

Clerk to the Council
Sarah Gaeta

**REQUEST FOR ITEMS ON
THE AGENDA**

**Sections shaded Blue to be completed by
the requesting member**

**Sections unshaded to be completed by
the Proper Officer or their delegate**

Item topic	MUGA Pitch Lighting – Recreation Ground, Hatfield Peverel
Advisory Group/Committee recommendation?	Youth Working Group
Proposed by	Richard Parker
Seconded by (if known)	Tina Short
Proposed outcome – i.e. discussion, decision *	To provide lighting to the MUGA pitch during dark evenings for young people wanting to use the pitch.
If motion, please indicate required wording *	Install two lighting pillars with solar lights at each end of the MUGA pitch (externally) for dark evening illumination.
Background (provided by the proposer)	Requirement requested by young people following surveys in 2025.
Background (provided by the Proper Officer)	As above.
Financial implication (anticipated by the proposer)	Quote received for two solar lights utilising redundant lighting pillars in recreation ground (£2,700 + Vat).
Financial implication (anticipated by the Proper Officer)	As above.
Legal implications	Need confirmation if planning is required or a lighting survey for affected properties near the MUGA pitch.
Proposer's signature	Richard Parker

Explanatory Notes:

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Item topic	Tennis Court/Gym Car Parking
Advisory Group/Committee recommendation?	Yes No S106 Working Party
Proposed by	Diane Wallace
Seconded by (if known)	
Proposed outcome – i.e. discussion, decision *	Decision
If motion, please indicate required wording *	To accept quotation from SX Architecture in the sum of £2,850.00
Background (provided by the proposer)	There has become a need to provide additional parking for tennis court/gym users as the Village Hall car park has no available spaces on occasions. The area between the courts and the car park boundary has been identified following which site meetings with a contractor and 2 x architects have taken place. Two quotations have been received for the design, planning and scope of works. Both quotations have been discussed by a separate group under the S106 Working Party, and it was agreed to recommend the quotation by SX-Architecture. The quotation from Ingleton Wood would use up all the S106 funding available before even considering construction work costs
Background (provided by the Proper Officer)	As above.
Financial implication (anticipated by the proposer)	Funding via S106 contributions and Parish Council precept

Financial implication (anticipated by the Proper Officer)	Funding via S106 contributions.
Legal implications	Two quotes are acceptable under Financial Regulation 5.9. Power: Local Government Act 1972 s.111
Proposer's signature	<i>D Wallace</i>

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Item topic	Allotment Association Water Tank Project
Advisory Group/Committee recommendation?	Yes No S106 Working Party
Proposed by	Diane Wallace
Seconded by (if known)	
Proposed outcome – i.e. discussion, decision *	Decision
If motion, please indicate required wording *	To agree the Allotment Association’s proposal for their new Water Tank Project costing approximately £5,250.00
Background (provided by the proposer)	The project was agreed by Braintree District Council under the S106 criteria, and the Working Party also agreed to the project at their meeting on 27 th February 2026
Background (provided by the Proper Officer)	
Financial implication (anticipated by the proposer)	None. Funding via S106 contributions
Financial implication (anticipated by the Proper Officer)	
Legal implications	
Proposer’s signature	<i>D Wallace</i>

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Item topic	Planning consultation 1123 new homes Hatfield Peverel Policy proposed LPR 28 – do HPPC want to respond to the BDC Section 18 consultation.
Advisory Group/Committee recommendation?	No
Proposed by	Wendy Purser
Seconded by (if known)	
Proposed outcome – i.e. discussion, decision *	To discuss and agree a BDC consultation submission (if we decide to do) before the consultation closes on 17th April
If motion, please indicate required wording *	Discussion with potential HPPC decision to submit a response to the BDC section 18 consultation.
Background (provided by the proposer)	Call for sites by BDC run 2025. Planning sub-committee recommendations and full council recommendations on Braintree District Plan revision to 2041 that took place Dec 2025 & Feb 2026.
Background (provided by the Proper Officer)	As above.
Financial implication (anticipated by the proposer)	To be discussed at the meeting.
Financial implication (anticipated by the Proper Officer)	No cost unless consultant used.
Legal implications	Town and Country Planning Act 1990. Local Government Act 1972 s.33A
Proposer's signature	Wendy Purser

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Item topic	Party in the Park security
Advisory Group/Committee recommendation?	Yes / No
Proposed by	Mark Weale
Seconded by (if known)	
Proposed outcome – i.e. discussion, decision *	To discuss the need for front of stage security at Party in the Park
If motion, please indicate required wording *	To approve Norvic to provide security for front of stage security at Party in the Park at a maximum cost of £828 + VAT
Background (provided by the proposer)	At last year's Party in the Park some members of the public attempted to gain access to the stage during the event. They were stopped. However, the sound engineers have said they require security at the event to protect the equipment and stage or they will not attend
Background (provided by the Proper Officer)	As above
Financial implication (anticipated by the proposer)	Maximum cost of £828 + VAT
Financial implication (anticipated by the Proper Officer)	As above, but not included in this year's Community Events budget as information received after the budget was formalised
Legal implications	Local Government Act 1972 s.111 Local Government Act 1972 ss.144-145
Proposer's signature	M Weale

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Item topic	Future projects and funding
Advisory Group/Committee recommendation?	Yes / No
Proposed by	TBC – tabled by the Clerk/RFO
Seconded by (if known)	
Proposed outcome – i.e. discussion, decision *	Councillors are invited to undertake an initial, informal discussion regarding the principle of PWLB borrowing at this stage, noting that specific projects and associated costs have not yet been fully identified
If motion, please indicate required wording *	To consider the potential merits of the Parish Council applying for borrowing from the Public Works Loan Board (PWLB) to support the delivery of future high-cost capital projects
Background (provided by the proposer)	
Background (provided by the Proper Officer)	The purpose of this item is to gauge the Council’s general appetite for further exploration of PWLB borrowing. Subject to Members’ views, the Clerk will determine whether to undertake further research and bring forward detailed proposals, including identified projects, costings, and financial implications, for formal consideration at a future meeting
Financial implication (anticipated by the proposer)	
Financial implication (anticipated by the Proper Officer)	Further details on PWLB shared with Members. However, current costs to be determined
Legal implications	Power to borrow: Local Government Act 2003 s.1 para 2

Proposer's signature	
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Item topic	Support subscription for 2026/27
Advisory Group/Committee recommendation?	Yes / No
Proposed by	TBC – tabled by Clerk/RFO
Seconded by (if known)	
Proposed outcome – i.e. discussion, decision *	Councillors are asked to consider whether to re-affiliate with Essex Association of Local Councils / National Association of Local Councils, noting that the subscription fee for 2026/27 has not yet been confirmed (2025/26 fee: £953.47), and/or consider the option of subscribing to CouncilWise at a cost of £500 per annum
If motion, please indicate required wording *	To determine 2026/27 support subscriptions: Essex Association of Local Councils/National Association of Local Councils (25/26 fee of £953, 26/27 fee not published) and/or CouncilWise (£500).
Background (provided by the proposer)	
Background (provided by the Proper Officer)	<p>Affiliation with the Essex Association of Local Councils / National Association of Local Councils has traditionally formed part of the Council’s membership arrangements, historically reflecting the absence of alternative sector-wide support providers.</p> <p>The Council also maintains professional memberships for the Clerk and Assistant Clerk with the Society of Local Council Clerks. Over the course of the last financial year, the Clerk has primarily sourced advice and support through SLCC channels rather than EALC, reflecting changes in staffing and support provision.</p> <p>CouncilWise was launched in December 2025 as an alternative provider, offering training and advisory services to local councils. The organisation is led by Pearl Willcox</p>

	(former EALC Training Officer) and Ann Wood (former EALC Member Adviser). Further information has been made available to Members via the shared Google Drive folder. Members should note that the Clerk delivered training on behalf of EALC until September 2025 and has undertaken training delivery for CouncilWise since February 2026.
Financial implication (anticipated by the proposer)	
Financial implication (anticipated by the Proper Officer)	As detailed above
Legal implications	Local Government Act 1972 s.143
Proposer's signature	

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Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular Committee or sub-Committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a Committee or sub-Committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a Councillor or a member of the public;
 - xiii. to exclude a Councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.