

**MINUTES OF THE HATFIELD PEVEREL PARISH COUNCIL MEETING
HELD ON MONDAY 2ND OCTOBER 2023
IN THE VILLAGE HALL AT 7.30PM**

Those present:

Cllr M Weale (Chairman)
Cllr D Broddle
Cllr M Elliston
Cllr H Knightbridge
Cllr T Munt
Cllr R Parker
Cllr M Renow
Cllr L Shaw
Cllr D Wallace
Clerk
4 members of the public

23/119 Apologies for Absence

Apologies were received and accepted from Councillor Dervish.

23/120 Minutes

The Minutes of the Parish Council Meeting held on 4th September 2023 were agreed and signed as a correct record.

23/121 Declarations of Interest

Councillor Wallace in handyman matters and item 23/140.

23/122 Essex County Councillor (ECC) Update

Councillor Louis was not present. A report will be submitted to the Clerk.

23/123 Braintree District Councillor (BDC) Update

Councillors Dervish and Coleridge were not present - no update at this time.

23/124 Public Participation

One member of the public raised the following:

- Footpath 18 overgrowth from ditch and substantial leaning branch. Ownership of this land cannot be determined.

23/125 Clerk's Report

The Clerk's Report was received with comments on item 23/112.

23/126 Burial Ground

An interment has taken place in plot 473D.

Total fees received in September: £565.

The Clerk confirmed that this item will be removed from future meeting agendas.

23/127 Finance and General Purposes

- (a) **It was resolved** to approve the mid-year budget update for financial year 2023/24.
- (b) **It was resolved** to make a virement of the remainder of the 'Review' budget to the staff budget from January 2024.
- (c) **It was resolved** to adopt the Honorary Freedom of the Parish Policy.

23/128 Planning

The minutes from the Planning Committee meeting held on 4th September 2023 were received.

23/129 Traffic

No update at this time.

23/130 Heritage

An update was received from the Heritage Warden, including details of the Remembrance activities.

23/131 Neighbourhood Development Plan (NDP)

An update on the NDP review was received.

23/132 Environment

An update from the Environment Advisory Group was received.

23/133 Stone Path Meadow

An update on Stone Path Meadow was received.

23/134 Community Park

- (a) **It was resolved** to create a Community Park Committee with the current 'Community Park Working Party' membership.
- (b) **It was resolved** to agree the Terms of Reference for the Community Park Committee.

23/135 Section 106 Funds

An update on Section 106 Funds was received.

23/136 Events

An update on Community Events was received.

23/137 Communications

- (a) **It was resolved** to appoint Andrew Smith Print Limited to design and produce the new monthly e-magazine.
- (b) **It was resolved** to create the role of Communications Officer.
- (c) **It was resolved** to agree the terms and conditions of employment.
- (d) **It was resolved** to delegate recruitment for this role to the Clerk in conjunction with members of the Communications Working Party.

23/138 Keith Bigden Memorial Ground

No update at this time.

23/139 Youth Services

An update on Youth Services was received.

23/140 Accounts for Payment

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

Plusnet	£39.18
Braintree District Council	£565.45
Staff costs	£3,629.34
DW Maintenance	£3,004.75
The Maid Service	£44.00
Hatfield Peverel Community Association	£293.33
SSE Southern Electric	£894.49
Boston Seeds	£215.99
Paul Nicholas	£140.00
Andrew Smith Print	£163.20

Lloyds Bank (office expenses)	£188.14
Unity Trust Bank	£30.30
Mobile Thrones Ltd	£237.00
Society of Local Council Clerks	£348.00
Sarah Gaeta (mileage expenses)	£17.10
Glasdon UK Limited	£488.02
Ernest Doe & Sons	£8.40
Sports Facility Planning and Design	£2,930.56
Fatima Whitbread – Action for Children	£500.00

Councillor Wallace abstained.

23/141 General Announcements

The following announcements were made:

- The application for tennis courts has been submitted and is awaiting validation.

23/142 Confidential Item

- 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 consider the Parish Council's staff pension provision.
- It was resolved** to increase employer pension contributions to 6% with effect from 1st October 2023.

The meeting closed at 9.10pm

The next meeting will be held on Monday 6th November 2023