

# HATFIELD PEVEREL PARISH COUNCIL

Clerk to the Council  
Sarah Gaeta

Parish Council Office  
Community Association Village Hall  
Maldon Road  
Hatfield Peverel  
Essex CM3 2HP

Tel: (01245) 382865  
Email: [parishclerk@hatfieldpeverelpc.com](mailto:parishclerk@hatfieldpeverelpc.com)

29<sup>th</sup> January 2020

**To: Members of Hatfield Peverel Parish Council**

**You are hereby summonsed to attend**

**THE PARISH COUNCIL MEETING TO BE HELD IN  
MEETING ROOM 2 AT THE VILLAGE HALL ON  
MONDAY 3<sup>RD</sup> FEBRUARY 2020 AT 7.30 PM**

**for the purpose of transacting the following business.**

*SL Gaeta*

---

Clerk to the Council

---

## **A G E N D A**

**19/191** Apologies for absence

**19/192** Co-option of new member Charlotte Greaves on to the Parish Council

**19/193** Minutes of the Parish Council Meeting held on 13<sup>th</sup> January 2020 [to be taken as read and signed as a correct record by the Chairman].

**19/194** Declarations of Interest (existence and nature) with regards to items on the Agenda. Councillors are reminded that the code of conduct that took effect from 1<sup>st</sup> July 2012 provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.

**19/195 Braintree District Councillor Update**

*5 minutes*

**19/196 Public Participation session** with respect to items on the Agenda and other matters that are of mutual interest.

*3 minutes per person; 15 minutes max*

**19/197 Traffic Advisory Group (TAG)**

*10 minutes*

To receive an update from the recent TAG meeting and to discuss and decide on any action relating to residents' concerns about parking in Strutt Close.

**19/198 Clerk's Report**

*5 minutes*

To receive and note the update on action points from the last meeting.

**19/199 Burial Ground**

*2 minutes*

Report of interments and memorials.

**19/200 Planning***2 minutes*

The following applications to be noted:

**20/00072/PLD** – Application for a Certificate of Lawfulness for a Proposed Use or Development for a single-storey extension at 47 Willow Crescent.

**19/201 Finance and General Purposes***10 minutes*

**Motion:** The Parish Council adopts the Lone Worker Policy.

**Motion:** The Parish Council adopts the updated Grievance and Disciplinary Policy.

**Motion:** The Parish Council approves the purchase of a new laptop from Andit Consulting at a cost of £575.

**Motion:** The Parish Council approves the renewal of the 3-year contract with Edge IT Systems Ltd for the provision of accounting, burial ground and streetlighting software.

To receive the February budget update.

**19/202 Local Council Award Scheme – Foundation***5 minutes*

**Motion (a):** The Parish Council confirms that the following documentation has been achieved and is on the website: Standing Orders; Financial Regulations; Code of Conduct; Councillors' registers of interests; publication scheme; last annual return; transparent information about Council payments; a calendar of all meetings; current agendas; minutes for at least one year of full Council meetings; budget and precept information; complaints procedure; Council contact details; action plan for the current year; evidence of consulting the community; publicity advertising Council activities; and evidence of participating in town and country planning.

**Motion (b):** The Parish Council confirms that the following items have been achieved: A risk management scheme; a register of assets; contracts for all members of staff; up to date insurance policies that mitigate risks to public money; disciplinary and grievance procedures; a policy for training new staff and Councillors; a record of all training undertaken by staff and Councillors in the last year; and a Clerk who has achieved 12 CPD points in the last year.

**19/203 Environment***15 minutes*

**Motion:** The Parish Council approves the quote of £995 from DW Maintenance for duck pond clearance works.

**Motion:** The Parish Council approves the quote of £975 from Mortimer Contracts for the Maldon Road playground improvement works, to include: replacing safety matting under junior swing; wet pour repairs to infant play area; replace fittings where needed on the multi play unit; and tighten fittings on the Galaxy unit.

**19/204 Community Park***10 minutes*

**Motion:** The Parish Council to approve the £5,000 fishing club rent for 2020/21 (pending lease negotiations), to be invoiced for in April 2020.

To discuss the quote from the contractor recommended by Savills for the removal of the Japanese knotweed and to decide if it will be approved. This item is subject to the quote being received prior to the meeting.

**19/205 Accounts for Payment***2 minutes*

To agree accounts for payment for January 2020.

**19/206 General Announcements**

*5 minutes*

**19/207 Confidential Item**

*10 minutes*

**Motion:** The Parish Council to exclude the press and public to consider and approve contracts for Village Maintenance and Burial Ground Maintenance, following amendments recommended at January's meeting.

*Please direct any questions relating to items on the agenda to the Clerk by 9am on Friday 31<sup>st</sup> January 2020.*

**Date of next Parish Council Meeting – Monday 2<sup>nd</sup> March 2020**