

HATFIELD PEVEREL PARISH COUNCIL MEETING
HELD ON MONDAY 3RD FEBRUARY 2020
IN THE VILLAGE HALL AT 7.30PM

Those present: Cllr M Weale (Chairman)
Cllr T Munt
Cllr L Shaw
Cllr M Renow
Cllr M Elliston
Cllr D Broddle
Cllr D Wallace
Cllr C Livermore
Cllr S Thorpe
Cllr C Greaves
District Cllr D Bebb
10 members of the public
Clerk

19/191 Apologies for Absence

Apologies were received and accepted from Cllrs Gallifant and Dervish.

17/192 Co-option

IT WAS RESOLVED THAT Ms Charlotte Greaves be co-opted on to the Parish Council. Cllr Greaves signed the declaration of office in the presence of the Clerk and joined the meeting.

19/193 Minutes

The Minutes of the Parish Council Meeting held on 13th January 2020 were signed as a correct record by the Chairman. The Clerk noted an amendment to item 19/190 made since the draft was first issued.

19/194 Declarations of Interest

Cllr Wallace in items 19/203 and 19/207, and handyman matters.

19/195 Braintree District Councillor Update

District Councillor Bebb provided an update on the following:

- Local Government Association Winter Finance Summit.
- Business Rates Retention Scheme avoidance – keeping buildings deliberately empty and outstanding appeals. There are options to be considered with business rates in e-commerce.
- Looming cost of adult social care.
- Budget setting – efficiency savings.
- Business rate relief – increase from a third to a half.
- Council Tax increase of 2.75% (Braintree District Council portion) – approximately 9p per week Band D.

- Local Plan update – hearing recently finished.
- Station Road condition – Bellway Homes.
- Community Grant – funds are still available; applications encouraged.

19/196 Public Participation

Three members of the public raised the following issues:

- Footpath 29 off of Wickham Bishops Road. Part of this footpath has uneven ground. Request for the Parish Council to consider removing bund of soil in two places on the track to enable the uneven path to be bypassed. Essex County Council cannot be involved, but are happy for work to be carried out. The Environment Advisory Group to discuss.
- Strutt Close parking issues. North Essex Parking Partnership (NEPP) control parking in the area. Arthy Close has no yellow lines. The Chairman of the Traffic Advisory Group (TAG) clarified NEPP's role in yellow lines and offered to contact NEPP for a site meeting for clarification. The Clerk requested written consent from residents to keep their details on file to inform them of progress.

19/197 Traffic Advisory Group

The Chairman of the TAG gave an update on the following:

- The Street/Station Road junction.
- New vehicle activated speed sign – quote requested and motion for approval will be on the March agenda.
- Station Road - developer breaches.
- Four Local Highways Panel applications in progress. Approval for pedestrian sign in Station Road has just been given.

19/198 Clerk's Report

The Clerk's Report was received and noted. The Clerk gave an update on actions.

19/199 Burial Ground

An interment has taken place in plot 602.

An application for an additional inscription on the memorial on plot 579 has been received and approved.

Total fees received for January: £665.

19/200 Planning

The following applications were 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. NOTED

19/201 Finance and General Purposes

IT WAS RESOLVED THAT the Parish Council adopts the Lone Worker Policy.

IT WAS RESOLVED THAT the Parish Council adopts the updated Grievance and Disciplinary Policy.

IT WAS RESOLVED THAT the Parish Council approves the purchase of a new laptop from Andit Consulting at a cost of £575.

IT WAS RESOLVED THAT 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, with a year 1 cost of £789.40 + VAT. *Cllr Broddle abstained.*

The February meeting budget update was received and noted without comment.

19/202 Local Council Award Scheme - Foundation

IT WAS RESOLVED THAT 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.

IT WAS RESOLVED THAT 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

IT WAS RESOLVED THAT the Parish Council approves the quote of £995 from DW Maintenance for duck pond clearance works. *Cllr Wallace abstained.*

IT WAS RESOLVED THAT 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 wherever needed on the multi play unit; and tighten fittings on the Galaxy unit.

19/204 Community Park

IT WAS RESOLVED THAT The Parish Council approves the £5,000 fishing club rent for 2020/21 (pending lease negotiations), to be invoiced for in April 2020. *Cllrs Livermore and Broddle abstained.*

IT WAS RESOLVED THAT The Parish Council approves the 10 year Knotweed Management Plan at a total cost of £2,100 + VAT, to be provided by Japanese Knotweed Ltd, the contractors recommended by Savills.

19/205 Accounts for Payment

IT WAS RESOLVED THAT the January 2020 accounts for payment be approved:

Wave (Anglian Water)

£68.08

A&J Lighting Solutions	£162.42
HMRC	£380.75
AndIT Consulting	£50.00
Staff costs	£1,857.40
Plusnet	£30.40
Hatfield Peverel Community Association	£170.00
Lloyds Bank (office expenses)	£184.57
DW Maintenance	£926.25
National Association of Local Councils (NALC)	£60.00
The Maid Service	£57.00

Cllr Wallace abstained.

19/206 General Announcements

The Clerk reported the following:

- Hadfelda Square car park permit cost increase delayed.
- No interim internal audit as yet due to the Internal Auditor being injured and unable to drive.
- Highways England meeting (Councillors only) to be held on 5th March.
- Letter from Priti Patel MP regarding the proposed Rivenhall incinerator.

The Chairman reported that the mobile phone app is now ready and ways to launch were discussed.

19/207 Confidential Item

IT WAS RESOLVED THAT the Parish Council excludes the press and public to consider and approve contracts for Village Maintenance and Burial Ground Maintenance.

Cllr Wallace left the meeting.

IT WAS RESOLVED THAT the Parish Council approves the village maintenance and burial ground maintenance contracts with DW Maintenance. *Cllr Broddle abstained.*

The meeting closed at 9.00pm

The next meeting will be held on Monday 2nd March 2020