

**MINUTES OF THE HATFIELD PEVEREL ANNUAL PARISH COUNCIL MEETING
AND MAY ORDINARY MEETING
HELD ON MONDAY 15TH MAY 2023
IN THE VILLAGE HALL AT 7.00PM**

Those present:

Cllr M Weale (Chairman)
Cllr C Dervish
Cllr D Wallace
Cllr M Renow
Cllr T Munt
Cllr L Shaw
Clerk
3 members of the public

23/1 Election of Chairman

Councillor Weale was duly elected.

23/2 To receive the Chairman's Declaration of Acceptance of Office

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

23/3 Election of Vice Chairman

Councillor Dervish was duly elected.

23/4 Apologies for Absence

Apologies were received and accepted from Councillor Elliston.

23/5 Co-option

The following candidates were duly co-opted and joined the meeting:

David Broddle
Charlotte Greaves
Heidi Knightbridge

23/6 Minutes

The Minutes of the Parish Council Meeting held on 3rd April 2023 were agreed and signed as a correct record.

23/7 Declarations of Interest

Councillor Wallace in handyman matters and item 23/29.

23/8 To confirm bank account signatories

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

23/9 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.

23/10 Membership of Advisory Groups, Committees and Working Parties

It was resolved to continue with the same membership of Advisory Groups, Committees and Working Parties, pending a review of the existing structure during the summer months.

23/11 Re-adoption of policies and procedures

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

23/12 Financial Risk Assessment 2023/24

It was resolved to adopt the Financial Risk Assessment for 2023/24.

23/13 Essex County Councillor (ECC) Update

Councillor Louis sent his apologies, but noted that ECC Councillor Lee Scott will be meeting with Councillor Louis regarding the condition of the Wellington Bridge road surface.

23/14 Braintree District Councillor (BDC) Update

Congratulations were offered to Councillors Charley Dervish and James Coleridge on their recent election. Councillor Dervish gave an update on the following:

- Pledge to represent the community at BDC.
- At the annual meeting, both councillors were offered support cabinet roles.

23/15 Public Participation

No matters were raised.

23/16 Clerk's Report

The Clerk's Report was received without comment.

23/17 Burial Ground

A memorial on plot 658 was approved.
Interments in plots 534, 533 and 472D have taken place.
Total fees received in April/May: £2,200.

23/18 Planning Committee

The minutes from the meeting held on 3rd May were noted as still in draft form.

23/19 Finance and General Purposes

- (a) **It was resolved** to receive the Internal Audit report for 2022/23.
- (b) **It was resolved** to approve and sign the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2022/23.
- (c) **It was resolved** to approve and sign the Accounting Statements (Section 2) of the AGAR for 2022/23, and the start of the period of public rights was noted as 5th June 2023.

- (d) **It was resolved** to appoint Jan Stobart as Internal Auditor for the 2023/24 financial year at a cost of £295.
- (e) **It was resolved** to approve a 3-year term with Aviva for the Parish Council insurance commencing June 2023.
- (f) **It was resolved** to grant permission for sixth form work experience in June.
- (g) **It was resolved** to support St Andrew's Junior School's application for Community Initiative Funding with ECC.

23/20 Traffic

An update on traffic matters was received, including the A12 widening scheme.

23/21 Heritage

The Heritage Warden sent her apologies and issued the following statement: The Heritage Warden has submitted the annual Heritage report to the Parish Council. She thanks the Parish Council for its support over the past year.

23/22 Neighbourhood Development Plan (NDP)

An update on the NDP review was received.

23/23 Environment

It was resolved to approve the new Environmental Policy.

23/24 Stone Path Meadow

An update on Stone Path Meadow was received.

23/25 Community Park

It was resolved to appoint Open Spaces Landscape Architects to carry out a Preliminary Ecological Appraisal Report and Habitat Survey at the Community Park, at a total cost of £699 + VAT.

23/26 Section 106 Funds

- (a) In light of further information, **it was resolved** to alter the location of the proposed gym area previously agreed under minute reference 22/205(a), from the MUGA pitch area to the front of the proposed tennis court facility, including a new footpath at additional cost.
- (b) **It was resolved** to appoint JL Surveyors to carry out a topographical survey of the recreation ground at a cost of £650 + VAT.

23/27 Communications

An update from the Communication Working Party was received.

23/28 Keith Bigden Memorial Ground

- (a) Following discussion, the Parish Council was supportive in principle of the Football Club's initiative for the use of the land to be relinquished by the Bowling Club, but further information on feasibility was requested.
- (b) **It was resolved** to approve the licence between the Bowling Club and the Croquet Club, with a request for clarification on point 3.1(e) - use of the pavilion toilets.

23/29 Accounts for Payment

It was resolved that the accounts for payment for April 2023 be approved as follows:

Plusnet	£35.46
Braintree District Council	£143.00
Staff costs	£3,653.17
DW Maintenance	£1,639.00

The Maid Service	£38.00
Wallace Arboriculture and Groundcare	£1,355.00
SSE Southern Electric	£2,051.36
Hatfield Peverel Community Association	£2,920.43
E-digiprint.com	£40.00
Lloyds Bank (admin expenses)	£325.77
Fastsigns Ltd	£54.12
Blackwater Sign and Print	£24.00
Institute of Cemetery and Crematorium Management	£95.00
Wave	£36.69
Sandra Wiseman (expenses)	£6.00
Kempco Limited	£935.00
Mortimer Contracts Limited	£810.00
Society of Local Council Clerks	£25.00
Mrs J Stobart	£280.00
Event Production Sound Light Ltd	£1,320.00
Just Darling Face Painting	£150.00

Councillor Wallace abstained.

23/30 General Announcements

The following announcements were made:

- Annual Report for 2022/23 is now available online.
- Annual Parish Meeting (Community Information Event) will be held on 23rd May from 8pm.
- Public request that Stone Path Meadow funds remain ringfenced for maintenance in favour of nature and biodiversity in perpetuity.

The meeting closed at 8.50pm

The next meeting will be held on Monday 5th June 2023