**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**

1. **It was resolved** to approve the mid-year budget update for financial year 2023/24.
2. **It was resolved** to make a virement of the remainder of the ‘Review’ budget to the staff budget from January 2024.
3. **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**

1. **It was resolved** to create a Community Park Committee with the current ‘Community Park Working Party’ membership.
2. **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**

1. **It was resolved** to appoint Andrew Smith Print Limited to design and produce the new monthly e-magazine.
2. **It was resolved** to create the role of Communications Officer.
3. **It was resolved** to agree the terms and conditions of employment.
4. **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**

1. **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.
2. **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**