**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:

1. Standing Orders
2. Financial Regulations
3. Data Protection
4. Social Media and Electronic Communications
5. Data Retention
6. Health and Safety
7. Grievance and Disciplinary
8. Child Protection and Safeguarding
9. General Privacy Notice
10. Grant Awarding
11. Marking the Death of a Senior National Figure
12. Street Naming
13. Lone Worker
14. Publication Scheme
15. Vexatious and Habitual Complainants
16. Memorial Bench
17. Sponsorship

# **23/12 Financial Risk Assessment 2023/24**

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

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# **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**

1. **It was resolved** to receive the Internal Audit report for 2022/23.
2. **It was resolved** to approve and sign the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2022/23.
3. **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.
4. **It was resolved** to appoint Jan Stobart as Internal Auditor for the 2023/24 financial year at a cost of £295.
5. **It was resolved** to approve a 3-year term with Aviva for the Parish Council insurance commencing June 2023.
6. **It was resolved** to grant permission for sixth form work experience in June.
7. **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**

1. 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.
2. **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**

1. 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.
2. **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:

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| --- | --- |
| 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**