

## Michael Perry

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**From:** Keith Artus <keithartus@hatfield-broad-oak.net>  
**Sent:** 24 June 2014 11:17  
**To:** Michael Perry  
**Subject:** Complaint Against Mr Richard Broad  
**Attachments:** Brief History of Hatfield Broad Oak Community Pavilion for complaint.pdf; ATT00001.txt

Dear Michael

I'm afraid it has become necessary to make a formal complaint about the activities of Mr Ricard Broad, the chairman of Hatfield Broad Oak Parish Council.

In accordance with the Localism Act 2011, Chapter 7 section 28 requires councillors to...

Codes of conduct

A relevant authority must secure that a code adopted by it under section 27(2) (a "code of conduct") is, when viewed as a whole, consistent with the following principles—

- (a) selflessness;
- (b) integrity;
- (c) objectivity;
- (d) accountability;
- (e) openness;
- (f) honesty;
- (g) leadership.

Councillors must...

- 3.3.6. not prevent another person from gaining access to information to which that person is entitled by law;
- 3.3.7. conduct yourself in a manner which could be reasonably regarded as bringing your authority or your office into disrepute;
- 3.3.8. use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage.

I believe Cllr Broad has breached the councillors code of conduct in failing to act, at the very least, openly and with accountability, in failing to confirm the existence of information and failing to produce (or demand that others produce) copies of such information as has been requested by fellow parish councillors. I also believe has acted in a manner exceeding his authority in a number of cases and contravening best practice.

The situation that has arisen revolves around Mr Broad's support for a complete change of direction by the parish council in relation to the building of a pavilion on our new village green.

The attached brief history will give greater illumination to the saga, however I complain about the following behaviour.

1. Failing to circulate correspondence from the HBO Village Green Co charity to other councillors, e.g. HBO Village Green charity letter to parish council June 2013, plus others that offer to build and run the pavilion at no cost to the parish council as it was against his preference for a cricket pavilion

2. Failing to bring a request for a meeting to explore avenues of cooperation to a council meeting, e.g. multiple written requests from the HBO Village Green Co charity to the chairman requesting a meeting to consider the offer of the charity to build and run a sports pavilion.
3. Repeatedly failing to record a non pecuniary interest in that he holidays with a member of the cricket club executive and is friends with other cricket club executive members. All possibly conflicting interests when he has pushed through a pavilion design that favours only the cricket club to the exclusion of all other village clubs and organisations.
4. Setting up a pavilion working group that contained no representation from any village club except the cricket club and then issuing an edict that no parish councillor is able to attend, sit as an observer or to offer advice or expertise.
5. Advising councillors that the working group will not prepare any agendas, or produce meeting minutes or notes, and that the meetings will not be scheduled or announced (effectively in secret, even to parish councillors).
6. Failing to provide of copies of all information and correspondence relating to the Village Green Pavilion and working group despite have been asked repeatedly in writing and at council meetings.
7. Authorising of correspondence to third parties (grant funders) in the name of or on behalf of the parish council without authority or approval from the council and not providing copies to councillors.
8. Writing reports for the village magazine in the name of the council without authority or approval from the council.
9. Refusing to produce council or working group documents requested by parish councillors.
10. Voting, along with other councillors against the following motion at the May 2014 PC meeting. The motion failed to pass.

7.4.2 This council notes that the parish council pavilion working group is currently meeting in secret at times and locations that are not published, it produces no published agenda, minutes, or action lists and has only produced one report to the parish council. In addition the parish council chairman has advised Councillors that there will be no agenda or minutes and indeed that Councillors are prohibited from attending in an observer capacity if they so wished, despite agreeing to such when the working group was established.

This council deplores this secrecy and lack of public scrutiny and moves to ensure working group meetings are open to councillor observers and that it publishes agendas and minutes, the latter having previously been moved by the council.

Proposed: Cllr Strutt. Seconded: Cllr Artus.

Voted against by majority.

Voted for: Cllr Artus, Cllr Strutt.

Voted against: Cllr Broad, Cllr Flack, Cllr McGowan, Cllr Sanders, Cllr Scadden, Cllr Smith, Cllr Swainsbury.

I believe that the actions of the chairman are not what is expected of a councillor and elected representative. The secrecy he has stipulated and is complicit in, his complicity in writing correspondence to third parties without authority or circulation and his unauthorised actions, make public scrutiny impossible. He has failed to respond properly to reasonable requests for information to which other councillors are legally entitled to.

I feel Mr Richard Broad has much to answer for as chairman of the parish council in the way he conducted himself. This complaint is to ensure he fully understands his responsibilities as a councillor and that, if he cannot perform them as required by the code he should consider his position.

Keith Artus



## Brief History of Hatfield Broad Oak Community Pavilion

1. 2009: The parish council voted to form and grant £1,000 seed funding to establish an independent charity, the HBO Village Green Co, for the express purpose of taking on the management of the new village green. Trustee directors were Cllrs Artus, Strutt and Broad.
2. 2010: The lease between the landlord and the parish council for the village green land contains express provisions allowing for sub-letting the land, in whole or in part, to the HBO Village Green Co.
3. 2011: Cllrs Artus and Strut raise £165,000 grant money and build the village green sports pitches and community park facilities.
4. 2012: The parish council submits a planning application for a community pavilion, catering for the present and future needs of all clubs and organisations in the village.
5. A community consultation reveals some against any scheme but support from the many potential users and villagers.
6. 2012: Planning approval granted for the community pavilion.
7. 2012: ECC Big Society Fund grants £15,000 and then a further £50,000 for a community facility.
8. May 2013: Composition of the parish council changes with elections and Cllr Sainsbury is elected. There are now four councillors on the pc who are against the project.
8. The HBO Village Green Co charity continues its work seeking grant funding for the community pavilion as per its mandate.
9. June 2013. The HBO VG Co writes to the PC chairman offering to build and run the community facility at no cost to the parish council. The letter is never circulated to councillors and hence is not discussed.  
Cllr Broad resigns as trustee of charity (associated with his allegiance to the cricket club)
10. October 2013. The HBO VG Co is successful in obtaining £121,000 grant funding from Viridor Credits, subject to a lease being granted to the charity (as envisaged by the head lease).
11. December 2013. The charity again writes to the PC chairman offering to build a slightly smaller community facility at no cost to the parish council. This letter again is not circulated and in subsequent correspondence with the PC chairman he has refused to instruct/allow the PC to meet with the charity to explore how we could work together to fund and build the community facility.

12. 2013/2014: Letters from village clubs urging the parish council to support the all inclusive HBO VG Co charity scheme which is fully funded, viable and sustainable, and meets the needs of all clubs and the community.
13. December 2013. The parish council changes course completely and establishes new working group to progress the design of a smaller pavilion. The new working group has no representation from any village organisation or club other than the cricket club. Its remit is to design a smaller building with no additional facilities for any other organisation or club.
14. December 2013: The football, Kung Fu and Guides/Brownies issue Freedom of Information requests to the parish council demanding evidence of the decision making process that has excluded their requirements from the new pavilion and information justifying the council's decision to proceed with a cricket style pavilion.
15. 2014: Football club write reference the PC's FOI request complaining that much correspondence has been omitted and the reply has been a misleading attempt, upon no evidence, to justify its decision.
16. During the whole period the PC chairman (Cllr Broad) never declares a non pecuniary interest in that he holidays with the chairman of the cricket club and is friends with most of them and his decisions/voting is always in favour of cricket club interests.
17. The PC chairman exceeds his authority in demanding that no councillor be allowed to attend working group meetings either as an observer or to offer advice or expertise.
18. The PC chairman advises Cllrs Artus and Strutt that there will also not be any working group agendas, meeting minutes, or any other documentation and that the meetings will not be announced in advance,
19. 2014. The Trustees of the charity have many meetings with the PC chairman and vice chairman to try to agree on a building that would be truly a community facility and the funding and building dynamics. The PC chairman does not agree to any proposal for compromise and is determined to press ahead with a cricket pavilion that does not accommodate the wishes of any other village club.
20. April 2014. The parish council votes not to grant a lease to the HBO VG Co charity to enable it to build the community pavilion. There are no discussion or supporting papers presented at the meeting and hence no foundation or background information to assist councillors. It is a decision that is not based on any facts, pros or cons. The vote is passed. There is no opportunity to review or discuss the motion implications.

21. May 2014. The PC votes to proceed with a planning application for a cricket pavilion to replace the current permission for a community facility. The parish council are not provided with any construction costing's, income projections, usage/footfall figures, maintenance costings, service costs, the level of support from village organisations or indeed any information that would normally be provided and assessed before spending taxpayers money.
22. Cllr Swainsbury announces that the cricket club have offered to run the croquet pavilion at no cost to the parish council. Cllr Swainsbury was an accountant, but when asked if he had investigated the cricket club's accounts, or sought guarantees, he said this was not necessary. The cricket club have no funds, have not held an AGM for two years, only have 11 members of which less than half reside in HBO and owe the PC £1,500.
23. Cllr Swainsbury announces (despite it never having been discussed as council policy) that should the cricket club fail to pay for the running of the building it will simply be closed. The football club and Brownies have asked if funders are aware of this proposal.
24. The football club attend the May parish council meeting and condemn the PC for not proceeding with the original scheme which has support from the Brownies, Guides, football club and Kung Fu club, representing 200 members.
25. The football club, Guides, Brownies and Rainbows and Kung Fu club write to the parish council expressing their dismay that the PC was ignoring their needs in favour of the smallest club in the village (cricket club). The building the PC are pursuing is not suitable for any club other than the cricket club, is not future proof, is not viable and is not sustainable. It is certainly NOT a community facility.
26. HBO VG Co receives confirmation of £50,000 grant from Sport England for the community pavilion (original community design).
27. Finally, in a last ditched attempt to get cooperation from the parish council the following motion was proposed. It failed to pass.

7.4.1 That this parish council meet and work with, on an equal footing, the trustees of the HBO Village Green Co, the charity established with the assistance of the parish council for the purposes of managing the village green, to agree within 10 days a community pavilion building that has the support of all major village clubs and meets the community objectives of the charity to enable the grant funding in excess of £200,000 obtained by the charity to be utilised for the benefit of the community and for both parties to work together as equal partners to procure such a building.

Proposed: Cllr Strutt. Seconded: Cllr Artus.

**Voted against by majority.**

**Voted for:** Cllr Artus, Cllr Strutt.

**Voted against:** Cllr Broad, Cllr Flack, Cllr McGowan, Cllr Sanders, Cllr Scadden, Cllr Smith, Cllr Swainsbury.

28. May 2014. The PC vice chairman and chairman refuse to make available to councillors letters written to third parties and funding organisations. Letters that were written without council authority.
29. The secrecy and lack of information given to councillors resulted in the following motion being proposed at the May 2014 PC meeting. The motion failed to pass.

7.4.2 This council notes that the parish council pavilion working group is currently meeting in secret at times and locations that are not published, it produces no published agenda, minutes, or action lists and has only produced one report to the parish council. In addition the parish council chairman has advised Councillors that there will be no agenda or minutes and indeed that Councillors are prohibited from attending in an observer capacity if they so wished, despite agreeing to such when the working group was established.

This council deplores this secrecy and lack of public scrutiny and moves to ensure working group meetings are open to councillor observers and that it publishes agendas and minutes, the latter having previously been moved by the council.

Proposed: Cllr Strutt. Seconded: Cllr Artus.

**Voted against by majority.**

**Voted for:** Cllr Artus, Cllr Strutt.

**Voted against:** Cllr Broad, Cllr Flack, Cllr McGowan, Cllr Sanders, Cllr Scadden, Cllr Smith, Cllr Swainsbury.

30. The PC chairman writes reports which are published in the village magazine without authority and without the text being at the least circulated and at best agreed by councilors.
31. June 2014. Cllr Artus issues a Freedom of Information request to his own parish council to obtain information about the activities of the chairman, vice chairman and working group and for copies of correspondence to third parties on behalf of the parish council to be released. A disgraceful situation indeed.

Note:

Copies of correspondence referred to above can be provided as required.



# Hatfield Broad Oak Parish Council



## **Minutes** Of Meeting on Wednesday 13<sup>th</sup> June 2012

**Present:** Keith Artus                      Des Brandham                      Richard Broad (chairman)  
                 Elaine McGowan                      Jenny Sanders                      Susan Smith  
                 Mark Strutt

### **Record of Public Participation Session Before Start of Meeting**

8 members of the public were present.

- Richard Broad agreed to speak to the local policeman about the dangers caused by cars parked in the road on the corner of High Street and Feathers Hill.
- The clerk agreed to address the overgrowth along the Anne Lees path.
- There was a discussion about the wild flower area on the village green.
- An invitation was made to contribute to the forthcoming meeting about the planting on the west side of the village green.
- Comment was passed about the adverse views expressed in the conservation area report concerning the youth shelter.
- Complaints were registered about parking behind the bollards in the High Street outside the village green.

#### **1. Apologies for Absence**

Apologies were received from Penny Clark and Keith Flack.

#### **2. Declarations of Interest**

Declarations of personal interest were made by Richard Broad, Mark Strutt and Keith Artus as directors of the Village Green Charity (item 5). Susan Smith and Jenny Sanders expressed personal interests because they live close by the location of the village green (item 5). Keith Artus expressed a prejudicial interest in item 8. Jenny Sanders expressed a personal interest because she lives close by the location of the proposed pedestrianzebra crossing (item 7). Mark Strutt expressed a personal interest in item 8 as a member of the football and kung-fu clubs.

#### **3. Approval of Minutes**

The minutes of the meeting held on 9<sup>th</sup> May were approved and signed by the chairman.

#### **4. Matters Arising from May Meeting**

Richard Broad reported that he had removed the broken bench in the church car park. Keith Artus reported that drainage options for the youth shelter were being considered and that repairs to the paths had been carried out. He also explained why there was water in the electrical cabinet and how the problem might be resolved.

## 5. Village Green

### 5.1 Progress update.

Keith Artus reported that:

- The planning application had been submitted with a set of supporting documents that are available on the village website; it waits validation despite having been submitted two weeks ago. Once approved it will be possible to start preparing grant applications.
- The Jubilee picnic and beacon were a big success. Additional grass cutting had been required which should be funded from the precept at a cost of some £400.
- Additional rabbit shooting was underway.
- Further work on the electrical cabinet would be required to stop water entering.
- Football coaching was about to start on the green.
- Attempts would be made to provide temporary sports accommodation once planning permission had been granted.

The chairman reported that a number of people had offered to join the pavilion development group.

### 5.2 Risk Assessment

The draft risk assessment was agreed.

The clerk agreed to buy and arrange to erect a suitable pond safety sign.

Keith Artus agreed to draft text for discussion at the July meeting for a sign to be placed at the pedestrian entrance.

It was agreed that in due course appropriate signage should be erected at the vehicle entrance.

## 6. Affordable Housing

No report was made.

## 7. Pedestrian & Road Safety Working Group

Regarding the Feather Hill 30mph limit Susan Smith reported that:

- no date had yet been fixed for implementation
- it would only involve changing the signage
- but the VAS sign would be removed
- and there would be a one year 'bedding in' period

She also reported that the finishing work on the bus shelter had been further delayed by the wet weather.

Ron Waite reviewed progress to date on the zebra crossing to date and reported that at an ECC funding allocation meeting on Monday (11/6) Susan Barker (ECC Councillor) had said that there was not universal support for the crossing in the village. Ron gave a long list of village organisations who had written to him expressing their support. It was agreed that the chairman write immediately to Susan Barker providing her with the evidence of the high

level of support for a crossing and expressing the Council's wish that the application go forward in the hope that the matter would be reconsidered at a further funding meeting next Monday (18/6).

It was agreed that the clerk should write a few words about the crossing in the next parish magazine and include a request for readers to contact councillors with their views on the crossing.

It was unanimously agreed that:

- the Council wish the funding application go forward for reconsideration by the Local Panel on Monday 18.06.2012
- he Chairman write immediately to Susan Barker providing her with the evidence of the high level of support for a crossing and expressing the Council's wish that the application go forward to be reconsidered at a future meeting.
- the clerk should write a few words about the crossing in the next parish magazine and include a request for readers to contact councillors with their views on the crossing.

## 8. Financial Matters

8.1 The clerk presented the budget update.

8.2 The following payments were agreed:

To	For	Sum (£)	Funded from
Richard Ridler	3 Replacement bollards bought from Jacksons Fencing	48.92 inc VAT	Precept
Richard Ridler	Pay for May Postage Dec to May Broadband usage Dec to May Return travel to Records Office	244.35 13.80 62.93 12.44	Precept
Duncan Noel	Clearance of trees and bushes around rabbit burrows	200.00 no VAT	Precept - VG Maint
Helyar Property Services	Temporary roof and door for electricity box	55.00 no VAT	Pavilion seed fund
EALC	General power of competence training course	35.00 no VAT	Precept
M. Cattermole	Cleaning rec and watering planters during May	57.00 no VAT	Precept
W Brandham	Flowers for planters	88.00 no VAT	Precept

The following additional payments were approved:

CiLCA Management	CiLCA submission	30.00 no VAT	Precept
Blitz Sports	Kung Fu Grant	148.02 inc VAT	Precept
RCCE	Membership	55.00 no VAT	Precept
K Artus	Printing expenses	60.00 no VAT	Village Green Reserve
Create Identitee	Football club grant	381.40 inc VAT	Precept

## 9. Planning

There were no objections to the following application received since the agenda was issued.

UTT/1114/12/LB	Court House, Feathers Hill
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	Underpin north wall, lower internal floor, replacement doors and windows
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**10. Information Exchange & Items for Next Meeting's Agenda**

It was unanimously agreed to consider a motion to adopt the new code of conduct of Uttlesford District Council as from 1<sup>st</sup> July 2012. The motion was passed.

The clerk informed the Council that Wendy Brandham had arranged for residents of the High Street to water the planters.

The clerk informed the council about the consultation on the local development plan. It was agreed to consider the plan at the July meeting.

The clerk informed the Council that all those who had received grants had written thanking the Council.

The clerk informed the Council that discussions were on-going with English Nature about their negative views on the Council's compliance with its newt licence.

Ron Waite informed the Council about on-going improvements to the catch on the gate at the top of the path to the recreation ground.

Minutes approved on 11<sup>th</sup> July 2012

Signed \_\_\_\_\_ Chairman

Richard Broad

# Hatfield Broad Oak Parish Council



## Minutes

Of Meeting on Wednesday Held on 1<sup>st</sup> July 2012

**Present:** Keith Artus                      Des Brandham                      Richard Broad (chairman)  
                  Keith Flack                         Jenny Sanders                      Susan Smith  
                  Mark Strutt

### Record of Public Participation Session Before Start of Meeting

13 members of the public were present.

- It was reported that the cover of an inspection pit was open behind the seat in Broad Street Green. The clerk agreed to investigate and report the matter.
- The problem of parking at the bus stop opposite the Duke's Head was raised yet again. Susan Smith offered to ask ECC if there was a temporary measure to discourage parking whilst the build out which that ECC have already agreed to provide is awaited.
- A request was made for a new seat in car park by the church. It was stated that as this is not the Council's land it is disinclined to provide one.
- Complaints about dog poo on the village green were made (see item 7.4 for actions).

#### 1. Apologies for Absence

Apologies were received from Penny Clark and Elaine McGowan.

#### 2. Declarations of Interest

Declarations of non-pecuniary interest were made by Richard Broad, Mark Strutt and Keith Artus as directors of the Village Green Charity (item 7). Mark Strutt declared a non-pecuniary interest as a member of a number of clubs which will use the village green. Keith Flack, Susan Smith and Jenny Sanders expressed non-pecuniary interests because they live close by the location of the village green (item 7). Jenny Sanders expressed a non-pecuniary interest because she lives close by the location of the proposed pedestrian crossing (item 9).

#### 3. Approval of Minutes

The minutes of the meeting held on 13<sup>th</sup> June were approved and signed by the chairman.

#### 4. Matters Arising from June Meeting

Richard Broad reported that he still has to speak to the local policeman about the danger caused by parking on the corner of High Street and Feathers Hill.

The clerk reported that the overgrowth along the Anne Lees path had been removed and that he would ask that the community service team come and clear the whole path later in the year.

## 5. Code of Conduct

5.1 It was agreed that in the event of a complaint against a member the power to make a final decision and to impose sanctions be delegated to the district council.

5.2 It was agreed that the power to grant dispensations which allow councillors to remain in the room when they have a disclosable pecuniary interest be delegated to the district council.

## 6. Recreation Ground

### 6.1 Safety Inspection Report

It was agreed that the clerk should arrange to address the items with a medium risk in the report.

### 6.2 Additional Equipment

Jenny Sanders made a case for a basketball and football~~netball~~ goal which councillors supported; she agreed to carry out further research into options and costs.

## 7. Village Green

### 7.1 Progress Report

It was reported that:

- A meeting had taken place with RCCE about funding sources and tax implications.
- A team of volunteers had built the newt refugia.
- Youth football had started most successfully.
- Due to the weather the grass was growing faster than normal and as a result the cutting regime needed reconsideration. The clerk agreed to arrange a meeting with the grass cutting contractor.
- In answer to a question it was stated that it was intended to tarmac the sloping path at the pedestrian entrance.

### 7.2 Pavilion Working Group

It was agreed to appoint the following members to form a development working group for the new pavilion: Keith Artus, Kris Bayford, Ron Waite, Mike Dowell, Alex Hayward, Ian Rushton, Roger Simons, Mark Strutt. It was agreed to request the group meet to elect a chairman, discuss their remit and agree a programme for its progress.

### 7.3 Signage at Entrance

After some discussion and consideration of design options it was agreed that:

- The clerk should draft appropriate text for the fixed information.
- The clerk should investigate design options, share with councillors and proceed with ordering subject to a maximum cost of £1,400.
- The board should have places for both fixed and variable information.

### 7.4 Dog Fouling

It was agreed to initiate the process for enacting a dog control order giving the Council the power to levy on the spot fines for:

- Failing to remove dog faeces;
- Not putting, and keeping, a dog on a lead when directed to do so by an authorised officer of the Council.

It was agreed to purchase another dog poo bin to be located outside the green on the High Street to the East of the pedestrian entrance.

7.5 Temporary All-purpose Container.

It was agreed to ask the cricket and football clubs if they would be prepared to contribute to the cost and to ask the district council if planning permission would be required.

7.6 Skate Board Park

It was agreed to ask Takeley Parish Council about their experiences of their park

7.7 Litter Bin

It was agreed to purchase a litter bin to be attached the youth shelter of a sympathetic design.

7.8 Grass Cuttings

It was agreed to address the problems of grass cutting at the meeting with the contractor (see 7.1).

**8. Affordable Housing**

It was reported that the group had not met.

**9. Pedestrian & Road Safety Working Group**

It was reported that ECC had agreed to complete the floor of the new bus shelter on 13<sup>th</sup> July.

**10. Financial Matters**

10.1 The clerk presented the budget update.

10.2 To following payments were approved:

To	For	Sum (£)	Funded from
HMCE	PAYE	183.20	Precept
Village Hall	July Meeting	15.00 no VAT	Precept
Richard Ridler / Archer Safety Signs	Pond Safety Sign	15.48 inc VAT	Precept - VG maint.
Acumen	Wages Service	21.00 inc VAT	Precept
Richard Ridler	Pay for June	244.15 no VAT	Precept
M. Cattermole	Cleaning rec and watering planters during June	48.00 no VAT	Precept
Playsafety Ltd	Playground inspection	97.20 inc VAT	Precept
Hugh Pearl Ltd	Hole filling, grass seed, topsoil, path repairs	1836.85 inc VAT	BAA Grant
Herts CC	Sandpit for U5s	504.38 inc VAT	Precept

**11. Planning**

11.1 Planning Applications

The following applications were considered and it was agreed to object to the first:

UTT/1008/12/FUL	Barnfield House Conversion of stable block to single dwelling
UTT/1076/12/FUL	Hatfield Grange Farm Extension to grain store
UTT/1183/12/FUL	Tudor Court, High Street

	Insertion of 6 roof lights, internal alterations and conversion of garage to habitable space.
UTT/1309/12/FUL	Broomshawbury Cottage Erection of garages and log store with gym over and detached garden machinery store.

11.2 Letter from SSE Regarding Airport Planning Restriction in the Draft UDC Development Plan

As result of a compromise reached between SSE and UDC it was decided that it was no longer necessary to react to the letter.

11.3 Draft UDC Development Plan

It was decided not to respond to the consultation because the plan has no impact on the village.

**12. Date Of October Meeting**

It was agreed to change the date of the October meeting from 10<sup>th</sup> to 17<sup>th</sup> because of the clerk's holiday.

**13. Information Exchange & Items for Next Meeting's Agenda**

The state of the surface of Cage End Close was discussed and it was agreed that the clerk should write to ECC in support of the residents' petition complaining about the matter.

**14. Community Achievement Awards (session closed to public)**

It was agreed that this item should not be address during the meeting.

Minutes approved on 8<sup>th</sup> August 2012

Signed \_\_\_\_\_ Chairman

Richard Broad



# Hatfield Broad Oak Parish Council



## Minutes

of an Annual Council Meeting held on Wednesday 8<sup>th</sup> May 2010<sup>3</sup> in the Village Hall at 8 p.m.

*Richard S Broad*

**Present Cllrs:** Keith Artus                      Jenny Sanders                      Ken Swainsbury  
                         Keith Flack                              Heather Scadden  
                         Elaine McGowan                      Susan Smith

**In the Chair:**                      Cllr Richard Broad

### Record of Public Participation Session Before Start of the Meeting

15 members of the public were present.

- The councillors were thanked for arranging the new flag, Cllr Artus in particular.
- A member of the public asked if thanks had been given to Des Brandham for his service. Cllr Broad replied that he had been to see him and had formally thanked him in a PC meeting.
- A member of the public commented that the parked cars on Priory Corner are still causing a problem and perhaps yellow lines are needed. There were still difficulties for the elderly regarding boarding coaches and buses in Broad Street and some people have been injured. Cllr Smith replied that work was due to begin on the build out soon and that a letter from the Friday club to Highways would help.
- It was commented that figures regarding public research published in Parish Newsletter in April 2009 were incorrect and a correction wasn't made. Cllr Artus replied that there was nothing wrong with the figures and calculations and that full explanation was published in the magazine.
- It was commented that county councils appear to be prepared to spend money on broadband instead of repairing roads and potholes.
- It was reported that there are big, deep potholes on Dunmow Road. Cllr Smith replied that the road was due to be resurfaced. Cllr Artus asked that the PC make urgent representations to Highways about the holes in Cage End and Dunmow Road, given the insurance implications if a runner was injured. The organisers of the 10k race should also write a letter to Highways.
- It was commented that item 15 refers to speed gun and Hammonds Road. Community Speedwatch had conducted sessions there but had found that the short length of the road and the tight corner had made it impossible to log anyone speeding. Unfortunately, CSW has limited resources and would like further volunteers to join Community Speedwatch.
- It was asked if the dog bin collections were charged to the precept. The Clerk explained that TBS hygiene was hired to do this, as UDC had cut their collection service.

### 1. Election of Chairman & Vice Chairman

Richard Broad was re-elected as chairman and completed a declaration of acceptance of office. Elaine McGowan was re-elected as vice chair.

## 2. Apologies for Absence

Apologies were received and accepted from Cllr Mark Strutt.

## 3. Declarations of Interest

Declarations of non-pecuniary interest were made by Cllrs Artus and Broad as directors of the Village Green (item 7). Cllrs Flack, Smith and Sanders expressed non-pecuniary interests because they live close by the location of the village green (item 7). Cllrs Sanders and Smith declared non-pecuniary interest because they are members of the clubs (item 9). Cllr Artus declared a non-pecuniary interest in item 8.4.

## 4. Approval of Minutes

The minutes of the meeting held on 10th April 2013 and the extraordinary meeting held on 17th April 2013 were approved as a correct record of events and signed by the chairman.

## 5. Matters Arising from the April Meeting

The Clerk would investigate why the gate closer for the village green has still not been installed.

The clerk reported that she received three quotes and still waiting for one quote for the "No dogs allowed" sign at the playground. Prices and services vary. The gate should be fixed before the new sign is installed.

## 6. Pedestrian & Road Safety Working Group

It was agreed that plans, report and pictures of different lamps would be published on the website with a footnote that this is one option and that alternative light option was required and a copy of a plan will be delivered to those living nearby.

## 7. Village Green

Cllr Artus reported that replacement oak trees had been planted and protected in place; emergency repairs on the fence had been carried out on the fence where there wasn't barbed wire near the pedestrian entrance; more plants and seeds will be put in shortly. Plants will be paid for by grants. All the required information for claiming grant money for the village green seating is ready.

The budget for the village green was presented and a discussion took place how the figures should be presented.

In response to Cllr Swainsbury's question Cllr Artus confirmed that the PC had so far complied with the terms of the grants it had spent, subject to the PC providing the public access facilities for the required period.

*\* ADDITION at the last page (655) Richard S Broad*

## 8. Financial Matters

8.1 The clerk confirmed that a detailed budget would be prepared as soon as the Accounts for the year 2012/13 had been Audited and approved.

8.2 It was agreed that the year end account reconciliation will be approved at the next meeting along with the year end accounts.

8.3 It was agreed that Natural Surfaces under the Property Damage section of

insurance for £5,000 was added to the insurance which increased the premium by £22.79. The premium of £730,70 was agreed. The clerk was asked to find out how much it would cost to insure public liability for £15,000,000 and £20,000,000.

8.4 The following payments were approved:

To	For	Sum (£)	Funded from
Meghann Cattermole	HBO Park Cleaning (May 2013)	45.00	Precept
EALC	EALC & NALC affiliation fees	311.68	Precept
Mobile Mini UK Ltd	Container Rental for April 2013	42.24 inc. VAT	Precept
Village Hall**	Rental on 17.4.2013	15.75	Precept
	Rental on 08.05.2013	15.75	Precept
	Rental on 14.05.2013	15.75	Precept
Urška Sydee	Pay for April 2013	305.35	Precept
Greenman Tree Surgery	Fell and remove of the Christmas tree & Millennium Oak	70.00	Precept
TBS Hygiene Ltd	Dog bin & litter collection (Jan., Feb., Mar. 2013)	31.68 incl. VAT	Precept
James Leighton	Planting & fencing on the Village Green	120.00	Precept
Keith Artus (Flying Colours Flagmakers Ltd)	Flag	100.80 incl. VAT	Precept

### 9. Grant Requests

The following grant requests had been agreed:

- *Mencap Bishop's Stortford*: £250.00 to support several children and 4 Grove Cottage Trustees.
- *HBO Friday Club*: £350.00 to support 50 senior members and their activities.
- *HBO Football Club*: Mini Soccer Goals to the value of £400.00 ex VAT.
- *St. John's Bush end Church*: £500.00 for the roof repair.
- *St. Mary's PCC/Parish Newsletter*: £400.00 for printing costs.
- *WI*: £200.00 for Modern Craft Workshop.
- *HBO Village Hall*: £500.00 for paving repair.
- *Under Fives*: IT equipment to the value of £329.00 ex VAT; £240.00 towards the running costs.
- *Health & Fitness Club*: £250.00 towards instructor costs.

Proposed by Cllr McGowan. Seconded by Cllr Flack. All agree.

#### 10. Web site

It was agreed to approve the clerk having authority to spend up to £150 per annum on management of the village website if agreed by the chairman.

#### 11. Sign for the Ann Lee Path

No mail received to circulate.

#### 12. Parish Boundary Review

Cllr Artus reported that Uttlesford District Council would make a re-presentation regarding the boundary review. It was agreed to make a petition for the Bush End dwellers to sign. This item was deferred for the next meeting.

#### 13. Affordable Housing

Cllr Flack reported he was waiting for dates from English Rural.

#### 14. Planning

There were no objections to the following applications:

Application No	Location/Development
UTT/13/0950/HHF	The Cottage High Street Hatfield Broad Oak Bishops Stortford Hertfordshire  Single storey rear extension and demolition of existing conservatory attached to detached double garage. Erection of small retaining brick walls in rear garden
UTT/13/0951/LB	The Cottage High Street Hatfield Broad Oak Bishops Stortford Hertfordshire  Single storey rear extension and demolition of existing conservatory attached to detached double garage Erection of small retaining brick walls in rear garden. Internal alterations
UTT/13/0828/HHF	6 Cage End Close Hatfield Broad Oak Conversion of garage to living space

#### 15. Information Exchange & Items for Next Meeting's Agenda

- Susan Smith volunteered to be the Parish Council representative on the Village Hall Committee.
- Broad Street: lorries, particularly Kings Transport: there's no solution.
- Hammonds Lane - is a good location for a speed gun at school times: which was explained at the public participation session.
- Land at top end of Broad Street (between the bus stop and the corner) - this grass area is to be taken away to enable better off road parking: it probably wouldn't help and another bit of green would be lost.
- The clerk was asked to check if green waste skip location was changed and doesn't alternate anymore between Village Green and Barnfield.
- It was agreed for the clerk to order a New Councillor package for Cllr Swainsbury and a new edition of book Local Council Administration 9th edition for £75.00.

- Cllr Swainsbury announced that he would organise a surgery one evening before meeting for the villagers to express their views.

Minutes approved on the <sup>10<sup>th</sup> July</sup> 12<sup>th</sup> of June 2013.

Signed Richard S. Broad Chairman  
Richard S. Broad

\* ADDITION IN THE ITEM 7 AS FOLLOWS:

Councillor Antus presented a note of the total expenditure to the end of 2013 financial year, for the Village Green project, split between Capital and Revenue costs which recorded in total, excluding VAT (assumed recoverable), a spend of £221,291 which had been financed by Grant Funding of £169,449 with the balance of £51,842 coming from Parish Council funding which includes the special project fund.

Councillor Antus presented a note recording the notional available cash resources as at 28<sup>th</sup> March 2013 of £55,435.

Proposed: Cllr Swainsbury. Seconded: Cllr Antus. Agreed by majority.  
The clerk disagreed to minute the figures as they weren't discussed as such nor audited as such.

RSB.



# Hatfield Broad Oak Parish Council



## Minutes

of a Meeting held on Wednesday 12<sup>th</sup> June 2013  
in the Village Hall at 8 p.m.

Present Cllrs: Keith Artus Jenny Sanders Ken Swainsbury  
Keith Flack Heather Scadden  
Elaine McGowan Mark Strutt

In the Chair: Cllr Richard Broad

Record of Public Participation Session Before Start of the Meeting  
18 members of the public were present.

- A member of the public thanked Cllr Broad for sorting out the bridge repair near Bridgefoot Farm; the same member complained about the cars being parked in front of the school and opposite the school on the pavement and asked about proposed parking area on the village green.
- A question was asked about the fallen sign post lying in the long grass at the corner of Hammonds Road and Broad Street Green. The Clerk replied that she emailed Highways every month but no reply had been received so far, the same with the Bush End problem near the church.
- A member of the public asked when the PC are going to take measures to rectify the damage on Broad Street Green caused by vehicles and put measures in place to stop it happening in the future.
- Ron Waite thanked the PC officially for the grant for the Under Five's.
- A question asked about when PC could look at the condition of the recreation ground and play equipment there. The item will be put on the agenda for the future.
- A member of the public said that the survey numbers mentioned at the last meeting were unsafe and not wrong.
- It was reported that the times in the last Parish Magazine regarding the green waste collection were wrong; the clerk will check the times and locations.
- It was commented that it would be better if the weed killer was not used around the posts.

### 1. Apologies for Absence

Apologies were received and accepted from Cllr Susan Smith.

### 2. Declarations of Interest

Declarations of non-pecuniary interest were made by Cllrs Artus, Strutt and Broad as directors of the Village Green (item 5/6). Cllrs Flack and Sanders expressed non-pecuniary interests because they live close by the location of the village green (item 5/6). Cllr Artus declared a non-pecuniary interest in item 7.5 -Hatfield-broad-oak domain renewal.

*Richard S Broad*

*Richard S Broad*

RSB

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### **3. Approval of Minutes**

The minutes of the Annual Council meeting held on 8th May 2013 were approved as a correct record of events with the addition in the item 7 as follows:

"Councillor Artus presented a note of the total expenditure to the end of 2013 financial year, for the Village Green project, split between Capital and Revenue costs which recorded in total, excluding VAT (assumed recoverable), a spend of £221,291 which had been financed by Grant Funding of £169,449 with the balance of £51,842 coming from Parish Council funding which includes the special project fund."

"Councillor Artus presented a note recording the notional available cash resources as at 28th March 2013 of £55,435."

Proposed: Cllr Swainsbury. Seconded: Cllr Artus. Agreed by majority.

The clerk disagreed to minute the figures as they weren't discussed as such nor audited as such.

### **4. Matters Arising from the May Meeting**

Cllr Swainsbury pointed out that at the last meeting during the public participation when village green public research figures were mentioned that in his opinion the figures were unsafe and that the statement given at that time by Cllr Artus was not the position of all Parish Councillors. Cllr Artus replied that the figures were correct, there was no complaint about them from the MRS and that the results were so overwhelmingly in favour that the impacts of the design did not make any difference to the figures, and hence they were safe.

It was agreed unanimously to bring the item 6 to item 5.

### **5. Pedestrian & Road Safety Working Group**

5.1 Questions from the last 6 to 8 months have been re-answered. The working group was delighted with residential input. Only 3 points were an issue.

5.2 It was agreed by majority to inform the Essex Highways that we would like the urbis lighting, positioning subject to the engineer's drawings. Final drawings to be approved by the Parish Council.

Proposed: Cllr Sanders. Seconded: Cllr Swainsbury.

### **6. Village Green**

6.1 There was nothing to report. The pitches have been weeded funded by the Village Green Co. The grass cutting is underway. Quotes have been received for path repairs.

6.2 The grant of £15,000 had not been received and not claimed either.

6.3 It was agreed to add to the motion agreed in October 2011, minute 7.2, what is written in italics:

It was agreed unanimously to authorise the clerk to commit and pay as directed by chairman up to £1,000 between meetings on maintenance items relating to the village green which in the opinion of the village green working group cannot wait until the next council meeting so long as they do not take the total expenditure over the £5,000 budget allocated per annum.

Proposed: Cllr Artus. Seconded: Cllr Scadden.

The clerk explained that all payments should be approved by PC.

6.4 It was agreed unanimously to confirm the formation of the Village Green working



group which at inception shall consist of Cllr Strutt, Cllr Artus and chairman. The working group were asked to produce a schedule of expected maintenance for the next year for the July meeting.

Proposed: Cllr Artus. Seconded: Cllr Broad.

6.5 It was agreed to remove broken tree overhanging the road at a price £80.00 as per quote 907, item 4, circulated before meeting allocated from VG Maintenance.

Proposed: Cllr Swainsbury. Seconded: Cllr Broad.

6.7 It was agreed to weed and repair the paths on the village green for up to max £500.00. Weeding is allocated from VG Maintenance, repair from Landscaping.

Proposed: Cllr Swainsbury. Seconded: Cllr Strutt.

## 7. Financial Matters

7.1 The year end account reconciliation circulated before meeting was approved and signed by the chairman.

7.2 The annual accounts circulated before meeting were approved and signed by the chairman.

7.3 All the section 2 audit annual governance questions were answered positively.

7.4 The clerk presented the budget update.

7.5 The following payments were approved:

To	For	Sum (£)	Funded from
Meghann Cattermole	HBO Recreational Ground Cleaning (June 2013)	48.00	Precept
Mobile Mini UK Ltd	Container Rental for May 2013	42.24 inc. VAT	Precept
	Outstanding VAT from 2012	22.54 (VAT)	Precept
Village Hall	Rental on 12.06.2013	15.75	Precept
Urška Sydee	Pay for May 2013	305.35	Precept
Urška Sydee (LexisNexis)	Local Council Administration book (Arnold-Baker)	75.00	Precept
EALC	New Councillor File	19.50	Precept
Greenman Tree & Garden Services	Planting & guards for oak trees (548)	243.72	Precept
	Fence repair adj.to pedestrian entrance (550)	100.00	VG Maintenance
	Emergency fence repair (551)	120.00	VG Maintenance
James Leighton	New barbed wire fencing&repair (2148)	427.20	VG Maintenance

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To	For	Sum (£)	Funded from
A.S. Mathews	Gate closer installation	78.20	VG Maintenance
Keith Artus*	Hatfield-broad-oak domain renewal	16.10	Precept
Acumen	Wages Service April - June 2013	102.00 incl. VAT	Precept

\*Cllr Artus left the meeting before the item Hatfield-broad-oak domain renewal was discussed and returned after the payment was approved.

#### 8. Sign for the Ann Lees Path

It was agreed to spend £85+VAT on a wooden sign for the Anne Lees path when the wording has been approved by her husband.

Proposed: Cllr Flack. Seconded: Cllr Strutt.

#### 9. Parish Boundary Review

It was agreed to submit a letter addressed to the Uttlesford boundary review consultation, to demonstrate the historic and physical link with its Bush End ward and, with the appropriate calculations, request that Bush End be retained in the ward and parish of Hatfield Broad Oak.

Proposed: Cllr Artus. Seconded: Cllr Scadden.

#### 10. Affordable Housing

Working group is waiting for reply from English Rural.

#### 11. Planning

There were no objections to the following applications:

Application No	Location/Development
UTT/13/1161/FUL	Telephone Exchange Hatfield Heath Road Hatfield Broad Oak Nr Bishops Stortford Essex  Proposed installation of new ventilation unit and louvre to telephone exchange.
UTT/13/0955/LB	The Cottage High Street  Internal alterations

#### 12. Recreational Ground

12.1 It was approved to purchase and install new "No dogs allowed" sign on the entrance gate at a cost of £ 70.00.

Proposed: Cllr Swainsbury. Seconded: Cllr Sanders.

RSB

12.2 The item was deferred until more quotes are received.

### 13. Street Planters

It was agreed to put the item on the agenda:

To appoint someone to maintain 6 street planters on the High Street (quote circulated before meeting).

Proposed: Cllr Sanders. Seconded: Cllr Swainsbury.

It was agreed to appoint R. Body at a cost of £135.00 for planting and £60.00 per month until December 2013 for the maintenance, allocated from precept.

Proposed: Cllr Sanders. Seconded: Cllr Swainsbury.

### 14. Information Exchange & Items for Next Meeting's Agenda

- The clerk asked for approval to go on a course Budget & Precept - approved.
- The clerk announced that thank you letters have been received from Under Five's, PCC - Newsletter, WI and Mencap for the grants received.
- Cllr Swainsbury would speak to Alex Hayward about Community Responders Team and he will report to the PC at the next meeting.
- Cllr Strutt and Swainsbury will seek quotation for trimming the trees next to the Pettifers.

### 14. Meeting Dates 2013

All meetings are on the second Wednesday of every month at 8 p.m. There will be no meeting in August this year.

10th July	Village Hall
August	No meeting
11th September	Village Hall
9th October	Sausage Factory Boardroom
13th November	Sausage Factory Boardroom
11th December	Village Hall

Meeting closed at 10.25 p.m.

Minutes approved on the 10th of July 2013.

Signed Richard S Broad Chairman

Richard S. Broad



# Hatfield Broad Oak Parish Council



## Minutes

Of a meeting held on Wednesday 10th July 2013 at 8.00 p.m. in the Village Hall

**Present Cllrs:** Keith Flack                      Ken Swainsbury  
                         Jenny Sanders                      Mark Strutt  
                         Susan Smith

**In the Chair:**            Cllr Richard Broad

### **Record of Public Participation Session Before Start of the Meeting**

8 members of the public were present.

- A comment was made that more careful use of weed killer around the posts would be better than those huge patches around them. They will be asked to use weed killer more carefully and perhaps to keep the grass slightly longer around the posts.
- A member of public asked if there's anything new about the condition of Broad Street Green. The builders have been approached but we are still waiting for an answer. A question was asked could the Council put something in there so that this could be prevented in the future, but there is no easy solution.
- Mr Smith reported that a speed watch had been done last week for an hour and a half on Dunmow Road and Feathers Hill. 60 drivers seriously exceeded the limit. The worst one couldn't be caught (a motorcycle at 83 mph). As a 30 Mph was introduced it was expected to calm the traffic down but it is the same as it was before the speed limit 30 mph was introduced.
- Cllr Swainsbury was thanked for sorting out the sign at the corner of the Hammonds Road and Broad Street Green. Highways will be asked to replace the sign which should be the same design as the current one.
- The Council was thanked for putting up the "No dogs allowed" sign, but the apostrophe is missing in the word "children's". Cllr Swainsbury will make the correction.
- A member of the public asked if a letter is in order to thank people who did the garden around the bus stop. The Chairman will write a letter.

### **1. Apologies for Absence**

Apologies were received and accepted from Cllrs Keith Artus, Elaine McGowan and Heather Scadden.

### **2. Declarations of Interest**

Declaration of non-pecuniary interest was made by Cllr Mark Strutt as director of the Village Green Charity (item 6). Keith Flack, Susan Smith and Jenny Sanders also expressed non-pecuniary interests because they live close by the location of the village green (item 6).

### 3. Approval of Minutes

The minutes of 8th May 2013 with amendments and the minutes of 12th June 2013 were approved as a correct record of events and signed by the Chairman (Cllr Broad).

Proposed: Cllr Sanders. Seconded: Cllr Swainsbury. Agreed unanimously.

### 4. Matters Arising from the June Meeting

There were no matters arising from the June meeting.

### 5. Pedestrian & Road Safety Working Group

- Mrs Rissa Long was informed about the PC decision.

### 6. Village Green

- The contract work that was approved last month has not happened yet as the contractor is on holiday.
- We are still waiting for one further quote for the trees.
- The draft schedule for the village green maintenance had been circulated before meeting, councillors are to report feedback at the next meeting.
- The clerk to ask Play Safety Ltd (RoSPA) for a quote for pond assessment.

### 7. Financial Matters

7.1 The budget update was presented. The clerk was asked to present bank statement in the future along with the budget update.

7.2 The following payments have been approved:

To	For	Sum (£)	Funded from
Meghann Cattermole	HBO Recreational Park Cleaning (July 2013)	60.00	Precept
	HBO Recreational Park Cleaning (August 2013)	60.00	Precept
Mobile Mini UK Ltd	Container Rental (24.05.2013-20.06.2013)	42.24 inc. VAT	Precept
	Container Rental (21.06.2013-18.07.2013)	42.24 inc. VAT	Precept
Village Hall	Rental on 12.07.2013	15.75	Precept
Urška Sydee	Pay for June 2013	305.35	Precept
	Expenses	112.00	Precept
R. Body	Summer planting & maintenance of street planters for July and August 2013	225.00	Precept
Addison Signs & Graphics	No Dogs Allowed Sign	84.00 inc. VAT	Precept

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To	For	Sum (£)	Funded from
SLCC	Membership 2013	94.00	Precept
Play Safety Ltd. (ROSPA)	Play area annual inspection	99.60 inc. VAT	Precept
Baker Ross (October 2012 grant for Brownies)*	Invoice SO1040116 (£18.84) Invoice SO1040872 (£196.55) Invoice SO1040115 (£204.76) Invoice SO1040117 (£207.00)	627.15 inc. VAT	Precept
RCCE	Membership 2013	66.00 inc. VAT	Precept

### 8. Sign for the Anne Lees Path

- The wording for the sign had been approved by her husband and daughter. The clerk is to place the official order for the wooden sign at a cost £85.00 + VAT.
- The clerk will approach highway rangers to remove the ivy.

### 9. Recreational Ground

9.1 A resident would like the Parish Council to bridge the gaps on the both sides on the bottom fence of the recreational ground to protect the property. To disguise the fence the resident would like some laurel trees to be planted, which the resident is prepared to put on their own expenses. A discussion took place about the cost of maintaining and pruning the laurel trees once they are planted.

The following proposal was to be made: to propose to instruct Norwood Landscape to install fencing to protect a resident's property for up to £500.00.

The Chairman and clerk disagreed to go forward with the proposal because details weren't circulated before the meeting and proposal wasn't on the agenda and the item was only meant to be discussed.

**It was agreed** unanimously to put the proposal on the agenda.

**It was agreed** unanimously to instruct Norwood Landscapes to install fencing to protect resident's property at a cost of no more than £500.00 allocated from precept.

Proposed: Cllr Swainsbury. Seconded: Cllr Flack.

A discussion and decision for permission to plant the laurel trees was deferred to the next meeting.

9.2 The clerk is to find out whether only the company approved by RoSPA is authorised to carry out the repair work on the playing equipment. The clerk is to obtain quotes for the repair of the playing equipment on the recreational ground rated "medium risk" on the annual safety inspection report.

### 10. Public Participation

**It was agreed** unanimously that one member of the council takes note of comments made by the public and arranges for a response to be available at the following meeting before public participation.

Proposed: Cllr Sanders. Seconded: Cllr Broad.

### 11. Planters

**It was agreed** by majority that Cllr Sanders makes a draft advertisement for the Parish Newsletter inviting local businesses to sponsor a planter and circulate it.

Proposed: Cllr Sanders. Seconded: Cllr Swainsbury.

### 12. Winter Salt Bag Partnership Scheme

After a short discussion it was agreed to take no action.

### 13. Community Responders Team

They need support from local Councils to supply the equipment. One piece of equipment they need is a defibrillator. The cost of all together is £5,000.00 which should be shared between Hatfield Heath and Hatfield Broad Oak. The annual running costs are around £1,000.00 again shared between Hatfield Heath and Hatfield Broad Oak: but families of people being saved often make contribution and then there's no running costs.

**It was agreed** unanimously for Cllr Swainsbury to express our support for Community Responders Team, subject to the Hatfield Heath coming in and precise costs.

### 14. Affordable Housing

English Rural are too fully committed to start anything. COLNE housing will be contacted to arrange a meeting in the future.

### 15. Planning

There were **no objections** to the following applications:

Application No	Location/Development
UTT13/1531/LB	Musbrook Cottage Cage End Hatfield Broad Oak Bishops Stortford Hertfordshire  Erection of a two storey extension and new porch, internal alterations. Alternative scheme to that approved under UTT/13/0800/LB
UTT/13/1301/LB	1 Vicarage Cottages Broad Street  Repairs and alterations to existing front porch

There was an **objection** to the following application:

Application No	Location/Development
UTT/13/1538/FUL	Land Adj Forest Cottage Wood Row  Application to remove condition C.6.9 on UTT/0766/09/FUL - The stables hereby permitted shall not be used for the purposes of a riding establishment within the meaning of the Riding Establishments Act 1964 or for any type of livery use.

RSB

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### 16. Information Exchange & Items for Next Meeting's Agenda

- Litter at VG - no action.
- The clerk explained that the extraordinary meeting should be called for the planning applications in August. It was agreed that planning applications are circulated to all councillors and the extraordinary meeting should be called only if there are objections.
- Laurel trees should be cut down. Perhaps the community pay back people could do the job. A list of tasks for them to be prepared and circulated.
- Cllr Swainsbury put the following proposal: to lift the crown of 5 sycamore trees and remove the ivy along the path to the recreation ground at the cost of £240.00 (Norwood Landscapes) and to remove the dead elms in the high street opposite the school at the cost of £150.00 (Greenman Tree & Garden Services), both allocated from precept. The clerk reminded the councilors that the item wasn't on the agenda, nor quotes circulated and therefore no decision should be made.

**It was agreed** unanimously to lift the crown of 5 sycamore trees and remove the ivy along the path to the recreation ground at the cost of £240.00 (Norwood Landscapes) and to remove the dead elms in the high street opposite the school at the cost of £150.00 (Greenman Tree and Garden Services), both allocated from precept. The Pettifers should be informed when the work will be carried out.

Proposed: Cllr Swainsbury. Seconded: Cllr Sanders.

- The Village Hall can spend a part of their grant for the survey on energy costs.

### 17. Meeting Dates 2013

All meetings are on the second Wednesday of every month at 8 p.m. except August meeting which won't be held this year.

August	No meeting
11th September	Village Hall
9th October	Sausage Factory Boardroom
13th November	Sausage Factory Boardroom
11th December	Village Hall

Meeting closed at 10.13 p.m.

Minutes approved on the 11th September 2013.

Signed Richard S Broad Chairman  
Richard S. Broad



## Hatfield Broad Oak Parish Council



### Minutes

Of a meeting held on Wednesday 11th September 2013 at 8.00 p.m. in the Village Hall

**Present Cllrs:** Keith Artus                      Jenny Sanders                      Mark Strutt  
                         Keith Flack                              Heather Scadden                      Ken Swainsbury  
                         Elaine McGowan                      Susan Smith  
                         (left after item 9)

**In the Chair:**                      Cllr Richard Broad  
**Clerk:**                                      Urška Sydee

**Also present:** 12 members of the public.

#### **Record of Response to the Public Participation Before Start of the Meeting**

Cllr Swainsbury reported:

- The grass cutting contractor was contacted, he suggests to put some rounded Scottish cobbles set in concrete as a mowing edge.
- The contractor reseeded the green area at Broad Street Green.
- Replacement of the sign post in the same area, Highways are contacted on regular basis but no reply yet.
- Cllr Swaisbury added an apostrophe to the word "children's" on the sign on the gate to the recreational ground.
- A thank you letter had been send to Ian Rushton and others for planting the area around the bus stop.

#### **Record of Public Participation Session Before Start of the Meeting**

- Concern was expressed about a barbed wire fence. Cllr Broad replied that this would be replaced with plain wire in the winter.
- Concern was expressed about a hole in the pavement. Cllr Smith replied she emailed Highways regarding this.
- The question was raised if the councillors went to see the pavilion at Matching and if they made any conclusions. Cllr Broad replied nothing concrete.
- Concern was raised that recently there were no news about proposed pavilion on the village green and if the public could be informed. Cllr Broad replied that he and Cllr Mc Gowan had been talking to various groups over the summer. When more concrete information becomes available the public will be informed.
- A Willow tree near Pincey Brook by the bridge was reported as down and across a footpath and that it may be a task for the rangers or payback, it was also commented that the planters look good.

#### **1. Apologies for Absence**

Cllr Mc Gowan apologised for leaving early.

## 2. Declarations of Interest

Declarations of non-pecuniary interest were made by Cllr Keith Artus and Cllr Mark Strutt as directors of the Village Green Charity (item 6). Cllrs Keith Flack, Susan Smith and Jenny Sanders also expressed non-pecuniary interests because they live close by the location of the village green (item 6). Cllr Swaisbury expressed non-pecuniary interest in item 19, planning application UTT/13/2233/CLP, because being their neighbour.

## 3. Approval of Minutes

The minutes of 10th July 2013 were approved as a correct record of events and signed by the Chairman (Cllr Broad).

## 4. Matters Arising from the July Meeting

There were no matters arising from the July meeting.

## 5. Pedestrian & Road Safety Working Group

-The version of the Pedestrian Crossing is being submitted to be formally advertised for the consultation in Herts & Essex Observer.

## 6. Village Green

6.1 Cllr Artus reported that the Sports Day, organised by Mark Strutt and Keith Artus as directors of the Village Green Co Charity, not as councillors, was very successful, there were probably over 300 people. Cllr Sanders expressed concerns about the banners and the use of the car park entrance because there's a big ditch and a car might slide into it by accident. Cllr Artus replied that sign can come down any time. Cllr Sanders puts the park entrance on the next agenda if she thinks it's appropriate.

6.2 It was **decided** by majority not to hire a serviced Portaloo for £25 per week for 6 months. Proposed: Cllr Swainsbury. Seconded: Cllr Flack.

6.3 Cllr Swainsbury put it to the meeting that the Council should have been consulted about the Fun Day on the 1st September 2013 because it's a matter of responsibility and control. Cllr Artus explained that the PC wasn't asked for any financial support and it didn't cost PC anything, if the PC had paid for the sports day it would be able to recover the VAT.

6.4 It was unanimously **decided** to reduce the top of the horse chestnut tree limb overhanging the path for 20 - 25% and to inspect discoloration as per quote No: 911 from Greenman Tree & Garden Services, at a cost of £350.00 allocated from VG Maintenance. Proposed: Cllr Strutt. Seconded: Cllr Artus.

6.5 Cllr Sanders asked for a lime tree to be looked at.

Cllr McGowan asked Cllr strutt to price his maintenance schedule for the next meeting, and Cllr Artus to update his VG maintenance spreadsheet.

It was unanimously **agreed** to reduce the top of the ash tree near the pond for 20 - 25% and remove the soil around the trunk by hand to original levels and to check the trunk as per quote 910 from Greenman Tree & Garden Services, at a cost of £300.00, allocated from VG Maintenance.

Proposed: Cllr Strutt. Seconded: Cllr Artus.

## 7. Financial Matters

7.1 The clerk presented the budget update.

7.2 The bank reconciliation for year to date was approved and signed by the Chairman (Cllr Broad).

Councillors expressed wish to discuss accounts informally before the next meeting, on the 9th October 2013, at 6.30 p.m., in the boardroom of the Sausage Factory.

7.3 It was **approved** to purchase of 10 copies of Good Councillor Guide for £24.50; allocated from Precept.

Proposed: Cllr Swainsbury. Seconded: Cllr Broad.

7.5 It was **approved** to purchase of a book Local Council Explained for £49.99; allocated from Precept.

Proposed: Cllr Broad. Seconded: Cllr Swainsbury.

7.4 The following payments were approved:

To	For	Sum (£)	Funded from
Meghann Cattermole	HBO Recreational Park Cleaning (September 2013)	48.00	Precept
Mobile Mini UK Ltd	Container Rental 714067890 (19.07.2013-15.08.2013)	42.24 inc. VAT	Precept
Village Hall	Rental on 11.09.2013; Inv. 93/13	15.75	Precept
Urška Sydee	Pay for July 2013 Pay for August 2013	305.35 TBA	Precept Precept
TBS Hygiene Limited	Inv. No. 293441 VG Dog Waste & 3 Litter Bins	63.36 inc. VAT	Precept
Emma Baker	Internal Audit 2012/13	100.00	Precept
Norwood Landscapes	Inv. for lifting the crown of 5 sycamore trees along the path to the recreational ground	240.00	Precept
James Leighton	Inv. No. 2157; Clearing & Repairing Pathway on the VG	90.00	VG Maintenance
EALC	Inv. No. 3509 Budget & Precept Course (Urška Sydee)	45.00	Precept
R. Body	Street Planters Maintenance September 2013	60.00	Precept
Acumen	Inv. No. 10892 Payroll Admin.	66.60 inc. VAT	Precept
Luxury Toilet Hire*		252.00 inc. VAT	VG Maintenance

\*paid between meetings on basis of minutes of the meeting held on 12th June 2013, p. 657, minute 6.3

\* paid between meetings and now authorised. RSB.

### **8. Sign for the Ann Lees Path**

Clerk reported that sign had been ordered after last meeting but order was mislaid. The company promised to supply it within 7 days.

### **9. Recreational Ground**

9.1 It was **agreed** unanimously to give the permission for the laurel plants to be planted to disguise a recently erected fence between the RG and resident's house, at no cost for the Parish Council. The resident should plant them and maintain them at their expense. Clerk to write to the resident confirming the permission.

Proposed: Cllr Swainsbury. Seconded: Cllr Sanders.

9.2 Cllr Swainsbury said he would try to repair the damaged bench, Cllr Strutt would take care of graffiti if it appears again for the time being.

9.3 It was **agreed** unanimously to install the infinity bowl on a suitable place not too far from the other playing equipment but with enough space around it.

Proposed: Cllr Sanders. Seconded: Cllr Broad.

The decision about the company installing it was deferred to the next meeting.

9.4 The item was deferred until another quote is received.

### **10. Bus Stop Changes**

The clerk is to write to the new bus company for clarification that the No 5 bus stops at the Cock Inn, as this is a designated bus stop with a timetable on the wall.

### **11. Summons Sent Electronically**

It was **agreed** unanimously to authorise service of the summons and agendas by electronic means.

Proposed: Cllr Swainsbury. Seconded: Cllr Sanders.

Cllrs Artus, Scadden and Strutt asked for all the attachments to be in one PDF document.

### **12. The Community Pay Back Workers**

The clerk presented the list of works and asked councillors to add more. After that the list will be sent to get confirmation of what they can do.

### **12. Community Responders Team**

Cllr Swainsbury reported that the list of equipment wasn't received so there was no progress.

### **13. Street Planters**

12.1 The Council will stick to the previously agreed (minutes of the meeting on 10th July 2013, p. 664, minute 11) with exception for Cllr Swainsbury to write an advertisement for the Parish Newsletter.

12.2 Cllrs agreed to appoint R. Body for the winter planting. Estimated cost £90.00, allocated from precept.

### **14. The Rural Fair Share Petition**

A petition was circulated during the meeting for those who wanted to sign.

### **15. Affordable Housing**

Cllr Flack reported that English Rural cannot take on any new projects in the foreseeable future. COLNE proposed 3 dates. Cllr Artus asked for the circulation of the dates because he would like to attend.

#### 16. The Path that Leads to the Recreational Ground

It was **agreed** unanimously to give permission for the addition of temporary dinosaur footprints on the path up to Under Five's Pre-school.

Proposed: Cllr Swainsbury. Seconded: Cllr Sanders.

It was pointed out that the weeds on the both sides of the path need to be cut. Cllr Broad agreed to try to do it.

#### 17. Social Media

Cllr Strutt was asked to explain more ~~at the next meeting~~ *in the future.* RSB

#### 18. Planning

It was agreed **not to object** to the following applications:

Application No	Location/Development
<u>UTT/13/1724/HHF</u>	Whiteheads Hatfield Broad Oak Bishop's Stortford CM22 7JX  Demolition of existing 20th Century two storey side extension and construction of a replacement two storey side extension, single storey extension and entrance porch.
<u>UTT/13/1725/LB</u>	Whiteheads Hatfield Broad Oak Bishop's Stortford CM22 7JX  Demolition of existing 20th Century two storey side extension and construction of a replacement two storey side extension, single storey extension and entrance porch with internal alterations.
<u>UTT/13/2190/GLP</u>	10 Cage End Close Hatfield Broad Oak Bishop's Stortford CM22 7HU  Loft conversion insertion of rear dormer window

It was agreed to **object** to the planning application:

Application No	Location/Development
<u>UTT/13/2233/GLP</u>	The Elms Cannons Lane Hatfield Broad Oak Bishops Stortford Hertfordshire  Erection of two storey rear extension

#### 19. Information Exchange & Items for Next Meeting's Agenda

- The clerk will prepare schedule of meetings for 2014 which will continue to be on the second Wednesday of every month at 8 p.m. with exception of an August meeting which will be on the first Wednesday of the month; including Annual assembly if possible to be a week after Annual Council Meeting.
- The RCCE affordable housing showcase of existing schemes, planned for 9th October will stop at HBO, Cllr Flack will meet them.
- Cllr Strutt agreed to talk to Fields in Trust; clerk agreed to circulate the document again.

- The Clerk is to write a letter to the SSE regarding an objection to the expansion of Stansted airport.

**20. Meeting Dates 2013**

All meetings are on the second Wednesday of every month at 8 p.m.

9th October	Sausage Factory Boardroom
13th November	Sausage Factory Boardroom
11th December	Village Hall

**Meeting Closed at 11.05 p.m.**

Minutes approved on the 9th October 2013.

Signed Richard S Broad Chairman  
Richard S. Broad



## Hatfield Broad Oak Parish Council



### Minutes

Of a meeting held on Wednesday 9th October 2013 at 8.00 p.m. in the Sausage Factory boardroom

<b>Present Cllrs:</b>	Keith Artus Keith Flack Elaine McGowan	Jenny Sanders Heather Scadden Susan Smith	Mark Strutt Ken Swainsbury
<b>In the Chair:</b>	Cllr Richard Broad (Items 1-13;15-17) Cllr Elaine McGowan (Item14)		
<b>Clerk:</b>	Urška Sydee		
<b>Also present:</b>	13 members of the public		

### Response to the Public Participation

- There were no queries from the previous meeting.
- Cllr Smith confirmed that the hole in the pavement had been reported.

### Public Participation

- Member of the public expressed apologies from Mrs Reed as she could not attend.
- A question was asked when the banners on the High Street were going to be removed. Cllr Artus replied that in the middle of the following week, after the visit from a funder.
- A question was set if the sign was being erected to thank the sponsors of the village green. Cllr Sanders replied that the design hasn't been agreed upon.
- A concern was raised whether the village green development group is not meeting. Cllr Broad replied it was put on hold and that is still the case.
- A complaint was raised about the barbed wire fence near the surgery. Cllr Broad replied that it was put there because other people were parking their cars there, not just those visiting the doctor and that it will be replaced with plain wire in winter.
- A concern was expressed about parked cars on the pavement in the High Street, especially VW car parked on the bend by the Priory. The Clerk agreed to write to the Police with examples.
- A complaint was raised about the traffic and especially numbers of lorries coming down through village from the quarry, often with a speed more than 30 mph. Mr Smith explained what had been done so far. The Clerk agreed to write to the Planning Enforcement Officer to establish what traffic agreement is in place.
- Cllr Broad announced that Mr Geoffrey Martin, who used to come to the Parish Council meetings, passed away, our thoughts are with his family.

### 1. Apologies for Absence

No apologies were received.

RSB

## 2. Declarations of Interest

Declarations of non-pecuniary interest were made by Cllr Keith Artus and Cllr Mark Strutt as directors of the Village Green Charity (item 6). Cllrs Keith Flack, Susan Smith and Jenny Sanders also expressed non-pecuniary interests because they live close by the location of the village green (item 6). Councillor Broad expressed Disclosable Pecuniary Interest (item 14, UTT/13/2445/FUL), because the ownership of land regarding a right of way.

## 3. Approval of Minutes

The minutes of 11th September 2013 with amendments were approved as a correct record of events and signed by the Chairman (Cllr Broad), with the amendments:

- in the bottom of the item 7.4: *\*paid between meetings on basis of minutes of the meeting held on 12th June 2013, p.657, minute 6.3* replaced by *"\*paid between meetings and now authorised."*
- Item 17: "at the next meeting" replaced by *"in the future"*

Proposed: Cllr Swainsbury. Seconded: Cllr Artus. **Agreed unanimously.**

## 4. Matters Arising from the September Meeting

- The clerk reported that the Ann Lees Path sign had arrived.
- Cllr Swainsbury reported that in response to his advertisement in the Parish Newsletter 4 parties express interest to sponsor the street planters, and that there are possibly two more that are interested.

## 5. Pedestrian & Road Safety Working Group

Cllr Smith reported:

- Zebra Crossing didn't go in the advertisement at the final stage of finalising it, because Uttlesford District Council are still to sign the project off.
- The local panel are still talking about bus schedules.
- The hole in the pavement was reported to highways.

Cllr Flack asked about the big hole round at the big O by the farm; Cllr Broad explained it was marked and that he would contact the Highways about it.

## 6. Village Green

6.1 There was nothing to report.

Cllr Sanders asked for the pipe for the water to be removed, as it's still connected and working since Sport's Day. She also asked if the mains could be turned off and proper cover to be put over it. Cllr Artus agreed to disconnect the water pipe and seek price for the proper cover and circulate it to the councillors for the approval.

6.2 Cllr Artus explained the amendments and benefits for entering the into a deed. A short debate took place. Fields in Trust are to agree first with the amendments then PC will consider it again.

## 7. Financial Matters

7.1 The clerk presented the budget update.

7.2 The payment of £90.00 for the winter planting to R. Body, allocated from Precept, open spaces maintenance was approved. Proposed: Cllr Sanders. Seconded: Cllr Broad.

7.3 The payment for annual subscription "Essex Playing Fields" £25.00, allocated from precept, subscriptions was approved. Proposed: Cllr Strutt. Seconded: Cllr Scadden.

7.4 The following payments were approved:

RSB

To	For	Sum (£)	Funded from
Meghann Cattermole	HBO Recreational Park Cleaning (October 2013)	24.00	Precept
Mobile Mini UK Ltd	Container Rental 714069300 (16.08.2013-12.09.2013)	42.24 inc. VAT	Precept
Urška Sydee	Pay for September 2013	305.35	Precept
PKF LittleJohn	External Audit 2012/13	360.00 inc. VAT	Precept
R. Body	Street Planters Maintenance October 2013	60.00	Precept
Affinity Water	Standing charge for the Village Green	15.06	Precept
UALC	Subscription	25.00	Precept
First Signs & Labels	Anne Lees Path Sign, Inv.75616	102.00 inc. VAT	Precept
Greenman Tree & Garden Services	Spraying the path on the Village Green Inv. 574	70.00	VG Maintenance
Greenman Tree & Garden Services	Maintenance work to the nature areas on the Village Green	TBA	Special Projects, Grants

The clerk explained that there are no grants available to spend anymore, and some of the reserves have already been used, Cllr Artus explained that the grant for £9,500 is on the way for that purpose.

The invoice from EALC hasn't been received, and the item was deferred for the next meeting.

### 8. Approval of Payments

To propose that any Councillor or Councillors who commit Parish Council funds by their actions, for whatever reason, without first gaining specific quantified approval from the Clerk, or in the absence of the Clerk the Chairman, acting upon the instructions of the Parish Council, do so in a personal capacity and any debt incurred by such action or actions will be deemed to be a personal commitment.

After a short debate took place.

It **was agreed unanimously** that any Councillor or Councillors who commit Parish Council funds by their actions, for whatever reason, without first gaining specific quantified *written instruction* from the Clerk, or in the absence of the Clerk the Chairman, acting upon the instructions of the Parish Council, do so in a personal capacity and any debt incurred by such action or actions will be deemed to be a personal commitment.

Proposed: Cllr Swainsbury. Seconded: Cllr Flack.

### 9. Delivery Vehicles to Broad Oak Farms via Cage End

There was a debate, the conclusions are:

- The Sausage Factory can't operate without lorries, however they are destroying the road. Cllr Swainsbury will informally talk again with the owner regarding other possible options.

### 10. Conservation Area Appraisal

The item was deferred to the next meeting.

### 11. Affordable Housing

There was a short report about the day organised by RCCE.

The working group to prepare how to approach HASTOE for the next meeting.

### 12. Community Responders Team

For Cllr Swainsbury to contact them and express the support of this Council if they want to continue.

### 13. Recreational Ground

Cllr Sanders declared that Council should do some repairs and proceed with the installation of the infinity bowl, gained from UDC. It was agreed to get a quote from a local business for both items for the next meeting.

Cllr Sanders also suggested to replace one piece of equipment per year and offered to get some prices to help with estimates for the budget.

### 14. Planning

Cllr Broad left the boardroom and returned after planning application UTT/13/2445/FUL had been decided.

There were no objections to the following applications:

Application No	Location/Development
<u>UTT/13/2445/FUL</u>	Land Rear Of Warepond House Hammonds Road Hatfield Broad Oak Bishops Stortford Hertfordshire  Proposed Dwelling
<u>UTT/13/2448/HHE</u>	Freshwaters Dunmow Road Hatfield Broad Oak Bishop's Stortford CM22 7JJ  Proposed conversion of existing garage to habitable room with first floor side extension over, new attached side garage extension and new front porch extension.

### 15. General Correspondence to Note

- The Annual Return (External Audit) was noted; the clerk explained that the accounts will be on the notice board for 2 weeks.
- The clerk will contact the Scout Group regarding their web page requirements, then Cllr Artus would advise the clerk on the cost for approval.
- Stephenson's of Essex bus service reply noted.
- The English Rural letter regarding current status of housing association projects was noted.
- Resident's email regarding bus service - deferred to the next meeting.

**16. Information Exchange & Items for Next Meeting's Agenda**

- Schedule of meetings for 2014 including the Annual assembly on Wednesday 21st May 2014 was presented.
- Cllr Swainsbury raised issue of who to contact for emergency repairs. PC doesn't have a list of contractors for such instances. The clerk asked councillors to email her possible business in the village, to make a list in the future, and contact them if they were willing to do jobs like that.
- Anne Lees Path needs re-graveling; for the clerk to contact Community Pay Back if they could do it.

**17. Meeting Dates 2013**

All meetings are on the second Wednesday of every month at 8 p.m.

13th November	Sausage Factory Boardroom
11th December	Village Hall

**Meeting Closed at 10.25 p.m.**

Minutes approved on the 13th November 2013.

Signed Richard S Broad Chairman  
Richard S. Broad



# Hatfield Broad Oak Parish Council



## Minutes

Of a meeting held on Wednesday 13th November 2013 at 8.00 p.m. in the Sausage Factory boardroom

**Present Cllrs:** Keith Artus Jenny Sanders Mark Strutt  
Keith Flack Heather Scadden Ken Swainsbury  
Elaine McGowan Susan Smith

**In the Chair:** Cllr Richard Broad  
**Clerk:** Urška Sydee

**Also present:** 10 members of the public

### Response to the Public Participation

Cllr Swainsbury reported that clerk wrote an email to the police officer regarding parking with attachments of some photos; no reply yet.

Regarding lorries from the quarry, Cllr Artus replied there are only agreements for the timing, not the quantity of traffic, there's no protected routes in their planning so nothing could be done.

### Public Participation

- Cllr Swainsbury read an email from resident that clerk received regarding bus services. The item was on the agenda - item 14.
- A member of the public asked if Uttlesford parking wardens could be asked to check on cars parked on pavements. Cllr Artus replied they can't give tickets unless there is an obstruction. He suggested to send a copy of email to Mr Nick Olsten. *\* for anything other RSB*
- A member of the public was seeking clarification regarding different groups. Cllr Broad replied there were two: development working group for the pavilion and the village green maintenance group. Village Green Co is a Charity.
- A concern was raised that there are some dead trees and weeds on the village green, and how long the cages around them will stay. Cllr Artus replied that trees will be replaced free of charge by Van Hage and more work will be done in the basement of the trees in November or December. Cages around the trees will stay until the trees can resist the deer. *RSB*
- It was commented that the sign with the sponsors was taken down later than promised and suggested that in the future would be better to just say that it will be done soon if no specific time can be given.
- Clerk read an anonymous letter regarding builders working on The Elms parking on the verge outside Medlars; it was agreed for the clerk to write a letter to the owners of The Elms.

*\* then parking a restriction. Only the police can give a ticket for obstruction. He suggested to send a copy of email to Mr Nick Olsten. RSB*

### 1. Apologies for Absence

No apologies were received.

### 2. Declarations of Interest

Declaration of non-pecuniary interest was made by Cllr Keith Artus as a director of the Village Green Charity (item 9). Cllr Mark Strutt expressed non-pecuniary interest as director of the Village Green Charity (item 9) and as member of the club and because his daughter is with the guides (item 13 -1 and 13-3). Cllr Richard Broad expressed non-pecuniary interest (item 9.3) because he knows some of the people that might be interested. Cllrs Keith Flack, Susan Smith expressed non-pecuniary interests because they live close by the location of the village green (item 9). Cllr Jenny Sanders expressed non-pecuniary interest because she lives closer to the village green than the majority and being a school governor (item 9).

### 3. Approval of Minutes

The minutes of 9th October 2013 were approved as a correct record of events and signed by the Chairman (Cllr Broad) with amendments:

1. In the Public Participation, 6th line VW was replaced by "any":

- A concern was expressed about parked cars on the pavement in the High Street, especially *any* car parked on the bend by the Priory. The Clerk agreed to write to the Police with examples.

2. item 6.1 Village Green word "electricity" has been added:

There was nothing to report.

Cllr Sanders asked for the pipe for the water to be removed, as it's still connected and working since Sport's Day. She also asked if the *electricity* mains could be turned off and proper cover to be put over it. Cllr Artus agreed to disconnect the water pipe and seek price for the proper cover and circulate it to the councillors for the approval.

Proposed: Cllr Artus. Seconded: Cllr Strutt. **Agreed unanimously.**

### 4. Matters Arising from the October Meeting

- Cllr Flack reported ivy should be cleared before the sign for Anne Lees Path is put up - it may take too long for the community pay back team to clear it; Cllr Broad will inform other councillors when he's available and they will clear the ivy.

- Cllr Swainsbury reported that there was no feedback from Community Responders Team; Cllr Strutt promised to talk to Mrs Hayward to try to get an answer.

- Cllr Artus reported that the draft agreement with amendments for the Fields in Trust had been sent for approval.

### 5. Pedestrian & Road Safety Working Group

Cllr Sanders reported that the paperwork for the pedestrian crossing had been signed and sent for the advertisement.

### 6. Financial Matters

6.1 The clerk presented the budget update.

6.2 Initial discussion for the precept for 2014/15 has been deferred for the next meeting.

6.3 To approve donation of £50.00 for the British Legion.

Proposed: Cllr Sanders. Seconded: Cllr Strutt.

It was **agreed unanimously** to donate £50.00 to the British Legion.



6.4 The following payments were approved:

To	For	Sum (£)	Funded from
Meghann Cattermole	HBO Recreational Park Cleaning (November 2013)	24.00	Precept
Mobile Mini UK Ltd	Container Rental 714070695 (13.09.2013-10.10.2013)	42.24 inc. VAT	Precept
	Container Rental 714072116 (11.10.2013-07.11.2013)	42.24 inc.VAT	Precept
Urška Sydee	Pay for October 2013	305.35	Precept
	Expenses (Stamps, Ink Cartridge, Spare Key, USB Key)	44.43	Precept
Acumen Wages Service	Inv. No.: 11117 (Wage service October 2013 to December 2013)	61.20 inc. VAT	Precept
R. Body	Street Planters Maintenance November 2013	90.00	Precept
Essex & Herts Pest Control (Urška Sydee)	Wasp Nest Destruction on the Recreational Ground	55.00	Precept
Essex Playing Fields Association	Membership for 2013/2014	25.00	Precept
TBS Hygiene Limited	Inv. No.: 293463 (Dog Poo & Litter Bin Collection on VG)	69.12 inc. VAT	Precept
Norwood Landscapes	Inv. for the addition to fencing in the RG	500.00	Precept

It **was agreed unanimously** to put the following motion on the agenda:

To approve the following invoices as quotations, details of the work to be agreed between Cllr Broad and the contractors, and payment to be made on Cllr Broad's certification that the work has been carried out:

- Inv. No.: 2148/2 (Annual Maintenance fee for 2013/14/15); £600.00, by James Leighton.
- Inv. No.: 2173 (Tree Replanting and treatment to plants); £575.00, by James Leighton.
- Planting & Fencing Trees VG; £500.00, by Greenman Tree & Garden Services (Duncan Noel)

All allocated from grants.

Proposed: Cllr McGowan. Seconded: Cllr Broad.

RSB

It was **agreed unanimously** to approve these invoices as quotations, details of the work to be agreed between Cllr Broad and the contractors, and payment to be made on Cllr Broad's certification that the work has been carried out.

Proposed: Cllr Mc Gowan. Seconded: Cllr Broad.

For Cllr Artus to present detailed schedule for the annual maintenance fee (inv.2148/2 by James Leighton).

## **7. Christmas Tree**

7.1 It was **agreed unanimously** to approve the expenditure of up to £200 for a Christmas tree.

Proposed: Cllr Strutt. Seconded: Cllr Scadden.

7.2 It was **agreed unanimously** to approve purchase of new solar lights for the village Christmas Tree for up to £300.00.

Proposed: Cllr Strutt. Seconded: Cllr Flack.

7.3 It was **agreed unanimously** to put on the agenda the following motion:

To spend up to £300.00 for preparing the suitable base and surround for the Christmas tree.

Proposed: Cllr Artus. Seconded: Cllr Swainsbury.

It was **agreed unanimously** to spend up to £300.00 for preparing a suitable base and surround for the Christmas tree.

Proposed: Cllr Artus. Seconded: Cllr Swainsbury.

For Cllr Swainsbury to get a quote.

## **8. Delivery Vehicles to Broad Oak Farms via Cage End**

Cllr Swainsbury will continue to discuss the items with both parties and try to help them to find the solution.

## **9. Village Green**

9.1 Cllr Artus reported on the activities of the Village Green Company (charity) and its objectives to the present day:

- He claimed that Village Green Co. had been successful in obtaining grant commitments for the construction of a community pavilion for the sports clubs and the community.
- At the Village Green Co AGM in June 2013 it was agreed to create a Management Committee to oversee and run the day to day operation of the village green, pavilion and/or any other facilities they were to formally undertake. It was intended that the Management Committee would consist of representatives from all of the sports clubs and other organisations in the village wishing to participate. It could also include other community representatives, including parish councillors.
- The Village Green Co AGM also resolved to build a smaller community pavilion than that obtained through planning permission. It would only be built to its full extent by agreement with the parish council.
- Letters of support have been received by the Village Green Co from local sporting clubs expressing interest in renting the proposed facility.
- The Village Green Co will write to the Parish Council Chairman to arrange a meeting to further discuss the pavilion.
- He pointed out that another parish had taken 15 years to complete a similar project and that compared to that the Village Green Co had achieved more progress within in a little over four years.

9.2 It was **agreed unanimously** to approve installation of lockable inspection pit for electricity mains at a cost £162.60 incl. VAT, allocated from VG Maintenance.

Proposed: Cllr Flack. Seconded: Cllr Scadden.

9.3 Cllr Artus asked proposer and seconder for amendment on item 9.3 for the motion to be divided into specific proposals that could be addressed individually. He presented his split proposals in written.

Cllrs McGowan as proposer and Cllr Broad as seconder **agreed** to the amendments. Cllr Artus asked for recorded vote.

9.3 To resolve to:

1. Dissolve the existing development group.

Proposed: Cllr McGowan. Seconded: Cllr Broad.

**Voted for:** Cllrs Artus, Broad, Flack, McGowan, Sanders, Scadden, Smith, Swainsbury.

**Voted against:** Cllr Strutt.

**Abstained:** No one.

2. Appoint a new project management group to pursue the design, external funding and building of the pavilion.

Proposed: Cllr McGowan. Seconded: Cllr Broad.

**Voted for:** Cllrs Artus, Broad, Flack, McGowan, Sanders, Scadden, Smith, Strutt, Swainsbury.

**Voted against:** No one.

**Abstained:** No one.

2a. The design to be pursued by the project management group shall be the changing rooms wing of the existing planning permission extended to provide a committee room of 6 meters by 8 meters on the right hand end of the front elevation, within an overall maximum length of 21 meters.

Proposed: Cllr McGowan. Seconded: Cllr Broad.

**Voted for:** Cllrs Broad, Flack, McGowan, Sanders, Scadden, Smith, Swainsbury.

**Voted against:** Cllr Artus.

**Abstained:** Cllr Strutt.

2b. The exact terms of reference of the group to be finalised.

Proposed: Cllr McGowan. Seconded: Cllr Broad.

**Voted for:** Cllrs Artus, Broad, Flack, McGowan, Sanders, Scadden, Smith, Strutt, Swainsbury.

**Voted against:** No one.

**Abstained:** No one.

3. Confirm that the Parish Council's long term policy is to minimise the cost of the pavilion to the public as much as possible.

Proposed: Cllr McGowan. Seconded: Cllr Broad.

**Voted for:** Cllrs Artus, Broad, Flack, McGowan, Sanders, Scadden, Smith, Strutt, Swainsbury.

**Voted against:** No one.

**Abstained:** No one.

3b. In pursuance of motion 3 the council's aim is ultimately to let the pavilion to a body representing the interests of the sporting organisations in the village in the event of an appropriate body being formed.

Proposed: Cllr McGowan. Seconded: Cllr Broad.

**Voted for:** Cllrs Artus, Broad, Flack, McGowan, Sanders, Scadden, Smith, Strutt, Swainsbury.

**Voted against:** No one.

**Abstained:** No one.

3c. The Council will (however) retain ultimate responsibility for the pavilion under the terms of the head lease.

Proposed: Cllr McGowan. Seconded: Cllr Broad.

**Voted for:** Cllrs Artus, Broad, Flack, McGowan, Sanders, Scadden, Smith, Strutt, Swainsbury.

**Voted against:** No one.

**Abstained:** No one.

#### 10. Conservation Area Appraisal

The item was deferred to the next meeting.

#### 11. Affordable Housing

The item was deferred to the next meeting.

#### 12. Street Planters

The item was deferred to the next meeting.

#### 13. Grant Requests

The following grant requests had been **agreed unanimously**:

1. *Hatfield Broad Oak Ch'uan Chang Do Kung Fu Club*: £125.00 for the equipment.
2. *Hatfield Broad Oak Scouts Group*: £700.00 for the repair of the roof of the scouts hut.
3. *1st Hatfield Broad Oak Girlguiding*: £350.00 towards T-shirts.
4. *Stop Stansted Expansion*: £500.00 for their activities.

#### 14. Bus Service

The item was deferred to the next meeting.

#### 15. Planning

There were no objections to the following applications:

Application No	Location/Development
<u>UTT/13/2781/TPO</u>	Glandore Cannons Lane Hatfield Broad Oak Bishops Stortford Hertfordshire  Reduce by 25 %, 4 no. Walnut Trees
<u>UTT/13/2925/TPO</u>	1 Medlars Mead Hatfield Broad Oak Bishops Stortford Hertfordshire CM22 7JB  Reduce & thin Crown by 30% 1 no. Field Maple

Application No	Location/Development
<u>UTT/13/2948/TPO</u>	Glandore Cannons Lane Hatfield Broad Oak Bishops Stortford Hertfordshire  Prune 2 no. walnut to clear power lines
<u>UTT/13/2969/HHE</u>	Whiteheads Hatfield Broad Oak Bishop's Stortford CM22 7JX  Single storey side and rear extensions
<u>UTT/13/2970/LB</u>	Whiteheads Hatfield Broad Oak Bishop's Stortford CM22 7JX  Single storey side and rear extensions and internal alterations

**16. General Correspondence to Note**

The item was deferred to the next meeting.

**17. Information Exchange & Items for Next Meeting's Agenda**

The item was deferred to the next meeting.

**18. Meeting Dates 2013**

All meetings are on the second Wednesday of every month at 8 p.m.

11th December	Village Hall
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**Meeting Closed at 11.12 p.m.**

Minutes approved on the 11th December 2013.

Signed Richard S Broad Chairman  
Richard S. Broad



## Hatfield Broad Oak Parish Council



### Minutes

Of a meeting held on Wednesday 11th December 2013 at 8.00 p.m. in the Village Hall

**Present Cllrs:** Keith Artus                      Jenny Sanders                      Mark Strutt  
                         Keith Flack                              Heather Scadden                      Ken Swainsbury  
                         Elaine McGowan                      Susan Smith

**In the Chair:** Cllr Richard Broad  
**Clerk:** Urška Sydee

**Also present:** 9 members of the public

### Response to the Public Participation

There was nothing to response to from the last meeting.

### Public Participation

- The police have responded to the Clerks email regarding parking by phone, and they are aware of the situation and doing what they can, and feel the Parish Council should contact UDC. . The Clerk is to write again to the police circulating the email to the Parish Council prior to sending.
- A question was raised whether the village green was opened 24/7. On the 28.10.2013 the village green wasn't closed and as such could be dangerous because of the storm and lots of trees being down elsewhere. Hatfield Forest was closed until inspected. Cllr Broad replied that at that time no one had thought of that and that it would be a good thing to do it in the future. The clerk will check the insurance cover regarding the above.
- It was reported that one of the trees was cleared off Dunmow road the next day after strong wind.
- A question was raised if the new project management group would be appointed tonight. Cllr Broad replied no, as the deadline for application to join the group was too tight according to when the Parish Newsletter was delivered.

### 1. Apologies for Absence

No apologies were received.

### 2. Declarations of Interest

Declaration of non-pecuniary interest was made by Cllr Keith Artus as a director of the Village Green Charity (item 10) and pecuniary interest (item 11) because of being a webmaster of the web site. Cllr Mark Strutt expressed non-pecuniary interest (item 10) as director of the Village Green Charity and because of a membership in clubs; and (item 7) because of living on a High Street; pecuniary interest (item 6) because of paying the bill. Cllrs Keith Flack and Susan Smith expressed non-pecuniary interests because they live close by the location of the village green (item 10). Cllr Jenny Sanders expressed non-pecuniary interest

because she lives closer to the village green than the majority and being a school governor (item 10).

### 3. Approval of Minutes

The minutes of 13th November 2013 were approved as a correct record of events and signed by the Chairman (Cllr Broad) with amendments:

1. In the Public Participation, 2nd line (amendments in italics):

- A member of the public asked if Uttlesford parking wardens could be asked to check on cars parked on pavements. Cllr Artus replied they can't give tickets *for anything other than parking a restriction. Only the police can give a ticket for obstruction.* He suggested to send a copy of email to Mr Nick Alston.

2. In the Public Participation, 4th line (amendments in italics):

- A concern was raised that there are some dead trees and weeds on the village green, and how long the cages around them will stay. Cllr Artus replied that trees will be replaced free of charge by Van Hage and more work will be done *at the base* of the trees in November or December. Cages around the trees will stay until the trees can resist the deer.

Proposed: Cllr Sanders. Seconded: Cllr Smith. **Agreed unanimously.**

### 4. Matters Arising from the November Meeting

• Cllr Sanders reported:

- That electricity mains on the village green is still uncovered despite of an approved quote. Cllr Artus replied it would be done soon. The Clerk agreed to contact the company asking them when it would be done.

- That there is a puddle around the water mains on the village green which could indicate that the water is leaking somewhere. Cllr Artus and Strutt agreed to turn the water mains off when they have time.

• Cllr Swainsbury asked about the progress regarding Fields in Trust. Cllr Artus replied he had sent the amendments to their office and he's waiting for reply.

• Cllr Swainsbury reported that he spoke to Mr Chris Simons regarding deliveries to the Sausage Factory and that Mr Simons agreed to contribute towards the repair of the verge, sum yet to be agreed. Cllr Swainsbury will propose some recommendations when there is the opportunity to talk to him again.

### 5. Pedestrian & Road Safety Working Group

Report was received and circulated. Mrs Rissa Long from UDC will email possible dates for the project engineer to meet with the councilors to agree the lighting position.

### 6. Financial Matters

6.1 The clerk presented the budget update.

6.2 It **was agreed unanimously** in principle to increase the precept by £900.00 to £33,900 principally to cover the increased charge for the green waste service and inflation.

Proposed: Cllr Broad. Seconded: Cllr Sanders.

6.3 The bank reconciliation for year to date was approved and signed by the Chairman (Cllr Broad).

6.4 The following payments were approved:

Cllr Strutt left the meeting when before payment for Lighting Direct was approved and returned after it was approved.

Rsg



To	For	Sum (£)	Funded from
Meghann Cattermole	HBO Recreational Park Cleaning (December 2013)	24.00	Precept
Mobile Mini UK Ltd	Container Rental 714073538 (8.11.2013-05.12.2013)	42.24 incl. VAT	Precept
Urška Sydee	Pay for November 2013	305.35	Precept
Lighting Direct (Mark Strutt)	Christmas Tree Lights, Inv. No.: 1499013	139.99 incl. VAT	Precept
S R Hodges	Christmas Tree "Sleeve"	498.00 incl. VAT	Precept
J Kenney Services	Grass Cutting for 2013; Inv. No.: 2311.13	10,440.12 incl. VAT	Precept/VG Maintenance
Village Hall	Hiring for 11.12.2013; outstanding from September meeting; Inv.No.: 118/13	21.00	Precept

### 7. Conservation Area Appraisal

The clerk agreed to write:

- To UDC what facilities were available instead of using the rubbish bins.
- To send a reply to Mr Andrew Taylor that the Parish Council is considering the worn edges in Cage End asking them if they have any suggestions regarding that matter.

### 8. Affordable Housing

The report from Cllr Flack was received and circulated. Councillors are to meet on 8th January at 7.15 to set the date for meeting with HASTOE.

### 9. Street Planters

The design and expenditure of up to £200.00 for plaques for street planters sponsors was approved.

Proposed: Cllr Swainsbury. Seconded: Cllr Flack.

**Agreed unanimously.**

### 10. Village Green

10.1 Cllr Artus said there was nothing to report.

Cllr Strutt gave a verbal report about tree works. He pointed out that <sup>deadwood on the</sup> ~~lime tree next to the ash tree~~ should be removed and that some wraps for the young trees are needed to protect them from the rabbits.

10.2 The sum is smaller as quoted because Cllr Broad agreed to provide a digger and materials free of charge.

It was **approved** to install drainage on the pitch side of the sloping path in south east corner of the main circuit, to minimise further erosion and the repair of existing damage to

the path as per the quote £300.00 to be paid from the village green landscaping fund.

The clerk declared there is no landscaping fund.

Proposed: Cllr Strutt. Seconded: Cllr Swainsbury.

**Agreed unanimously.**

10.3 To approve the remit for the project management group as circulated to councillors with the agenda.

It was **agreed by majority** to amend the remit by adding to the Procedure section 6: "To send copies of all minutes and reports generated by the group to the Clerk for distribution to councillors if required."

Proposed: Cllr Artus. Seconded: Cllr Strutt.

The **amended remit was agreed by majority.**

Proposed: Cllr McGowan. Seconded: Cllr Broad.

### 11. Website

Cllr Artus left the room.

The renewal of the hbo-data.net domain for five years at a cost of £74.60 was **approved unanimously.**

Proposed: Cllr Broad. Seconded: Cllr McGowan.

Cllr Artus returned to the room.

### 12. Accounts software

There was nothing to report.

### 13. Planning

There were no objections to the following applications:

Application No	Location/Development
<u>UTT/13/3081/TPO</u>	Glandore Cannons Lane Hatfield Broad Oak Bishops Stortford Hertfordshire CM22 7HX  Lop 4 no. Walnut by 30%
<u>UTT/13/3094/TCA</u>	Feathers Hill Cottage Feathers Hill Hatfield Broad Oak Bishops Stortford Hertfordshire  30% overall crown reduction 1 no. Ash. Repollard 2 no. Chestnuts. Reduce to 6ft 1 no. Privet. Reduce 1 no Prunus. Reduce 1 branch 1 no. Ash. Reduce Hawthorns and Prunus in neighbouring garden to fence height. Fell 2 no. Sycamore and grind stumps. Reduce various Elder, Hawthorn and Prunus, some poorer specimens to be felled.
<u>UTT/13/3254/LB</u>	Thrums High Street Hatfield Broad Oak Bishop's Stortford CM22  Internal alteration to existing property to create downstairs WC & new first floor bedroom

The report of breach of planning control ENF/13/0435/C was noted.

#### 10. Village Green (continuing)

Cllr Artus required recorded voting on items 10.4, 10.5, 10.6 and 10.7.

10.4 This council state as policy that any pavilion development on the village green shall be self funding in terms of all operation, running and maintenance costs with no ongoing cost or liability to the parish council whatsoever. The users of the facility shall be fully responsible for running and maintaining the facility.

Proposed: Cllr Artus. Seconded: Cllr Strutt.

**Not agreed.**

**Voted for:** Cllr Artus, Cllr Strutt.

**Voted against:** Cllr Broad, Cllr Flack, Cllr McGowan, Cllr Sanders, Cllr Scadden, Cllr Smith, Cllr Swainsbury.

**Abstained:** None.

10.5 The remit of the Development Group shall reflect that any pavilion development complies with council policy of there being no ongoing liability to the parish council.

Proposed: Cllr Artus. Seconded: Cllr Strutt.

**Not agreed.**

**Voted for:** Cllr Artus, Cllr Strutt.

**Voted against:** Cllr Broad, Cllr Flack, Cllr McGowan, Cllr Sanders, Cllr Scadden, Cllr Smith, Cllr Swainsbury.

**Abstained:** None.

10.6 The Development Group remit should reflect the requirement to consider the needs and wishes of all village clubs and organisations when reviewing the design such that the project genuinely is a public amenity benefitting parishioners generally.

Proposed: Cllr Strutt. Seconded: Cllr Artus

**Voted for:** Cllr Artus, Cllr Strutt.

**Voted against:** Cllr Broad, Cllr Flack, Cllr McGowan, Cllr Sanders, Cllr Scadden, Cllr Smith, Cllr Swainsbury.

**Abstained:** None.

**Not agreed.**

10.7 The design of the pavilion should not be tailored to any club or organisation to the exclusion of others such that the parish council would incur an ongoing liability to support or subsidise any individual club.

Proposed: Cllr Strutt. Seconded: Cllr Artus

Cllr McGowan asked proposer and seconder if they agree to add "*inevitably*" between "would" and "incur".

Cllr Strutt as proposer and Cllr Artus as seconder agreed to the amendmend.

The design of the pavilion should not be tailored to any club or organisation to the exclusion of others such that the parish council would inevitably incur an ongoing liability to support or subsidise any individual club.

Proposed: Cllr Strutt. Seconded: Cllr Artus.

**Not agreed.**

**Voted for:** Cllr Artus, Cllr Broad, Cllr McGowan, Cllr Strutt.

**Voted against:** Cllr Flack, Cllr Sanders, Cllr Scadden, Cllr Smith, Cllr Swainsbury.

**Abstained:** None.

#### 14. General Correspondence to Note

- A consultation on Additional Housing Numbers and Sites is now available to view and comment was noted.
- A Stop Stansted Expansion (SSE) letter regarding independent noise ombudsman was noted.
- Confirmed dates for the 2012-13 bus stop improvement scheme: DC1420D Broad Street, Hatfield Broad Oak starts on December the 12th; taking approximately 5 days, was noted.
- Cllr Flack agreed to attend the meeting regarding locations for on the 19<sup>th</sup> Feb at 7 p. m. in UDC London Road offices.
- Grant applications: thanks from Scouts, SSE, 1st Hatfield Broad Oak Brownies, Hatfield Broad Oak Ch'uan Chang Do Kung Fu Club and British Legion for donations were noted.
- Clerk confirmed that the ~~letters~~ <sup>FOI requests</sup> from Hatfield Broad Oak Football Club, 1st Girl guiding and Hatfield Broad Oak Ch'uan Chang Do Kung Fu Club regarding pavilion had been received and will be responded to within the statutory time limit.

#### 15. Information Exchange & Items for Next Meeting's Agenda

- John Sly the secretary of the HRLHS, seeking a contribution towards his work on a new booklet regarding local history - clerk received additional paper to circulate.
- The clerk to inform Joseph Cockerline of streetlife.com that PC is currently not interested in that kind of service.
- Cllr Smith will verbally respond to the email from Mr Mitchell.

#### 16. Next Meeting

The next meeting will be held in the Village Hall on Wednesday 8th January 2014 at 8 p.m. All meetings are on the second Wednesday of every month at 8 p.m. with exception of the August meeting.

#### 17. Clerk's Wage (the public was excluded from this item)

It was **agreed unanimously** to increase clerk's wage by £0.092 per hour (£3.05 per month; £36.60 per annum) as recommended jointly by the National Association and the Society of Local Council Clerks. The increase would be backdated to the beginning of the financial year in April 2013.

Proposed: Richard Broad Seconded: Elaine McGowan

**Meeting Closed at 10.20 p.m.**

Minutes approved on the 8th January 2014.

Signed Richard S Broad Chairman  
Richard S. Broad

## Hatfield Broad Oak Parish Council



### Minutes

Of a meeting on Wednesday 8th January 2014 at 8.00 p.m. in the Village Hall

**Present Cllrs:** Keith Artus                      Jenny Sanders                      Mark Strutt  
                         Keith Flack                              Heather Scadden                      Ken Swainsbury  
                         Elaine McGowan                              Susan Smith

**In the Chair:** Cllr Richard Broad  
**Clerk:** Urška Sydee

**Also present:** 12 members of the public

#### Response to the Public Participation

Cllr Swainsbury replied to the following queries from the previous meeting(s):

- The clerk wrote to the police regarding parking, reply is still awaiting. Cllr Sanders declared she got a leaflet from the police through her letter box saying that parking on the footpath path and across driveways is prohibited.
- The clerk wrote to the insurance broker regarding procedure for the village green, reply received today, will be reported at the next meeting.
- The barbed wire opposite the surgery will be taken down this weekend.

#### Public Participation

- The question was raised who is in charge of a flag, why it was lowered, and why isn't easier to put it up or down. Chairman replied that various people do it, it was lowered because of Nelson Mandela's death, the mast is designed like that so that the flag can't be stolen. Cllr Sanders suggested to take the flag down and fly it only on special occasions. Cllr Artus explained the Union flags can be flown all the time now.
- It was commented was that it was confusing because the flag was at half mast so long.
- Cllr McGowan read email sent by a resident regarding planning application UTT/13/2939/HHF; a concern was raised about the scale and height of the shed. Councillors will take in account the letter when considering the planning application, which is on the agenda.
- A question was raised whether Council have any plans to celebrate Tour the France. Chairman replied it's not coming through the village.
- A question was raised whether the project management group for the village green pavilion was formed. The Chairman replied that it wasn't but it should be known by the next meeting.
- The Clerk was asked whether she received an email regarding time of the meetings. The clerk confirmed she received the email but she had to look up the answer.
- It was reported that the wooden railings of the wooden bridge down by the marsh were broken again.
- A question was raised which number could be called early in the morning if there is a tree on the road. The Chairman replied inquiries will be made and reported back at the next meeting.
- It was reported that the pond at the Dunmow road had been overflowing for the whole

week until today.

- A question was raised if there was anything that could be done regarding the road on the approach towards Hatfield Heath, which was flooded before Christmas and it's still flooded. Cllr Artus replied the PC of Hatfield Heath has the item on the agenda.
- A comment was made that the plants in planters are small probably because they didn't have enough time to grow to a suitable size. The clerk is to ask Mr Body to try to make them look better.

### 1. Apologies for Absence

There were no apologies.

### 2. Declarations of Interest

- Cllr Swainsbury made a pecuniary interest in last item under item 6 (Brunel Engraving Company), because of paying the bill.
- Cllr Flack declared non-pecuniary interest in item 10 because he live close by the location of the village green.
- Cllr Sanders expressed non-pecuniary interest in item 10 because she lives closer to the village green than the majority and being a school governor.
- Cllr Smith expressed non-pecuniary interest in item 10 because he live close by the location of the village green.
- Cllr Mc Gowan expressed disclosable pecuniary interest in last item under item 12 planning application UTT/13/3310/FUL, as an employee, officer and shareholder of R McGowan Ltd.
- Cllr Strutt declared non-pecuniary interest in item 10, because of being a director of the Village Green Co (charity) and being a member of various clubs.

### 3. Approval of Minutes

The minutes of 11th December 2013 were approved as a correct record of events and signed by the Chairman (Cllr Broad) with amendments:

- In the item 3. Approval of Minutes 1st line (amendments in italics):
- A member of the public asked if Uttlesford parking wardens could be asked to check on cars parked on pavements. Cllr Artus replied they can't give tickets for anything other than a *parking* restriction. Only the police can give a ticket for obstruction. He suggested to send a copy of email to Mr Nick Alston.
- In the item 10. Village Green "deadwood on the" is added between words "that" and "lime" (as in italics) and "next to the ash tree" is deleted so it reads:  
Cllr Strutt gave a verbal report about tree works. He pointed out that *deadwood on the lime tree* next to the ash tree should be removed and that some wraps for the young trees are needed to protect them from the rabbits.
- 4. In the item 10.2 Village Green wording after £300.00 "to be paid from the village green landscaping fund. The clerk declared there is no landscaping fund." is deleted so it reads:  
10.2 The sum is smaller as quoted because Cllr Broad agreed to provide a digger and materials free of charge.  
It was **approved** to install drainage on the pitch side of the sloping path in south east corner of the main circuit, to minimise further erosion and the repair of existing damage to the path as per the quote £300.00.  
Proposed: Cllr Strutt. Seconded: Cllr Swainsbury.  
**Agreed unanimously.**
- 5. In item 14. general Correspondence to Note, 6th line word "letters" is changed to "FOI

requests" and it reads as (amendments in italics):

- Clerk confirmed that the *FOI requests* from Hatfield Broad Oak Football Club, 1st Girl guiding and Hatfield Broad Oak Ch'uan Chang Do Kung Fu Club regarding pavilion had been received and will be responded to within the statutory time limit.

Proposed: Cllr Broad. Seconded: Cllr Strutt. **Agreed unanimously.**

#### 6. Matters Arising from the December Meeting

- Cllr Sanders reported that the electricity mains are still uncovered and asked when the works would be done. The clerk replied she sent email asking that information 20.12.2013 but she hasn't received reply yet.
- Cllr Artus confirmed that the water mains are closed now.
- Cllr Artus declared he was still waiting for the reply from Fields in Trust.
- Cllr Broad confirmed that the drainage works will be done 22.01.2014.

#### 5. Pedestrian & Road Safety Working Group

A report was noted.

#### 6. Financial Matters

6.1 The clerk presented the budget update.

6.2 There was discussion regarding budget and precept and the chairman decided to move the item 6.2 after the item 16.

6.3 The following payments were approved:

To	For	Sum (£)	Funded from
Mobile Mini UK Ltd	Container Rental 714074969 (06.12.2013-02.01.2014)	42.24 incl. VAT	Precept
Urška Sydee	Pay for December 2013	TBA (not received yet)	Precept
Greenman Tree Surgery	Reduce Ash tree and investigate soil levels around base, Inv. No.: 605	300.00	Precept
Village Hall	Hiring for 08.01.2014; Inv. No.: 121/13	15.75	Precept

Cllr Swainsbury left the room.

The following payment was approved:

To	For	Sum (£)	Funded from
Brunel Engraving Company (Ken Swainsbury)	Plaques for the Street Planters	195.60 incl. VAT	Precept

Cllr Swainsbury returned to the room.

## 7. Christmas Tree

No decision was taken.

## 8. Affordable Housing

Three possible dates have been emailed to Mrs Moira Groborz from RCCE.

## 9. Street Planters

9.1 It was **agreed unanimously** to appoint Robert Body to replant street planters for the summer at a cost £135.00.

Proposed: Cllr Swainsbury. Seconded: Cllr Sanders.

9.2 It was **agreed unanimously** to appoint Robert Body to maintain street planters at a cost £60.00 per month.

Proposed: Cllr Swainsbury. Seconded: Cllr Sanders.

## 10. Village Green

It was **agreed unanimously** to reduce the top of the small prunus below where it has snapped at a cost of £60 to dead-wood the Lime tree that is next to the main road at a cost of £120, as per quote 911, from Greenman Tree & Garden Services. Allocated from village green maintenance.

Proposed: Cllr Strutt. Seconded: Cllr McGowan.

## 11. Cage End Verge

Progress update by Cllr Swainsbury was noted. Cllr Swainsbury will remind Mr Simons to install the bollards as close as possible to the kerb.

## 12. Planning

There were **no objections** to the following applications:

Application No	Location/Development
<u>UTT/13/3272/HHF</u>	Quinterra Cannons Lane Hatfield Broad Oak Bishop's Stortford CM22 7HY  Erection of single storey front, side and rear extensions. Alterations to existing vehicular access
<u>UTT/13/3308/HHF</u>	4 Broad Street Green Hatfield Broad Oak Bishops Stortford Hertfordshire CM22 7JA  Proposed single storey extension revised application to that approved under UTT/13/1786/HHF

Cllr McGowan left the room.

There were **no objections** to the following planning application:

Application No	Location/Development
<u>UTT/13/3310/FUL</u>	Hatfield Regis Grange Farm Hatfield Broad Oak Bishop's Stortford CM22 7JZ  Erection of farm building for mixed use as farm office and ancillary accommodation for two student farm workers.

Cllr McGowan returned to the room.



**Objections were made** to the following planning application re to the letter from the resident and because of the lack of dimensions:

Application No	Location/Development
UTT/13/2939/HHE	Hope Villa Cage End Hatfield Broad Oak Bishop's Stortford CM22 7HL  Erection of garden shed

**13. General Correspondence to Note**

- Review of the County Councils Local Bus Strategy letter was noted.
- The letter from Wendy Jackson the Senior Transport Liaison Officer of the Passenger Transport Commercial Team (ECC) was noted.
- The letter from Mr Nick Holmes was noted, the Clerk is to call Mr Holmes suggesting that he contacts police or Highways.

**14. Information Exchange & Items for Next Meeting's Agenda**

- The request from John Sly, the secretary of the HRLHS who is seeking a contribution towards his work on a new booklet regarding local history will be decided in May together with other grant applications.

**15. Next Meeting**

The next meeting will be held in the Village Hall on Wednesday 12th February 2014 at 8 p.m.

All meetings are on the second Wednesday of every month at 8 p.m. with exception of the August meeting.

It was **resolved unanimously** to exclude the public from the meeting to progress a confidential staffing matter.

Proposed: Cllr Broad. Seconded: Cllr McGowan.

Public and the clerk left the room.

**16. Clerk's Pay for Additional Work (the public was excluded from this item)**

It was **agreed unanimously** to pay to the clerk a sum of £100.00 in recognition of additional work undertaken in her first year.

Proposed: Cllr Broad. Seconded: Cllr Sanders.

Clerk returned to the room to explain confidential staffing matter regarding precept.

Public returned to the room.

**Continuing item 6.2**

It was **agreed by majority** to set the precept for 2014/15 at £32,048 The increase is to cover the increased cover for the green waste service and inflation.

Proposed: Cllr Artus. Seconded: Cllr Broad.

**Meeting closed at 10.30 p.m.**

Minutes approved on the 12th February 2014.

Signed Richard S Broad Chairman  
Richard S. Broad