

Clerk to the Council  
Sarah Gaeta

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2<sup>nd</sup> September 2020

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

**You are hereby summonsed to attend**

**THE PARISH COUNCIL MEETING TO BE HELD ONLINE VIA MICROSOFT TEAMS  
ON MONDAY 7<sup>TH</sup> SEPTEMBER 2020 AT 7.30 PM**

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

*SL Gaeta*

Clerk to the Council

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**A G E N D A**

**20/57** Apologies for absence

**20/58** Minutes of the Parish Council Meeting held on 3<sup>rd</sup> August 2020 [to be taken as read and signed as a correct record by the Chairman].

**20/59** 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.

**20/60 Neighbourhood Watch (NW) Update** *5 minutes*  
To receive an update from local NW Representative, Tina Townsend.

**20/61 Essex County Councillor Update** *5 minutes*  
To receive an update from ECC Councillor Derrick Louis.

**20/62 Braintree District Councillor Update** *5 minutes*

**20/63 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*

*Under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, there will be no physical meeting. Therefore, all communications will be conducted electronically. Members of the public are requested to send their comments or request access details to the meeting to the Clerk (via email only) by **1pm on 7<sup>th</sup> September**. You will be emailed the link to join prior to the meeting.*

- 20/64 Clerk's Report** *5 minutes*  
To receive and note the update on action points from the last meeting.
- 20/65 Burial Ground** *2 minutes*  
Report of interments and memorials.
- 20/66 Planning** *10 minutes*  
The following applications to be considered:  
**20/01308/HH** – Two-storey side extension at 34 New Road, Hatfield Peverel.  
**20/01329/VAR** – Variation of conditions 4 & 21 of approved application 16/01813/OUT at Land South of Stonepath Drive, Hatfield Peverel.  
**20/01299/HH** – Erection of a single-storey detached outbuilding at 7 Sunningdale Fall, Hatfield Peverel.  
**20/01323/OUT** – Outline application with all matters reserved except access for demolition of dwelling and construction of 2 two-storey dwellings at Woodcote, London Road, Hatfield Peverel.
- To note the Parish Council's submission on the existing/last use of the site detailed in application 20/01205/ELD.
- 20/67 Finance and General Purposes** *30 minutes*
- To discuss and decide if the Parish Council will fund the Level 4 Community Governance qualification for the Clerk, commencing in February 2021. If agreed, the Parish Council will determine whether to delegate authority to the Personnel Committee to formulate and approve a Training Agreement on its behalf.
- To discuss, amend (if necessary) and approve the 2020/21 Amended Budget, noting funds available for projects in this financial year.
- To note that following the conclusion of the 2020/21 NJC pay award at 2.75% backdated to 1<sup>st</sup> April 2020, the Clerk's salary has been adjusted accordingly and back pay will be provided with the September 2020 salary payment. An additional one day of annual leave (pro rata) has also been agreed as part of this award.
- To note the successful application for a Small Business Rate Relief Grant and receipt of £10,000.
- 20/68 Neighbourhood Development Plan** *10 minutes*
- To receive an update on the NDP.
- Motion:** The Parish Council to agree to forward Margaret Freeman's Report on the Historic York Flagstone Footpath and Heritage Assets on the Stonepath Meadow site to Bellway Homes for their attention.
- Motion:** The Parish Council to appoint Margaret Freeman as Heritage Warden, in a voluntary capacity, in recognition of her valuable contribution to the NDP, Parish Council and village.
- 20/69 Environment** *20 minutes*
- Motion:** The Parish Council to agree the quote of £140 from DW Maintenance for the removal of the tree stump in the Village Hall car park.
- Motion:** The Parish Council to agree the quote of £470 from DW Maintenance for hedge cutting around the Strutt Memorial Recreation Ground.
- Motion:** The Parish Council to agree the quote of £140 from DW Maintenance for hedge cutting around the Nounsley Play Area.

To review the three quotes received for the repainting of the play area swings and appoint a contractor to carry out the works.

To discuss the future maintenance of the coffin path.

To discuss duck pond matters, including a potential project for the area and the recent concerns raised about the area being used as an unauthorised bike track.

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| <b>20/70 Traffic</b>  | <i>5 minutes</i>  |
| To receive an update on any traffic matters.  |                   |
| <b>20/71 Community Park</b>   | <i>10 minutes</i> |
| To review the three quotes received for the fencing of the Community Park and appoint a contractor to carry out the works.  |                   |
| <b>20/72 Parking on The Green</b>   | <i>10 minutes</i> |
| To discuss and decide on the most appropriate action to deal with illegal parking on The Green.   |                   |
| <b>20/73 Pothole Repair Initiative</b>  | <i>10 minutes</i> |
| To receive nominations for the pothole repair initiative and to prioritise these for submission to ECC. Please note, for nominations to be accepted by the meeting, photographs and detailed descriptions <u>will be required</u> . |                   |
| <b>20/74 Hatfield Peverel Community Association</b>   | <i>3 minutes</i>  |
| To receive a brief update regarding the Village Hall.   |                   |
| <b>20/75 Accounts for Payment</b>   | <i>2 minutes</i>  |
| To agree accounts for payment for August 2020.  |                   |
| <b>20/76 General Announcements</b>  | <i>5 minutes</i>  |

*Please direct any questions relating to items on the agenda to the Clerk by 9am on Friday 4<sup>th</sup> September.*

**Date of next Parish Council Meeting – Monday 5<sup>th</sup> October**