of the Parish Council Meeting held on Monday 16<sup>th</sup> April and the Extraordinary Meeting held on Wednesday 25<sup>th</sup> April 2018 were signed as correct records by the Chairman.

### **18/36 Declarations of Interest**

The following declarations of interest were made: Cllr Wallace in Handyman matters.

### **18/37 Braintree District Councillor Update**

District Cllr Bebb sent his apologies.

### **18/38 Public Participation**

Margaret Freeman thanked the PC for considering the motion under item 18/48 and gave a comprehensive update on the rejection by Historic England to list the York Flagstones on Stonepath Meadow, and on the reasons why an appeal for review is merited. The appeal will not cost the PC any money and needs to be submitted by Friday 18<sup>th</sup> May. Gaynor Roberts from Historic England has been generous with her help. Mark East added his thoughts on behalf of Julia East, co-contributor to the Historic England listing application. He urged the PC that, whilst the footpath is likely to fall under the protection of the listed Hatfield Place, it consider appealing the listing rejection, as it is important that local values and heritage are not lost.

Ken Earney gave an update on footpath 4 (Laburnum Way to The Street). Half of the resurfacing is finished and the barriers realigned to give better access for mobility scooters. He reported that ECC did a good job.

Kevin Dale asked if co-opted members were still needed on the Community Park working party. Cllr Weale confirmed that there is no working party as yet, but it was likely to be opened up to co-option once operational in the autumn. Kevin expressed an interest in being involved. He also asked if the Council's insurance was reviewed every three years. The Clerk confirmed that it was and that the PC are approaching year two of the three year agreement.

John Cockell reported that the Local Highways Panel have approved the narrowing of the approach to Crix from Boreham and that schemes such as this can take place without residents' knowledge. John now receives minutes from the LHP.

Cllr Weale agreed to bring forward the following agenda item:

#### **18/48 Historic England**

**IT WAS RESOLVED THAT** HPPC to appeal the rejection by Historic England of the application for listing of the York Flagstones on Stonepath Meadow. Proposer: Cllr Renow; Seconded: Cllr Wallace. Cllr Dervish abstained.

**Action:** The Clerk to work with Margaret Freeman to submit the appeal.

#### **18/39 Clerk's Report**

Cllr Wallace asked if the tree warden had been asked to review the tree outside the Sportsman's Arms in view of requesting a TPO. The Clerk confirmed that the tree warden had been asked, but there was no report as yet. There were no further questions.

#### **18/40 Burial Ground**

The Clerk reported the following:

An application for an additional memorial inscription for the late Margaret Elizabeth Andrews (plot 459A) has been approved and the fee of £40 has been received. An application for a transfer of exclusive rights of burial has also been granted and the fee of £10 has been received.

The interment of the cremated remains of the late John Henry Sage took place on the 11<sup>th</sup> May in plot 487C and the fee of £325 has been received.

#### **18/41 Community Association**

Cllr Dervish gave an update on the HPCA. The accounts will be ready by the end of May. The HPCA are currently reviewing the possibility of changing meeting room 1 into a café facility.

#### **18/42 Finance Working Party Update**

The notes from the Finance and General Purposes meeting held on 4<sup>th</sup> May have been circulated.

**IT WAS RESOLVED THAT** HPPC to change the employment status of the litter pickers from self-employed to employed. Proposer: Cllr Weale; Seconder: Cllr Peters. **Action:** The Clerk and Employment Working Party to initiate this change at the earliest opportunity.

**IT WAS RESOLVED THAT** HPPC to allow the Clerk to purchase a 'Pay As You Go' office mobile. Proposer: Cllr Weale; Seconder: Cllr Dervish. **Action:** The Clerk to purchase the mobile at the earliest opportunity and update Councillors with the telephone number and details of its purpose.

#### **18/43 Community Park Update**

Cllr Weale informed the meeting that transfer of ownership to HPPC had been completed with receipt of documents pending. The Clerk requested a meeting with Jan Stobart with a suggested date of 30<sup>th</sup> May. This is to be confirmed. **Action:** The Clerk to chase ECC regarding proposed funding.

#### **18/44 Planning Executive Committee**

The minutes of the meeting held on 2<sup>nd</sup> May have been circulated and a copy can be found in the Minute Book.

#### **18/45 Neighbourhood Development Plan Update**

Cllr Renow gave an update on the progress of the NDP. The Plan is out for focused consultation. The consultation period is due to finish on 21<sup>st</sup> June. Cllr Weale thanked the NDP Committee for their hard work.

#### **18/46 Environment Working Party Update**

**IT WAS RESOLVED THAT** HPPC to repair the Strutt Memorial Ground car park at a cost of £390.00. Proposer: Cllr Wallace; Seconder: Cllr Shaw. **Action:** Cllr Wallace to raise issue of the lines at the next EWP meeting. **Action:** Cllr Dervish to raise the issue of sharing costs with the HPCA.

#### **18/47 Traffic Working Party Update**

Cllr Weale invited John Cockell to provide background information on the motion to be discussed. It was agreed to defer the motion in lieu of further information from Bury Lane residents.

#### **18/49 Parish Council Insurance Policy Renewal**

The Clerk informed the meeting of this year's insurance renewal cost of £1,563.95 as part of a three year agreement. **Action:** The Clerk to inform Came and Company of the recent acquisition of the Community Park.

#### **18/50 Bank Reconciliations for the year 2017/18**

The Clerk informed the meeting that the bank reconciliations for the 2017/18 financial year had been completed and checked.

#### **18/51 Accounts for Payment**

**IT WAS RESOLVED THAT** the April 2018 accounts for payment be approved.

## **18/52 General Announcements**

The Clerk informed the meeting of the following:

- A change to her hours over the coming weeks due to annual leave, training and burial ground duties
- The internal audit is scheduled to take place on Friday 18<sup>th</sup> May
- In response to a question raised at the APM, the 'miscellaneous income' of 2017/18 comprised of donations and administration charges.

Cllr Weale informed the meeting of his forthcoming Chairman training on 23<sup>rd</sup> May and reminded all Councillors to attend any training booked.

Cllr Gallifant requested that the litter pickers be offered the Perks for Work scheme once employed.

Cllr Gallifant queried when the RCCE membership fee was due. **Action:** The Clerk to look at when the membership is due for renewal.

Cllr Weale reported that the Community Events team have been nominated for the 'Who Cares?' award. The ceremony is due to be held at Anglia Ruskin University on the evening of the 23<sup>rd</sup> May.

Cllr Wallace requested that the Clerk send the updated working party list to the editors of The Review. **Action:** The Clerk to send this information once available.

Cllr Wallace informed the meeting of the Salvation Army hall open day on 19<sup>th</sup> May from 2pm to 4pm.

Cllr Wallace reported that BDC confirmed that S106 monies can be combined to fund the burial ground fencing.

**The meeting closed at 8.45pm**