

Hatfield Broad Oak Parish Council



Minutes

Of An Extraordinary Meeting held on Wednesday 29th January 2014 at 9.00 p.m. in the Sausage Factory boardroom

Present Cllrs:	Keith Artus Keith Flack Elaine McGowan	Jenny Sanders Heather Scadden Susan Smith	Mark Strutt Ken Swainsbury
In the Chair:	Cllr Richard Broad		
Clerk:	Urška Sydee		
Also present:	9 members of the public		

1. Apologies for Absence

There were no apologies.

2. Declarations of Interest

Declarations of non-pecuniary interests on items 3.1, 3.2 and 3.3 were made by:

- Cllr Artus as director of the Village Green Co and attending Kung Fu Club.
- Cllr Broad because of friendships with some of the candidates.
- Cllr Flack and Cllr Smith because they live close by the location of the village green.
- Cllr Sanders because she lives close by the location of the village green and friendships with some of the candidates.
- Cllr Strutt as being a director of Village Green Co, member of Cricket Club, Football Club and Kung Fu Club and because his daughter attends Brownies.
- Cllr Swainsbury because of friendships with some of the candidates and having had the contractual relationship with one of the candidates.

3. Appointment of the Project Management Working Group

3.1. A proposer and seconder agreed to the amendment to change the name of the group to "Pavilion Working Group (PWG)"

It was **agreed by majority** to set up the project management group as a working group of the Council, called "Pavilion Working Group (PWG)".

Proposed: Cllr Broad. Seconded: Cllr McGowan.

3.2. It was **agreed by majority** to appoint the following as members of the project management group: Adam Akhurst, Steve Hodges, Gary Matthews, Ken Swainsbury (as Parish Council representative) and Melanie Wharton.

Proposed: Cllr Broad. Seconded: Cllr Scadden.

3.3. It was **agreed by majority** to ask the Pavilion Working Group to meet with the chair and vice chair to discuss the remit.

Proposed: Cllr Broad. Seconded: Cllr Swainsbury.

4. Affordable Housing

The Chairman, Cllr Broad declared it as an urgent matter to put the following motion on the agenda:

This Council to agree to work with Hastoe Group to identify affordable housing possibilities within HBO.

Proposed: Cllr Broad. Seconded: Cllr Artus.

Agreed unanimously to put the motion on the agenda.

Motion **agreed unanimously**.

Meeting Closed at 9.17 p.m.

Minutes approved on the 12th February 2014.

Signed Richard S Broad Chairman
Richard S. Broad

Linda Dobson

From: Clerk Hatfield Broad Oak <urska_s@hotmail.co.uk>
Sent: 14 July 2014 02:32
To: Michael Perry
Subject: Allegation of a breach of the Code of Conduct Point 1 Attachments
Attachments: Signed Minutes Feb 12th 2014.pdf

Dear Michael,

Please find attached the documents referenced in the previous email.

Regards,

Urška Sydee

Clerk to the Hatfield Broad Oak Parish Council

48 The Forest

Hatfield Broad Oak

Bishop's Stortford

Hertfordshire

CM22 7BT

Email: clerk@hatfield-broad-oak.net

Mobile: 07432 297142

Hatfield Broad Oak Parish Council



Minutes

Of a meeting held on Wednesday 12th February 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: 14 members of the public

Response to the Public Participation

Cllr Swainsbury replied to the following queries from the previous meeting:

- Cllr Broad promised to check the broken bridge at the footpath near the doctors once water has subsided.
- The Essex Highways telephone number for emergencies outside working hours is: 0845 603 731
- Parish Council can have a meeting at any time; Cllr Broad declared that some councillors wouldn't be able to attend meetings during the day.

Public Participation

- Parish Council was asked to urge removal of the trees on the verge of Dunmow Road, agenda item 7.2.
- The burglary on the bottom of Feathers Hill was reported, Cllr Broad promised to get the number for farm watch.
- A suggestion was made to plant English trees, dedicated to those that left the village to fight in the second world war, to solve improper parking on Broad Street Green; an offer was made to pay for the two trees and planting costs. There was a short debate whether to write to the people parking there asking them not to do so, and what further measures could be taken to prevent vehicles parking there and causing further damage.
- It was reported that the web site was broken. Cllr Artus promised to have a look.
- Continued support for a speed limit at Green Hill was sought from the Parish Council, and it was expressed that only the Parish Council can undertake a petition.
- A concern was raised regarding an underground power cable installation from Takeley to Hatfield Broad Oak. Cllr Broad promised to contact Mr Paul Wisdom at UK Power Network and Mr Nick Davis at Freedom Power Projects regarding its route and issues arising from its installation.

1. Apologies for Absence

No apologies were received.

RSB

2. Declarations of Interest

- Cllr Swainsbury made a non-pecuniary interest in last item under item 14: planning application UTT/14/0296/HHF because he's a neighbour.
- Cllr Flack declared non-pecuniary interest in item 7 because he lives close by the location of the village green.
- Cllr Smith expressed non-pecuniary interest in item 7 because she lives close by the location of the village green.
- Cllr Sanders expressed non-pecuniary interest in item 7 because she lives closer to the village green than the majority and being a school governor.
- Cllr Broad expressed non-pecuniary interest in item 11 because of the relationship with one of the nominees.
- Cllr Mc Gowan expressed pecuniary interest in item 14: planning applications UTT/14/0197/HHF and UTT/14/0198/LB13/3310/FUL, as joint owner of the house.
- Cllr Artus expressed pecuniary interest in item 5.5: payment to Freeparking for the basic website.
- Cllr Strutt declared non-pecuniary interest in item 7, because of being a member of Kung Fu Club, Cricket Club and Football Club; in item 14: planning applications UTT/13/3453/LB and UTT/13/3452/HHF; and pecuniary for item 11 being a tenant.

3. Approval of Minutes

The minutes of the meeting held on 8th January 2014 and extraordinary meeting held on 29th January 2014 were approved as a correct record of events and signed by the Chairman (Cllr Broad).

4. Matters Arising from the January Meeting

It was reported that:

- Electricity mains cover were installed at the village green and drainage repair done.
- Anne Lees Path sign was installed.
- At the Fields in Trust there was a change of the staff, when complete they will look at amendments.

5. Financial Matters

5.1 The clerk presented the budget update; the clerk was asked to update projected costs for the next meeting.

5.2 The bank reconciliation was approved and signed.

5.3 It was **agreed unanimously** to approve payment of £150.00 for Certificate In Local Government Administration Portfolio Assessment Fee.

5.4 It was **agreed unanimously** to approve Pensions Workshop for the clerk to attend at a cost £35.00.

5.5 The following payments were approved:

To	For	Sum (£)	Funded from
Mobile Mini UK Ltd	Container Rental 714076205 (03.01.2014-30.01.2014)	42.24 incl. VAT	Precept
	Container Rental 714077291 (31.01.2014-27.02.2014)	42.24 incl. VAT	Precept

RSB

To	For	Sum (£)	Funded from
Freeparking (Keith Artus, Customer Care Research)	Basic Website (for 12 months)	23.88	Precept
Uttlesford District Council	Provision of Green Waste Skip from March-December 2013	1,653.96	Precept
TBS Hygiene Limited	Collection of Dog Waste & Bin on the Village Green	63.36 incl. VAT	Precept/VG Maintenance
Village Hall	Hiring for 12.02.2014 and 1 extra hour for 08.01.2014; Inv.No.: 011/14	21.00	Precept
Urška Sydee	Pay for January 2014 Ink, Stamps & Minutes Files Telephone Nov, Dec 2013, Jan 2014 Broadband Nov, Dec 2013, Jan 2014	308.39 46.98 incl. VAT 25.54 33.00	Precept Precept Precept Precept
Allium Landscapes	Works on the Village Green	300.00	Precept/VG Maintenance
BOES Electrical Ltd	Installation of Lockable Inspection Pit on the VG, Inv.No.: INV-550	162.60 incl. VAT	Precept/VG Maintenance

An additional late payment was added and approved:

To	For	Sum (£)	Funded from
Uttlesford District Council	Recharge of Parish Election costs incurred on 02/05/2013	1,157.05	Precept

6. Pedestrian & Road Safety Working Group

- Report was noted.
- It was reported that the bridge at Cage End is fractured and had been reported to the Highways.

7. Village Green

7.1 Report was noted.

- Cllr Strutt suggested that the trees are assessed every year and reports should be kept.
- Cllr Strutt reported that a water supply cover was missing.
- Cllr Sanders reported that the safety sign "Beware deep water" needs replacing.

7.2 It was **agreed unanimously** to approve removal of dead trees on the village green side bank of Dunmow Road between house numbers 1 and 4 at the cost of £50 by Duncan Noel.

8. Affordable Housing

Report was noted.

9. Green Waste Skip

The clerk presented an offer received from Uttlesford District Council. It was agreed in principle to continue garden waste weekend collection service in 2014 but Cllr Artus would try to get a better deal than the one presented.

10. Doctor's Surgery Car Parking

Various options were discussed. Cllr Sanders agreed to talk to Practice Manager about expanding their parking space.

11. Election of Parish Representatives to the Non Ecclesiastical Charity

Wendy Brandham and Martin Broad **were elected by majority.**

12. Bank Account Reconciliation

The item was deferred to the next meeting as it was too complex to discuss. An informal meeting to discuss options will be held on 26th February 2014 at 7.30 p.m.

13. Grass Cutting

It was pointed out that:

- Invoices should be issued and received monthly.
- That it would be good to ask 3 businesses for a quote.

There was discussion about how many cuts should be done, but no agreement had been made.

14. Planning

There were no objections to the following applications:

Application No	Location/Development
UTT/13/3453/LB	Rundle House High Street Proposed alterations and extensions
<u>UTT/13/3452/HHF</u>	Rundle House High Street Hatfield Broad Oak Bishop's Stortford Hertfordshire CM22 7HE Erection of single storey garden room, porch and new gates
<u>UTT/13/3370/FUL</u>	Land To The West Of Bonningtons Farm Station Road Takeley Bishops Stortford Hertfordshire Demolition of existing structure and erection of two detached dwellings and garages
<u>UTT/14/0032/HHF</u>	2 Stanways Cottages Hammonds Road Hatfield Broad Oak Bishops Stortford Hertfordshire Erection of two storey rear extension and loft conversion

Cllr Mc Gowan left the room.

No objections were made to the following planning applications:

Application No	Location/Development
<u>UTT/14/0197/HHF</u>	Hatfield Regis Grange Farm Broomshawbury Lane Hatfield Broad Oak Bishops Stortford Hertfordshire Erection of two storey front extension (revised scheme to that approved under planning permission UTT/1634/12/FUL)
<u>UTT/14/0198/LB</u>	Hatfield Regis Grange Farm Broomshawbury Lane Hatfield Broad Oak Bishops Stortford Hertfordshire Erection of two storey front extension and internal alterations (revised scheme to that approved under planning permission UTT/1635/12/LB)

Cllr McGowan returned to the room.

There were no objections to the following planning application:

Application No	Location/Development
<u>UTT/14/0296/HHF</u>	The Elms Cannons Lane Hatfield Broad Oak Bishops Stortford Hertfordshire Extension at first floor level and revision to plans for erection of two first floor extensions, two single storey extensions and two storey rear extensions as approved under UTT/13/1799/HHF.

The following application was noted:

Application No	Location/Development
<u>UTT/14/0130/AG</u>	Forest Hall Wood Row Hatfield Broad Oak Bishops Stortford Hertfordshire Proposed agricultural grain store

15. General Correspondence to Note

- Request for petition of Organic Gardeners was noted, Parish Council does not want to participate.
- A 2nd FOI request from Football Club was noted.
- A Cage End Management thank you letter was noted.
- An email in response to the meeting with Hastoe and RCCE was noted.
- Information note on Empty homes received from UDC was noted.
- Letter from UDC received confirming that regarding alleged breach of planning control was noted.
- Essex County Council send web address for the new Minerals and Waste Planning website: www.essex.gov.uk/viewplanning

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

The clerk declared that an email from Village Hall treasurer had been received regarding leak in the roof that is rather urgent. The clerk to ask them to submit an early grant application for consideration at the next meeting.

17. Next Meeting

The next meeting will be held in the Village Hall on Wednesday 12th March 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.

Meeting Closed at 10.30 p.m.

Minutes approved on the 12th March 2014.

Signed Richard S Broad Chairman
Richard S. Broad

Hatfield Broad Oak Parish Council



Minutes

Of a meeting held on Wednesday 12th March 2014 at 8.00 p.m. in the Village Hall

Present Cllrs: Keith Artus Heather Scadden Ken Swainsbury
~~Keith Flack~~ RSB Susan Smith
Jenny Sanders Mark Strutt

In the Chair: Cllr Richard Broad
Clerk: Urška Sydee

Also present: 14 members of the public

Response to the Public Participation

Cllr Swainsbury replied to the following queries from the previous meeting:

- To plant the trees on the green area on Broad Street Green permission should be sought from the owner and given the circumstances is deferred for the time being, but will be sorted out in due course.
- Cllr Artus checked web site and it's working, only the village green part is "under construction" which will happen at some stage.
- There is no money to research the speed limit at Green Hill, but it will remain ongoing.
- Cllr Broad contacted UK Power Network regarding power cable, the answer was that they are putting ducting in to go to the Duke's Orchard substation.

Public Participation

- Thanks were expressed for fixing the fencing on Broad Street Green.
- The report "Traffic Calming and Speed Limit on the B183" was presented to councillors, and an oral report was given.
- It was asked for playground equipment on the recreational ground to be replaced, perhaps funds to renew it should be sought. Cllr Sanders replied that discussions are already taking place, perhaps to replace one piece per year, depending on funds available.
- A concern was raised regarding building across the Dunmow Road, on the village green side. Cllr Artus replied that it's unlikely and that UDC is about to publish 5-10 year land supply for the areas to build houses and that there are no proposals or plans for Hatfield Broad Oak.
- A concern was raised because of high water bill for the village green. Cllr Artus agreed to look into it.
- It was proposed to ask Highways to put a deer warning sign near the Fox, because deer is passing there. Mr Smith replied that Essex Highways weren't keen to put up more signs. Cllr Artus added that they don't want to put more signs outside residential areas.

1. Apologies for Absence

Apologies were received and accepted from Cllr Flack and Cllr McGowan.

* An application will need to be made to Highways in the first instance for speed limit to be carried out. RSB. 804

2. Declarations of Interest

- Cllr Sanders expressed non-pecuniary interest in item 11 because she lives closer to the village green than the majority and being a school governor.
- Cllr Smith expressed non-pecuniary interest in item 11 because he live close by the location of the village green.
- Cllr Strutt declared non-pecuniary interest in item 11 because of being a member of the Cricket Club, Football Club and Kung Fu Club and because of being a trustee of the Village Green Trust.

3. Approval of Minutes

The minutes of 12th February 2014 were approved as a correct record of events and signed by the Chairman (Cllr Broad).

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

4. Matters Arising from the February Meeting

- Cllr Artus expressed wish for the clerk to compile a report for risk inspections and the previous works done on the trees in the village green.
- Cllr Broad agreed to contact Mr Steve Woodley regarding tree survey on the village green.
- Cllr Sanders reported that:
 - the green cover is amongst the bushes behind the youth shelter.
 - that the "deep water" sign is broken and needs to be replaced. Clerk agreed to do so.
 - that she hasn't seen the surgery manager regarding parking as she got the feedback from few neighbours of the surgery which was that they value the surgery more than upsetting them. She would however talk to the surgery manager suggesting for the staff to park on the village hall parking space for a small contribution.
- Cllr Swainsbury pointed out that verge near the surgery needs to be restored. Clerk to ask Highway Rangers to do so as it's not PC's responsibility.
- Cllr Artus reported that when Fields in Trust (FIT) documents are agreed by FIT they will be presented to the Council.

5. Financial Matters

5.1 It was **agreed by majority** to approve payment of £330.00 + VAT for the the rabbit control on the village green, allocated from precept/VG Maintenance.

Proposed: Cllr Artus. Seconded: Cllr Scadden.

5.2 It was **agreed unanimously** to approve payment of £38.34 (including VAT) for replacement Plaque for planter as requested by CPL Aromas Ltd, allocated from precept.

Proposed: Cllr Artus. Seconded: Cllr Sanders.

5.3 It was **agreed unanimously** to appoint Emma Baker to do the internal audit at a cost of £100.00, allocated from precept.

Proposed: Cllr Broad. Seconded: Cllr Strutt.

5.4 The budget update was presented.

RSB

5.5 The following payments were approved:

To	For	Sum (£)	Funded from
Acumen Wages Service	Inv. No.: 11392 (Wage service January 2014 to March 2014)	66.60 inc. VAT	Precept
Meghann Cattermole*	HBO Recreational Park Cleaning January 2014 February 2014 March 2014	25.24 25.24 25.24	Precept Precept Precept
Village Hall	Hiring for 12.03. and 13.03.2014; Inv.No.: 021/14	23.30	Precept
Urška Sydee	Pay for February 2014 (incl.backdated pay rise and additional pay for the first year) Ink & Stationary Telephone, February 2014 Broadband, February 2014	435,75 28.30 TBA 11.00	Precept Precept Precept Precept
Greenman Tree Surgery (Duncan Noel)	Removal of dead trees at the Village Green, facing Dunmow Road	50.00	Precept/VG Maintenance
Mobile Mini UK Ltd**	Container Rental 714078627 (28.02.2014-27.03.2014)	43.56 incl. VAT	Precept

* increase for £0.31 per hour

* *increase for £0.25 per week

Increases were noted.

It was agreed to hold back the following payment until feedback from Cllr Artus is received:

To	For	Sum (£)	Funded from
Affinity Water	Water Supply for the village green	672.00	Precept/VG Maintenance

6. Accounts

It was **agreed by majority** to defer the item until the next meeting.

Proposed: Cllr Swainsbury. Seconded: Cllr Sanders.

7. Green Waste Skip

It was **agreed unanimously** to accept the offer from UDC received for the last meeting to continue garden waste weekend collection service in 2014 weekly at a cost £1,991,71.

Proposed: Cllr Swainsbury. Seconded: Cllr Strutt.

RSB

8. Grants

It was **agreed unanimously** to award Village Hall for the urgent repair of the leaking roof £2,000.00.

Proposed: Cllr Swainsbury. Seconded: Cllr Sanders.

9. Grass Cutting

9.1 There was a discussion on how many cuts should be done. For the clerk to ask J Kenny Services how many cuts they recommend.

It was resolved to ask them not to cut on recreational ground between 3.00pm and 4.30 pm on school days.

9.2 The item was withdrawn from the agenda by proposer Cllr Strutt.

10. 10K Race

For the clerk to find out whether bunting license or fixing bolt checking is necessary by Essex County Council. The Clerk will contact Highways regarding pot holes on the 10K route at the earliest opportunity prior to the road race taking place.

11. Pavilion Working Group

11.1 The report was noted. Mr Gary Matthews was elected as a chairman of the Pavilion Working Group.

11.2 It was **agreed by majority not to** add the following to the initial motion: "*subject to approval for a suitable sketch by the Parish Council*".

Amendment proposed: Cllr Artus. Amendment seconded: Cllr Strutt.

It was agreed by proposer and seconder to add "+ VAT" after the £480, as the price is £480 +VAT.

It was **agreed by majority** to authorise PHD Associates to produce drawings showing an internal design scheme with 3D representations of the proposed pavilion, in accordance with the Council's remit, for the PWG's approval and subsequent recommendation to the Council at a net cost of £480 + VAT allocated from Pavilion Enabling Fund.

Proposed: Cllr Swainsbury. Seconded: Cllr Broad.

12. Pedestrian & Road Safety Working Group

12.1 Report by Cllr Smith was noted.

12.2 It was **agreed unanimously** to approve the design for the positions of the lighting columns for the Zebra crossing in High Street, produced by Essex Highways.

Proposed: Cllr Smith. Seconded: Cllr Broad.

13. Planning

13.1 There were no objections to the following applications:

Application No	Location/Development
<u>UTT/14/0352/HHE</u>	Tudor Court High Street Hatfield Broad Oak Bishop's Stortford CM22 7HF Single storey extension to existing habitable outbuilding
<u>UTT/14/0111/FUL</u>	Cannons Hatfield Broad Oak Bishop's Stortford CM22 7LA Change of use of agricultural land to garden and construction of tennis court

13.2 The following applications were noted:

Application No	Location/Development
<u>UTT/14/0253/TPO</u>	5 Cage End Close Hatfield Broad Oak Bishops Stortford Hertfordshire CM22 7HU Reduce 2 no. Leylandi (land to front of property)
UTT/14/0560/AG	UTT/14/0560/AG Aldburys Farm Broomshawbury Lane Hatfield Broad Oak Bishops Stortford Hertfordshire Proposed steel portal framed building

13.3 There were no objections to the highways consultation regarding Removal of Highway Rights Request - Land at Bush End Cottage, Bush End Road, Hatfield Broad Oak .

14. Governance

14.1 The risk register was approved with the recommendation that "*and utilities*" is added to Maintenance section and "*are under review*" replaces "adequate" in the Reporting and auditing section.

14.2 It was agreed that no changes were required to the Council's financial regulations.

14.3 It was agreed that Council's internal controls are adequately effective.

15. General Correspondence to Note

- Guidance letter for managing flood risk from insurance broker was noted.
- A thank you email from Mrs Janet Pugh regarding fallen tree which was blocking the Medlars Mead entrance to the Recreation Ground was noted.
- Letter from Hatfield Broad Oak Football Club received as a reply to FOI reply was noted.
- An email from UDC had been received regarding Great Hallingbury Conservation Area Appraisal was noted. To view and comment; start date: 22/02/14 00:01 end date: 06/04/14 23:59; link: http://uttlesford-consult.limehouse.co.uk/portal/gthallingbury_caa
- An email from UDC had been received regarding Great Canfield Conservation Area Appraisal was noted. To view and comment; start date: 22/02/14 00:01, end date: 06/04/14 23:59; Link: http://uttlesford-consult.limehouse.co.uk/portal/gtcanfield_caa
- An email from Uttlesford Highways had been received for the jobs Highway Rangers can do - councillors to email clerk for the jobs to do.
- It was asked if it was possible to make use of the village green for a fitness/boot-camp twice a week. The PC has no objections as long as they observe responsibilities regarding the safety of themselves and others. It was also stated that the participants should not park on the High street for the duration, as this could cause an obstruction.
- The "Best kept village of the year competition" was disregarded.

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

- A lying upended bollards on the grass and stones coming of the kerb and lorries going over the grass on the top of the hill by the pump have been mentioned. Cllr Sanders will ask organisers of 10K race if they can contribute towards turf. Cllr Swainsbury will ask the Sausage Factory if they can help as well.
- A van at the Vicarage car park has been left there for an extended period of time. The

owner has been contacted regarding its removal, so far no response has been received. Resurfacing and repair of the vicarage car park for the benefit of the villagers was also mentioned.

- The choice of accounting software for the Parish Council was discussed. Regarding accounting software it is the clerk's decision as to what package will be used.

17. Next Meeting

The next meeting will be held in the Village Hall on Wednesday 9th April 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.

Meeting Closed at 10.32 p.m.

Minutes approved on the 9th April 2014.

Signed Richard S Broad Chairman
Richard S. Broad

Hatfield Broad Oak Parish Council



Minutes

Of a meeting held on Wednesday 9th April 2014 at 8.00 p.m. in the Village Hall

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

In the Chair: Cllr Richard Broad (all the items with exception of the items 10 and 14).

Clerk: Cllr McGowan (items 10 and 14).
Urška Sydee

Also present: 12 members of the public

Cllr Strutt handed out two letters from Village Green Company (Charity) to the councillors.

Response to the Public Participation

There were no queries from the previous meeting(s).

Public Participation

- A concern was raised for the high water bill at the Village Green. Cllr Broad said it's later on the agenda.
- A complaint was raised regarding increase of council tax. The council tax contribution for this parish went up by 100% compared to 7.5% for Uttlesford, Essex and other services since 2008 for band E compared to district and county council which was nil. There is a concern that that is because of the Village Green. The hard work of Parish Council is appreciated though.
- A question had been raised for Cllrs Artus and Strutt as a trustees of Village Green Co (charity) they have a legal responsibility to show no bias when undertaking duty of the charity. It seems that they don't support the new working group to build the smaller pavilion. Cllr Strutt replied that he doesn't have to answer questions about his other activities at the Parish Council meeting.

1. Apologies for Absence

Apologies were received and accepted from Cllr Artus.

2. Declarations of Interest

- Cllr Swainsbury made a pecuniary interest in third item under item 9.2.3 (Brunel Engraving), because of paying the bill.
- Cllr Flack declared non-pecuniary interest in items 5,6,7 because he lives close by the location of the village green.
- Cllr Sanders expressed non-pecuniary interest in items 5,6,7 because she lives closer to the village green than the majority and being a school governor.

•Cllr Smith expressed non-pecuniary interest in items 5,6,7 because she lives close by the location of the village green.

•Cllr Broad expressed other pecuniary interest in item 10.1 because being an owner of the land and disclosable pecuniary interest in item 14 because he owns some of the land.

•Cllr Strutt declared non-pecuniary interest in items 5,6,7, because of being a trustee of the Village Green Co (charity) and being a member of Cricket Club, Football Club and Kung Fu Club.

3. Approval of Minutes

The minutes of 12th March 2014 were approved as a correct record of events and signed by the Chairman (Cllr Broad) with amendments:

Present Cllr: *Cllr Flack* is deleted.

In the Public Participation, 3rd line was deleted and replaced by:

• *An application will need to be made to Highways in the first instance for speed ^{survey} service to be carried out.* RSB

Proposed: Cllr Sanders. Seconded: Cllr Smith.

Agreed by majority.

4. Matters Arising from the March Meeting

• Cllr Strutt asked if there was any news regarding accounts software packages. Clerk replied that she didn't have time to check it as she thinks there were other priorities.

• The clerk reported that she finally got feedback from Highways that they will eventually repair the downed sign at Broad Street Green and Hammond's Road, but they have other priorities and couldn't give the the specific time.

• The clerk reported that Deep Water Sign was installed at the Village Green, replacing the broken one.

• The clerk reported that it wasn't possible to change green waste skip collection back to weekly, so it remains fortnightly for this year. She would contact them and ask them to alternate collection between Village Hall and Barnfield.

5. Reports

5.1 Village Green

Cllr Strutt reported that:

- Rabbit fumigation will take place tomorrow.
- Work on lime tree and the tree near the pond will be carried out next week.
- This weekend replacement trees will be planted.
- The pitches are covered with weeds so vertidrain should be done.
- Cllr Artus checked the water tap and the tap was off and that the pipe pressure test should be done.
- Cllr Broad promised to get a quote for annual inspection of the trees with report and recommendations.

5.2 Pedestrian & Road Safety Working Group

Cllr Smith reported that:

- Footpath works will begin on Monday and resurfacing works will be done the following week at night.
- UK Power networks has been unable to agree access to Barrington Park so the duct installation will be along the verge in Dunmow Road.
- She gave dates when various potholes will be repaired.

- The CSW and traffic police ran speed checks on Feathers Hill, many drivers greatly exceeded the 30 MPH speed limit.

5.3 Affordable Housing

Cllr Flack reported that Housing Association Hastoe assessed 9 sites which will be discussed later on the agenda.

Cllr Sanders added that Parish Council is asked to comment on these 9 sites. The matter is confidential until it's known that the land is actually available. There are 10 properties to be built: a pair of two bedroom semi detached houses, two pairs of two bedroom semi detached houses and four apartments to look like a pair of semi detached houses. It will be small and it will blend well with the rest of the village.

6. Grass Cutting

6.1 The period of grass cutting couldn't be specified as it depends on the weather and length of the grass.

6.2 It was **agreed unanimously** to have 15 cuts at Recreational Ground and verges with additional 2 cuts if needed and approved by Chairman at £257.30 per cut and to instruct not to cut grass on the Recreational Ground between 3.00 p.m and 4.30 p.m. during school days.

Proposed: Cllr Broad. Seconded: Cllr Swainsbury.

6.3 It was **agreed unanimously** not to cut the sports pitches for the time being to enable them to establish.

Proposed: Cllr Swainsbury. Seconded: Cllr Flack.

Cllr Broad will seek for advice and recommendations from the current contractor and someone else.

6.4 It was **agreed unanimously** to have 15 cuts on lower green with additional 2 cuts if needed and approved by Chairman at £45.00 per cut and to cut 6 times outside of pathways at £145.00 per cut.

Proposed: Cllr Swainsbury. Seconded: Cllr Sanders.

Clerk to instruct contractor to issue invoices monthly.

7. Village Green

Cllr Broad raised few questions in connection with letters handed out at the beginning of the meeting by Cllr Strutt: How many funders there are? Cllr Strutt replied: 3 might be 4. Cllr Broad asked: Has funding been applied for in the name of the Parish Council? Cllr Strutt replied: No. Cllr McGowan asked to know the breakdown of the different functions of the Village Green Co (charity) how much they would get who from and who had been applying for grants. Cllr Strutt replied: The charity. He said that he only knew who some of the funders were. Cllr Sanders asked who are the trustees of the Village Green Co (charity). Cllr Strutt replied that himself, Keith Artus, Chris Roberts and Davis Milne. Cllr Sanders wanted to know when did Village Green Co (charity) change from directors to trustees. Cllr Strutt replied that the directors and trustees are the same because it's a limited company with charitable status. Cllr Swainsbury wanted to know who were the funders. Cllr Swainsbury asked Cllr Strutt whether he doesn't consider that he has a duty as a Parish Councillor to share the information with the rest of the Parish Council. Cllr Strutt replied that he has a legal obligation "not" to disclose Village Green Co (charity) business.

Cllr Strutt asked proposer and seconder for the amendments as follows:

1. This Parish Council recognises that in making this arbitrary decision it has not despite repeated requests since June of 2013, met with the Village Green Charity to exchange information and work together to procure the community pavilion.

2. This Parish Council recognises it is voting on this proposal without having devised a strategy for construction of the community pavilion that is compatible with VAT legislation.
3. This Parish Council recognises it has not responded to the Village Green Charity's offer of June 2013 to build and run the community pavilion for the benefit of the community and all clubs at no cost to the Parish Council.
4. This Parish Council recognises that it is voting for this proposal without any form of guarantee that the cricket club, who are the only members of the so called "sports club", will be able to run the pavilion at no cost to the council and hence are placing on the Parish Council and the community an open ended liability to support the single club, the cricket club, who are the smallest club in the village, cannot field a full team in at least a third of their matches and still owe the Parish Council £1,500.

Cllr Sanders declared these are statements and not amendments.

Cllr Sanders as proposer and Cllr Flack as seconder **agreed not to accept** any changes to motions.

Cllr Strutt required recorded voting.

7.1 To ensure that the area known as Hatfield Broad Oak Village Green, being the premises demised by the lease dated 19 January 2011 between William Rupert Gosling and Hatfield Broad Oak Parish Council, and any buildings or structures thereon, including the proposed pavilion, remain within the control and the responsibility of this and future elected Parish Councils. A sub lease or long term rental agreement will not be granted to the Village Green Company. All matters relating to this defined area will be dealt with directly by the Parish Council.

Proposed: Cllr Sanders. Seconded: Cllr Flack.

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

Voted against: Cllr Strutt.

Abstained: No one.

7.2 The Village Green Company, shall not represent itself as acting for, or on behalf of, or as agent for, the Parish Council in any respect whatsoever unless first having obtained written consent to do so from the Chairman of the Parish Council following approval voted for and minuted by the Parish Council.

Proposed: Cllr Sanders. Seconded: Cllr Flack.

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

Voted against: Cllr Strutt.

Abstained: No one.

8. Meetings

8.1 Annual Assembly will be held on Wednesday 21st May 2014 at 7.45 p.m. in the Village Hall.

8.2 It was **agreed by majority not to** hold the meeting in August.

Proposed: Cllr Swainsbury. Seconded: Cllr Sanders.

9. Financial Matters

9.1 OTHER FINANCIAL MATTERS

9.1.1 The clerk presented the budget update.

9.2 APPROVALS

9.2.1 The item was deferred until more quotes are received. Cllr Broad agreed to get advice and circulate the findings ASAP.

9.2.2 It was **agreed unanimously** to purchase a book Minute Taking for £13.45 + delivery £3.00.

Proposed: Cllr Broad. Seconded: Cllr Swainsbury.

9.2.3 The following payments were approved:

To	Ch. No.	For	Sum (£)	Funded from
EALC*	1097	Good Councillor Guide, Inv.No.: 3634 Local Council Explained, Inv.No.: 3747	20.00 49.99	Precept/Books&pub Precept/Books&pub
Village Hall	1098	Grant	2,000.00	Precept/Grants

*The clerk explained that EALC was outstanding payment from October 2013 because invoices hasn't been received so cheque was drawn in March 2014 between meetings.

Cllr Swainsbury left the room.

The following payments were approved:

To	Ch. No.	For	Sum (£)	Funded from
Brunel Engraving (Cllr Swainsbury)	1099	Plaque for Street Planter, Inv. No.:	38.34 inc. VAT	Precept/Street Planters
Meghann Cattermole	1100	HBO Recreational Park Cleaning April 2014	47.33	Precept/Rec. Ground

Cllr Swainsbury returned to the room.

The following payments were approved:

To	Ch. No.	For	Sum (£)	Funded from
Village Hall	1101	Hiring for 11.03.2014 Inv.No.: 027/14 Hiring for 09.04.2014 Inv.No.: 034/14	8.10 16.20	Precept/Room Hire Precept/Room Hire
Urška Sydee	1102	Pay for March 2014 Broadband, March 2014	308,39 11.00	Precept/Salary Precept/Post, Phone, Broadband
Archer Safety Signs	1103	Warning Deep Water Sign, Inv.No.:INVARCH68707	17.88 inc. VAT	Precept/VG Maintenance
Mobile Mini UK Ltd	1104	Container Rental from 28.03. to 24.04.201, Inv.No.: 714079929	43.56 inc. VAT	Precept/VG Maintenance

The following payment wasn't approved:

To	Ch. No.	For	Sum (£)	Funded from
Affinity Water		Water Supply for the village green	672.62	Precept/VG Maintenance

Cllr Strutt suggested to ask Affinity Water to check the meter.

The following outstanding payment was approved:

To	Ch. No.	For	Sum (£)	Funded from
Luxury Toilet Hire UK Ltd	1105	Hire of portable toilet; Inv.No.:	90.00 inc. VAT	Precept/VG Maintenance

The clerk declared that:

- A letter for refund of £210.96 from Uttlesford District Council was received for the Green Waste Skip, which has to be signed and returned.
- A cheque for £375.00 from EALC has been received for the two courses she attended and applied for the bursary.

Cllr Broad left the room.

10. Planning

10.1 There were no objections to the following applications:

Application No	Location/Development
UTT/14/0757/LB	Sparrows Hall Farm Hammonds Road Hatfield Broad Oak Hertfordshire CM22 7JS Demolition of pole barn and conversion of farmyard buildings to dwelling and cartlodge garaging.
UTT/14/0756/FUL	Sparrows Hall Farm Hammonds Road Hatfield Broad Oak Hertfordshire CM22 7JS Demolition of pole barn and conversion of farmyard buildings to dwelling and cartlodge garaging.

Cllr Broad returned to the room.

11. General Correspondence to Note

- An invitation from the Rural Services Network had been noted. Cllr Strutt would like to join the Opinion Panel for rural broadband if it's possible.
- An email for the meeting of the Stop Stansted Expansion for Thursday 17th April at 8pm in Broxted Village Hall, CM6 2BE had been noted. Cllr Scadden will attend.
- Letter from Uttlesford District Council regarding temporary prohibition of traffic for the 10K race was noted.
- A thank you letter for the grant from Mr Martin Tyler, the Chair of the Village Hall Committee, was noted.

12. Information Exchange & Items for Next Meeting's Agenda

- Cllr Strutt asked if 10K race organisers could use the Village Green parking space. It was

agreed they could if they use the other way to get into it, talk to all involved (the vicarage etc), and accept the liability for any damage they cause. Cllr Strutt agreed to inform them about that.

- Cllr Sanders asked clerk if it's possible to alternate Green Waste Skip between Village Hall and Barnfield. Clerk replied she checked and that the answer was positive so she will arrange that to start from May. It was impossible to change it to weekly.
- Cllr Strutt asked whether motions for the accounts will be put on the agenda. Cllr Swainsbury replied next month.
- Cllr Strutt asked when the infinity bowl will be removed from the container. Clerk replied that she would have to get all quotes again as they are one year old.
- Cllr Strutt asked whether the clerk reported pot holes where the 10K race takes place. The Clerk replied she did, but the answer was that they should be reported separately. It was agreed that 10K race organisers should do it.
- Cllr Sanders asked for the meetings to start perhaps at 7.30 p.m. instead of 8.00 p.m. as they are long. It was agreed to put it on the agenda for the next meeting.

13. Next Meeting

The next meeting will be held in the Village Hall on Wednesday 14th May 2014 at 8 p.m. ; Annual Assembly will be held in the Village Hall on Wednesday 21st May 2014 at 7.45. All meetings are on the second Wednesday of every month at 8 p.m. with exception of the August meeting.

A procedural motion had been put on the agenda:

This council to resolve that in the view of the confidential nature to exclude the public from meeting to discuss and submit comments concerning sites for affordable houses.

Proposed: Cllr Broad. Seconded: Cllr Strutt.

Agreed unanimously.

Cllr Broad left the room.

14. Affordable Housing (the public was excluded from this item)

The Parish Council found site No. 6 the most suitable, and the site No. 5 second most suitable from the confidential report produced by Infinity Architects.

Cllr Broad returned to the room.

Meeting Closed at 10.35 p.m.

Minutes approved on the 14th May 2014.

Signed Richard S Broad. Chairman

Richard S. Broad

Hatfield Broad Oak Parish Council



Minutes

Of an Annual Council Meeting held on Wednesday 14th May 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: 25 members of the public

Response to the Public Participation

• High water bill: There is a leak. Probably one of the joints has pulled apart. Cllr Broad agreed to contact Affinity Water to find a solution.

Public Participation

- A question was raised about Bridgefoot Marsh. Cllr Broad agreed to chase the matter.
- Simon Marsh of HBO FC read a statement. He stated that HBO FC will consider using anything they consider viable. They believe the original scheme is now the only viable one. He demanded that the parish council build what the football club want . He stated that they believe that cricket club owe somewhere in the region of £1,500.00 and asked if they have been asked to repay this and if they ever paid. Cllr Swainsbury replied that the cricket club have pledged to pay back the £1,500.00 when they have their first competitive match. They haven't been asked to repay it because they don't have to yet.
- Further discussion took place regarding the size of the proposed pavilion, where various opinions were expressed.

1. Election of Chairman & Vice Chairman

Cllr Sanders nominated Cllr Broad as a chairman and Cllr McGowan as a vice-chair. Richard Broad was **re-elected by majority** as chairman for 2014/15 and completed declaration of acceptance of the office.

Proposed: Cllr Sanders. Seconded: Cllr Smith.

Elaine McGowan was **re-elected unanimously** as vice chair for 2014/15.

Proposed: Cllr Sanders. Seconded: Cllr Broad.

2. Apologies for Absence

There were no apologies.

3. Declarations of Interest

• Cllr Flack declared non-pecuniary interest in item 7 because he lives close by the location of the village green.

- Cllr Smith expressed non-pecuniary interest in item 7 because she lives close by the location of the village green; and in item 10 being a member of WI.
- Cllr Sanders expressed non-pecuniary interest in item 7 because she lives closer to the village green than the majority and being a school governor; and in item 10 being a member of WI.
- Cllr Artus declared non-pecuniary interest in item 7, because of being a director of the Village Green Co (charity) and being a member of Kung Fu Club.
- Cllr Strutt declared non-pecuniary interest in item 7 being a director of Village Green Co (charity) and because of being a member of the Cricket Club, Football Club and Kung Fu Club.

4. Approval of Minutes

The minutes of 9th April 2014 were approved as a correct record of events and signed by the Chairman, Cllr Broad, with amendments in item 3:

- word "sevice" is replaced by "survey" so it reads:

An application will need to be made to Highways in the first instance for speed *survey* to be carried out.

Proposed: Cllr Smith. Seconded: Cllr Sanders.

Agreed unanimously.

5. Matters Arising from the April Meeting

Clerk's report was noted.

Clerk reported that one piece of playground equipment needed attention. As the annual inspection will be done this month it was agreed to wait for their report and take actions according to the report.

6. Reports

6.1 Village Green

Cllr Strutt reported:

- Pitches had been inspected and will be sprayed and after that cut. The cost of the weed is estimated at £360.00, the cutting is as per schedule. Grass collection was also discussed.
- Trees haven't been inspected yet, Cllr Broad is waiting for reply.
- He asked for feedback regarding village green maintenance report he circulated a while ago.
- He detailed an incident that happened recently when dog snapped at a five year old child while children were on a football session. Cllr Smith suggested to put the notice that dogs should be under control. Cllr Artus declared that if there is a control order in place it does need a warden. Cllr Strutt to suggest wording.

6.2 Pedestrian & Road Safety Working Group

Zebra crossing: Work has begun to connect lanterns, back shields will be fitted to the lanterns and shielding for the beacon lights currently connected. The columns have been painted black and charcoal lanterns are on order, the ones that are on the site are temporary. The completion date is June the 4th.

6.3 Affordable Housing

9 possible sites have been identified by Hastoe architect, not all of them are suitable. The Parish Council decided at the last meeting that two of them are suitable. A reply from Hastoe is awaited, and it may take a while. It's not possible to identify the potential sites at the moment. When appropriate more information will be available to the public.

7. Village Green

7.1 Pavilion

7.1.1 Report from the Chairman on the progress of the Working Group was given before the meeting. Cllr Swainsbury pointed out basic points:

- The plan as per remit has been presented to the Councillors.
- Working group has been advised by Essex County Council that the Parish Council are in receipt of £65,000.00. Cllr Artus added that the grant was obtained two years ago through Village Green Company (charity). Cllr Swainsbury replied that the Council wasn't aware of the grant until recently and it's granted to the Parish Council. Parish Council was asked to further apply for £30,000.00 in this financial year. The fundraiser had identified other avenues fundraising.

7.1.2 Cllr Artus asked to change the order of the agenda and put items 7.4.1 and 7.4.2 forward.

Chairman Broad declared he would stick to the agenda order.

Chairman Broad explained that Parish Council is reasonably confident that E.C.B. requirement has been met.

Cllr Strutt stated that changing rooms can't possibly be used by children from the child safety point of view because of the back doors. Cllr Swainsbury replied that working group has raised child safety issues and the back door is not an issue. He agreed the working group would readdress this with the architect again.

Cllr Strutt stated that the changing room is not big enough and there's not enough benches and the benches are not big enough. Cllr Swainsbury replied that the changing room is almost twice the size that the previous plans and that there is enough space to put some chairs in the middle if needed.

Cllr Artus asked what is the overall cost of this and if the pavilion will be built in phases.

Cllr Swainsbury replied that the overall cost will come when specification is obtained and the pavilion will be build in one go.

Cllr Strutt asked whether there will be a plant room. Cllr Swainsbury replied that if the plant room will be needed it will be placed in the loft.

It was **agreed by majority to approve** the proposed internal layout plan, as specified by the agreed remit, and having taken into consideration the football and cricket clubs requirements and recommendations as set out by the Green King League, the F.A. and the E.C.B.

Proposed: Cllr Swainsbury. Seconded: Cllr Broad.

7.1.3 It was **agreed by majority** to approve the external elevation representations circulated before meeting.

Proposed: Cllr Swainsbury. Seconded: Cllr Flack.

7.1.4 After a short discussion took place proposer and seconder were asked for amendments to original motion (amendments in italics):

To approve £950 plus disbursements *for up to £500.00* payable to PHD Associates to work up plans and documentation for planning permission application.

Cllr Broad as proposer and Cllr McGowan as seconder agreed to the amendment. They also added the following amendment (in italics):

To approve £950 plus disbursements for up to £500.00 payable to PHD Associates to work up plans and documentation for planning permission application *allocated from HBO Specific Reserve/Pavilion Enabling Works.*

Old motion: To approve £950 plus payable to PHD Associates to work up plans and documentation for planning permission application.

It was **agreed by majority** to approve £950 plus disbursements for up to £500.00 payable to PHD Associates to work up plans and documentation for planning permission application allocated from HBO Specific Reserve/Pavilion Enabling Works.
Proposed: Cllr Broad. Seconded: Cllr McGowan.

7.2 Pitch Care

A lengthy discussion took place.

It was **agreed unanimously**: This council authorises expenditure of £750 for vertidrainning the sports pitches, £350 for application of broad leaf weedkiller and an allowance of £500 for top dressing any compacted drainage lines on the football pitch and other areas as necessary. £200 for chain harrowing. The quotation for vertidrainning was submitted by J. Kenney, the weedkiller is an approximate cost based on the previous application and the allowance for top dressing is dependent upon visual inspection.

Proposed: Cllr Strutt. Seconded: Cllr Artus.

All of which subject to Cllr Broad and Mr Kenney discussion/agreement.

Funds allocated from Precept / Village Green Maintenance.

7.3 Entrance

Cllr Artus explained that the Village Green Company (charity) obtained access to money from Uttlesford District Council two years ago and needs to be spent by September 2014. A lengthy discussion took place.

The HBO Village Green Co has advised the council that it is prepared to utilise a grant of £3,500 obtained for construction and/or improvements to the Dunmow Road vehicular entrance on the basis of an equal contribution from the parish council.

This council provisionally approves the expenditure of £7,000, which includes a contribution from the Village Green Co of £3,500, for the upgrading of the vehicular entrance in accordance with the requirements of the highways authority and the planning permission. Quotations and drawings will be provided by the HBO Village Green charity for formal council approval.

Proposed: Cllr Strutt. Seconded: Cllr Artus.

The item was **deferred** to the next meeting.

The working group to provide the drawings and the quotation for the next meeting.

7.4 Pavilion

Cllr Artus declared that Village Green Company (charity) is asking for a proper meeting with the Parish Council to explore ways of working together.

Cllr McGowan stated that PC have been asking for information: proposals, funders and the terms all of which Village Green Company (charity) had refused to answer. As the Parish Council representative on the Village Green Company (charity) Cllr Artus should give the required information. Cllr Artus replied that a duty of a trustee is to the charity. Cllr McGowan said that in her opinion there were irreconcilable differences in the two duties. Cllr McGowan then asked why Village Green Co (charity) doesn't "give" that money to the Parish Council to build the pavilion. She checked with the funder (Sport England) and they were happy to look at doing that if the Village Green Company (charity) agrees.

Cllr Broad asked if the funding is dependent on communal use. Cllr Artus replied that the Sport England grant of £50,000.00 is for building the changing room (phase 1 according to the drawings that Village Green Company (charity) provided).

Cllr Artus required recorded voting for the items 7.4.1 and 7.4.2.

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.

Abstained: No one.

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.

Abstained: No one.

8. Reserves

8.1 To open a new cheque account called HBO specific Reserve Account. Make the necessary entries from account No. 003482245 to record the balance as at the 1st April 2014 as £18,000 representing £12,500 for Pavilion Enabling works and £5,500 landscape works. Landscape works includes £816.56 left from UDC grant for wildlife.

Proposed: Cllr Swainsbury. Seconded: Cllr Artus.

Agreed unanimously.

8.2 To Close Account 0701095 known as the savings account and open a new interest bearing account. Make the necessary accounting entries from account 382345 and 0701095 to record the balance as at 1st April 2014 as £30,000 representing £15,000 General Reserve which includes clerk's gratuity reserve and £15,000 Projects Reserve.

Proposed: Cllr Swainsbury. Seconded: Cllr Scadden.

Agreed unanimously.

8.3 Place a moratorium on all other cost centres or reserves so as to preserve the audit trails.

Proposed: Cllr Sanders. Seconded: Cllr Swainsbury.

Agreed unanimously.

8.4 The Clerk declared that a system of accounting which the PC uses currently meets the Financial Accounting Requirements for Parish Councils and that there's no need to purchase the software. There was a discussion. The item was then closed.

9. Financial Matters

9.1 OTHER FINANCIAL MATTERS

9.1.1 The year end account reconciliation circulated before meeting was **approved** and **signed** by the Chairman and clerk.

9.1.2 The annual accounts circulated before meeting were **approved** and **signed** by the Chairman.

9.1.3 The section 2 audit annual governance questions circulated before the meeting were **answered** and section 2 was **signed** by the Chairman and clerk.

9.1.4 The budget update circulated before meeting was reviewed.

9.2 APPROVALS

9.2.1 The adequacy of the Council's insurance was **reviewed** and its **renewal** for a sum of £714.99 was **approved unanimously**.

Proposed: Cllr Broad. Seconded: Cllr Sanders.

9.2.2 To approve expenditure on a routine pond safety inspection on the village green every three years without the need to refer further to the Council quote for this year circulated before meeting.

Proposed: Cllr Sanders. Seconded: Cllr Broad.

Agreed unanimously.

9.2.3 To approve the following payments:

To	Ch. No.	For	Sum (£)	Funded from
Affinity Water*	1106	Water Standing Charge	15.06	Precept/Village Green Maintenance
Meghann Cattermole	1107	Recreational Park Cleaning May 2014	47.33	Precept/Rec.Ground
EALC	1108	EALC/NALC Affiliation Fee 2014/15	311.09	Precept/Subscription
SLCC	1109	Minute Taking Book, Inv.No.:114428	16.45	Precept/Books
PHD Associates	1110	Inception and Feasibility for the proposed pavilion on the VG, Inv.No.: 3806	576.00	HBO Specific Reserve/Pavilion Enabling Works
Village Hall	1111	Room Hire for 14.05. and 21.05.2014	37.80	Precept/Room Hire
Urška Sydee	1112	Salary for April 2014 Broadband for April 2014	308.39 11.00	Precept/Salary Precept/Post, Phone, Broadband
James Leighton	1113	Tree inspection, re-support & replacement, ground clearance & enclosure tidying	250.00	Grant/UDC wildlife
Hertfordshire Suppliers	1114	Stationary (ink, labels, ring binder), Inv.No.: CS04143212	34.26 inc. VAT	Precept/Stationary
Mobile Mini UK Ltd	1115	Container Rental from 25.04. to 22.05.2014	43.56 inc. VAT	Precept/Village Green Maintenance

* already paid, authorised by clerk

Cllr Broad agreed to to contact Affinity Water and ask them for compensation.

10. Grant Requests

The following grant requests had been agreed:

- *Hatfield Regis Local History Society*: £250.00 for the research on the names of dead on 3 war memorials.
- *HBO Friday Club*: £400.00 to support 43 senior members and their activities.
- *St. Mary's PCC/Parish Newsletter*: £400.00 for printing costs.
- *Hatfield Broad Oak Women's Institute*: £150,00 to support activities for 90th anniversary.

Proposed by Cllr McGowan. Seconded by Cllr Flack.

Agreed unanimously.

11. Planning & Finance Committee

To elect planning & finance committee with delegated powers to make comments on planning applications and to approve emergency payments (specified powers circulated before meeting).

Item was deferred until June meeting.

12. Standing Orders

To review and adapt new standing orders (draft circulated before meeting).

Item was deferred until June meeting.

13. Planning

There were no objections to the following planning applications:

Application No	Location/Development
UTT/14/1121/FUL	National Trust, Hatfield Forest Estate Office Bush End Erection of 2 no. timber pavilions for the purpose of visitor welcome
UTT/14/1207/HHF	Pierce Williams House Pierce Williams Alterations to existing garage, to raise roof and add dormer windows

14. General Correspondence to Note

- Pre-Submission Local Plan for consultation from UDC was noted. Cllr Sanders and Smith will look at it and report if there is anything important.
- Letter from UDC received for community award scheme 2014/15 was noted. Cllrs to think about nominations for the next meeting.
- Uttlesford Local Plan Pre-Submission Local Plan April 2014 - noted.
- Letter from Hatfield Broad Oak Football Club regarding football pitch - noted.

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

- Cllr Strutt mentioned that something should be done with the infinity bowl. Clerk replied that quotes are one year old and that new quotes should be sought.

16. Next Meeting

The next meeting will be held in the Village Hall on Wednesday 11th June 2014 at 8 p.m. ; All meetings are on the second Wednesday of every month at 8 p.m. There will be no meeting in August 2014.

Meeting Closed at 11.05 p.m.

Minutes approved on the 11th June 2014.

Signed Richard S Broad Chairman
Richard S. Broad

Hatfield Broad Oak Parish Council



Minutes

Of the Meeting held on Wednesday 11th June 2014 at 8.00 p.m. in the Village Hall

Present Cllrs: Keith Artus (from 9.4) 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: 13 members of the public

Response to the Public Participation

There were no queries from the previous meeting(s).

Cllr Broad apologised for not acting on the Bridgefoot Marsh matter, raised in May.

Public Participation

- It was suggested to put Mr Chris Brugier forward for the Community Achievement Award.
- A question was raised whether football team apologised for their behavior at the last meeting.
- It was brought to the attention that the stone insert in the High Street at the bank near the church, on the church side of the road was washed away. Often when there is a rain, there is a puddle. Cllr Sanders replied that Highways did the stone insert. It was suggested to write to Highways.
- A question was raised why there are four lights on the same side of pedestrian crossing. Cllr Smith replied that the position of the lights is as designed.
- A question was raised as to what the position is with the building of the pavilion according to the article in the Parish Magazine.
- Support for the chairman was expressed, and it was suggested to pay clerk more. The Chairman replied that councillors appreciate the work she does and he was pleased that villagers recognise that as well. Clerk thanked for the support and replied that Parish Council is taking all measures to ensure that the right money is paid according to guidelines set jointly by NALC and SLCC.
- A comment was made that there was orange paint around the hole on the pavement near Duke's Head. Cllr Smith replied that the hole was reported to Highways, but no proper response received.
- It was commented that the suggested time for early meetings is understood, but the solution might be to make meetings a little more curtailed.
- A comment was made that item 9.2.2 doesn't sound like motion.
- A comment was made that with regard to item 11 a lease for 99 years (now 95 years) would not be commemorating those who served in the second world war in perpetuity.
- It was commented that there is a lot of old grass on the grounds of Village Green and that along the bottom part alongside the Dunmow Road there are piles of the molding cut grass being thrown over the fence. Cllr Broad offered to do the outer section.

825

RSB

1. Apologies for Absence

An apology to come late was received and accepted from Cllr Artus (arrived in the middle of item 9.4). His email circulated to councillors was noted.

2. Declarations of Interest

- Cllr Flack declared non-pecuniary interest in item 9 because he lives close by the location of the village green.
- Cllr Smith expressed non-pecuniary interest in item 9 because she lives close by the location of the village green.
- Cllr Sanders expressed non-pecuniary interest in item 9 because she lives closer to the village green than the majority and being a school governor.
- Cllr Broad expressed non-pecuniary interest in item 9 because being a friend of a member of the Cricket Club and disclosable pecuniary interest in item 19 because he owns some of the land.
- Cllr Strutt declared non-pecuniary interest in item 9 because of being a director of the Village Green Co (charity) and because of being a member of the Cricket Club, Football Club and Kung Fu Club and his child attending Brownies.

3. Approval of Minutes

The minutes of an annual council meeting held on 14th May 2014 were approved as a correct record of events and signed by the Chairman (Cllr Broad).

Proposed: Cllr Sanders. Seconded: Cllr Scadden.

Agreed unanimously.

4. Matters Arising from the May Meeting

Cllr Strutt declared that changing room on the previous plans for the proposed pavilion were 16 square metres with 8 square metres shower areas. The bench spaces were 500mm x 450mm.

The clerk reported that RoSPA report for the playground equipment was received and pond report will follow. She is awaiting for quotes for infinity bowl installation.

5. Reports

5.1 Village Green report circulated by Cllr Strutt before meeting was noted. He pointed out that:

- Wooden fence at front needs to be painted,
- Bases of benches need a tidy spraying,
- There is still a lot of dead grass around in patches,
- Mushrooms appeared; need to be sprayed,
- Tree overhanging at the pedestrian entrance in need of trimming,
- Sight lines need trimming,
- A new padlock on is needed,
- Roadway between the entrance and the gate into the green needs cutting.
- Cllr Broad asked Cllr Strutt to email site map so that tree survey could be quoted for.
- Dead tree and branch hanging off the Dunmow Road hedge.

5.2 Pedestrian & Road Safety Working Group: pedestrian crossing is finished, charcoal lanterns are still awaited.

5.3 Affordable Housing: there was nothing new to report.

6. Time of Meetings

Parish Council meetings to start at 7.30 p.m. from September 2014 to April 2015 and then

be reviewed.

Proposed: Cllr Swainsbury. Seconded: Cllr Sanders.

Agreed by majority.

7. Planning & Finance Committee

The councillors concluded there was no need for such a committee.

8. Governance

It was concluded to defer the item for the September meeting and perhaps hold separate meeting to review and adapt new Standing Orders and Financial Regulations.

9. Village Green

9.1 Entrance

Cllr Strutt asked if it's really necessary to appoint Highways approved contractor to do the vehicular entrance. Cllr Swainsbury replied that he would check again with the architect, but believes so because the entrance leads to highway.

Cllr Swainsbury to circulate the quotes when received.

9.2 Pavilion

9.2.1 Cllr Swainsbury explained that UDC had agreed to accept the application as an amendment and that therefore it was only necessary to submit the elevations and floorplan which had already been approved. This would be done after the consultation on 14th June, assuming the results of the consultation were favourable.

To resolve to authorise PHD Associates to immediately submit necessary plans and supporting documentation to Uttlesford District Council together with the appropriate planning fee, payable as and when appropriate, to obtain planning permission for the erection of the sports pavilion in line with the plans agreed on the 14th May 2014.

Proposed: Cllr Swainsbury. Seconded: Cllr Broad.

Agreed by majority.

Money allocated from HBO Specific Reserve/Pavilion Enabling Works.

9.3 Weedkilling

To spray weed kill the footpaths at the village green for cost of £70.00 as soon as possible to prevent the situation getting worse and costing more to fix in the long term.

Proposed: Cllr Broad. Seconded: Cllr Scadden.

Agreed unanimously.

Money allocated from Village Green Maintenance.

9.4 Dog Control Sign

[Cllr Flack left at the beginning of this item and returned at the start of discussion]

[Cllr Artus arrived at 9.17 p.m., when discussion took place]

To purchase an A3 dog control sign with the wording in the example sign for up to £70 for the village green. The sign should read: Please keep dogs under control at all times.

Please keep dogs on a lead during events, sports matches and training sessions.

Proposed: Cllr Broad. Seconded: Cllr Strutt.

Agreed unanimously.

Money allocated from Village Green Maintenance.

The sign to be located on the other side of the entrance.

9.5 Water Pipe

To spend £130 per day per man for labour to repair the water leak, allocated from precept/ VG Maintenance. The materials and equipment will be supplied by Parish Council.

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

10. Anne Lees Path

The clerk to contact the Highways to check when they can clear up the path, regravell the path (if PC provides the gravel), Cllr Swainsbury to provisionally book Norwood Landscapes and to be able to cancel it if necessary.

11. Commemorative Oak Trees

To plant two oak trees on the village green to commemorate those who served in the second world war on the Village Green. Chairman Broad and Mrs Anne Husk who had kindly agreed to supply the trees, recommend the location on the lower green of the Village Green for the trees to be planted in October 2014.

Proposed: Cllr Swainsbury. Seconded: Cllr Flack.

Agreed unanimously.

Cllr Sanders declared that watering the trees is sorted out.

12. Grass Verge Near the Surgery

To agree to spend up to £100 for the material to repair the verge. The villager affected to submit the invoice for the material used for up to the sum above.

Proposed: Cllr Swainsbury. Seconded: Cllr Sanders.

Agreed by majority.

Money allocated from Reserves/Special Projects.

13. Financial Matters

13.1 OTHER FINANCIAL MATTERS

13.1.1 The clerk presented the budget update. The Clerk reported income of: £176,00 from Cricket Club, bank interest of £0,34, £150,00 for the street planters, first part of precept £16.024,00 and LCTS grant of £1.852,00 was received.

13.2 APPROVALS

13.2.1 To approve job evaluation for the position clerk £150.00 by SLCC, allocated from precept/other employment costs.

Proposed: Cllr Strutt. Seconded: Cllr Broad.

Agreed unanimously.

Questions to be answered jointly with clerk and chairman.

It was agreed to allocate money from Employment/Other expenses. Clerk declared that the budget didn't include that expense so it would have to be taken from general reserve.

13.2.2 [Cllr Sanders left and returned in the middle of discussion]

Web site domain renewal was approved for 5 years at the cost of £71.48; money allocated from precept/website (as per quote circulated before meeting).

Proposed: Cllr Strutt. Seconded: Cllr Broad.

Money allocated from Precept/Web site.

Agreed unanimously.

13.2.3 The clerk declared that she forgot to put approved payment for Emma Baker, internal auditor, insurance (approved at the last meeting) and all the grants on the agenda, so cheque numbers are wrong. They start with 1122, and will be correct in minutes.

She also declared that she forgot to put in two payments for approval: Allium Landscapes, £90 for emptying planters, authorised by clerk, allocated from precept/street planters and Acumen, payroll admin, £96.60 incl. VAT, Precept/payroll admin as a regular expense;

which will also be in the minutes.
The following payments were approved:

To	Ch. No.	For	Sum (£)	Funded from
Emma Baker	1116	Internal Audit 2013/14	100.00	Precept/Audit
Broker Network	1117	Insurance, Inv. Ref.: 14951056	714.99	Precept/Insurance
Hatfield Regis Local History Society	1118	Grant	250.00	Precept/Grants
HBO Friday Club	1119	Grant	400.00	Precept/Grants
HBO PCC Newsletter	1120	Grant	400.00	Precept/Grants
HBO WI	1121	Grant	150.00	Precept/Grants
Meghann Cattermole	1122	Recreational Park Cleaning June 2014	50.48	Precept/Rec.Ground
Matthew's Plants*	1123	Plants for Street Planters, Inv.No.: 14620	136.80	Precept/Street Planters

Cllr Swainsbury left the meeting.

To	Ch. No.	For	Sum (£)	Funded from
Cllr Swainsbury*	1124	Soil and Plant Feed for Street Planters	146.94	Precept/Street Planters

Cllr Swainsbury returned to the meeting.

To	Ch. No.	For	Sum (£)	Funded from
Village Hall	1125	Room Hire for 11.06.&14.06 2014	23.95	Precept/Room Hire
Urška Sydee	1126	Salary for May 2014 Broadband for May 2014 Telephone (February, March, April 2014) Stamps Gift for Speaker on Annual Assembly	308.39 11.00 81.18 6.36 18.00	Precept/Salary Precept/Post, Phone, Broadband Precept/Chairman's Allowance
Mobile Mini UK Ltd	1127	Container Rental from 23.05. to 19.06.2014	43.56 incl. VAT	Precept/Village Green Maintenance
Douglas Noel Allium Landscapes*	1128	Emptying Street Planters	90.00	Precept/Street Planters
Acumen Wages Services	1129	Payroll Admin, Inv.No.: 11645	96.60 incl. VAT	Precept/Payroll Admin.
Affinity Water**		Water from 14.08.2013 -12.02.2014	657.56	Precept/Village Green Maintenance

* authorised by clerk

** approved if needed to be paid before the next meeting

14. Planning

There were no objections to the following applications:

Application No	Location/Development
<u>UTT/14/1380/HHE</u>	Little Bradwell Broad Street Hatfield Broad Oak Bishops Stortford Hertfordshire Replacement single storey extension, internal alterations and Garden summer house.
<u>UTT/14/1381/LB</u>	Little Bradwell Broad Street Hatfield Broad Oak Bishop's Stortford CM22 7JD Replacement single storey extension, internal alterations and Garden summer house.

15. General Correspondence to Note

- An email from The Conservational Volunteers (TCV) was noted.
- An invitation to a Birthday Party to support EACH was noted.
- An invitation to join a very special Thanksgiving Service on the Burnham-on-Crouch Station on Saturday 21st June, at 10 am had been received from Cllr Una Norman Burnham was noted.
- Letter regarding Tender Round for September 2014 for local buses from Essex County Council was noted. Comments/views/suggestions required by 27th June 2014.
- Thank you letter from Women's Institute for the grant was noted.
- The clerk declared that thank you email for the received grant from PCC for the Newsletter had been received.
- The clerk declared that FOI letter by Cllr Artus regarding all the correspondence concerning or related to the VG pavilion written by or in the name of the parish council and certain councillors: Cllr Broad, Cllr McGowan, Swainsbury, Flack, Sanders and Smith and members of the pavilion working group had been received.
Cllr Artus asked when reply would be received, the clerk answered within deadline.

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

There were no items for the next meeting's agenda.

17. Next Meeting

The next meeting will be held in the Village Hall on Wednesday 9th July 2014 at 8 p.m. ;
There will be no August meeting.

Procedural Motion was put on the agenda:

This council to resolve to exclude the public from meeting to progress two confidential matters: Community Achievement Awards nominations and Affordable Housing.

Proposed: Cllr Broad. Seconded: Cllr Sanders.

Agreed unanimously.

18. Community Achievement Awards (the public was excluded from this item)

Two nominations were put forward.

Cllr Broad declared non-pecuniary interest in item 18, because of his relationship with two of the nominees.

Two nominations for the bi-annual UDC achievement award 2014/15 were considered. Cllr Sanders and clerk to put together explanation for chosen couple.

Cllr Broad left the meeting.

19. Affordable Housing (the public was excluded from this item)

Cllr Sanders reminded all present that the item is confidential and information regarding the potential sites must be treated as such.

Feedback regarding all sites from Uttlesford District Council had been discussed. The Parish Council found site No. 6 the most suitable, and the site No. 5 second most suitable. The clerk is to inform Hastoe of the outcome.

Cllr Broad returned to the meeting.

Meeting Closed at 10.30 p.m.

Minutes approved on the 9th July 2014.

Signed Richard S Broad Chairman
Richard S. Broad

HBO Pavilion

Project Management Group Remit

PLANNING

- To prepare an amended set of plans for the pavilion.
- External elevations :the current planning permission elevations should be amended to show only the changing room wing but extended to the right of the east elevation to an overall length of 21 metres, with the entrance centralised.
- Floor plan : Should show the changing room facilities as approved but altered to allow for a meeting room of 6 x 8 metres with a small kitchen area.
- When reviewing the layout of the changing rooms themselves to allow for the meeting room the group should take into account the recommendations of the FA, the Greene King Veterans League and the ECB. Those recommendations should be followed wherever possible and if not possible the PC should be consulted. The group should be able to distinguish between recommendations and requirements for this purpose. Child safety requirements should be taken into account.
- To meet with Uttlesford District Planning department to discuss an alteration to the current planning permission to allow the building of this smaller version, without compromising a future council's ability to build the current permission at some time in the future.
- To report on that meeting to the PC and to advise on the other parties who will require consulting on this change as part of the planning process.
- To advise on the design of the project as a whole, including storage, landscaping, lighting, car park and access.

COSTS

- To review the feasibility of the project and to refine the current maintenance and running costs budget, allowing for environmentally friendly features to be used wherever possible.
- To consider ways in which the ongoing operational costs of the pavilion to the public could be minimised.
- To advise on the capital expenditure required to develop the pavilion.
- To advise on the capital expenditure required to develop the proposed overall landscaped design.
- To advise the PC on the VAT implications of the project.

FUNDING

- To identify sources of grant funding.
- To provide the project documents necessary for the PC to make grant funding applications.
- To identify representatives of the PC/group for meetings with potential funders.

CONSTRUCTION

- To prepare specifications for the construction phase and the project budget, with a corresponding risk report.
- To advise the parish council on suitable tenderers for the construction phase, prepare draft tender documents, conduct tender interviews, prepare tender reports and make recommendations for the appointment of contractors.
- To advise upon and prepare draft contract documents for the construction phase.
- To recommend a suitable project team with financial and construction expertise for the procurement and development phases.

PROCEDURE

- To report monthly to the Parish Council on activities
- To advise the Parish Council of expenditure required for approval and seek approval at the monthly parish council meeting.
- To recommend communications with parishioners where appropriate.
- Identify individuals or companies with specialist knowledge and invite participation and suggestions as appropriate.
- The Group does not have the authority to spend or commit any parish council funds whatsoever. Any expenditure required shall be proposed to the parish council, and if approved, shall be committed by the parish clerk.
- To send copies of all minutes and reports generated by the group to the Clerk for distribution to councillors if required.

Pavilion Working Group – Report 12th March 2014

The First meeting of the Pavilion Working Group (PWG) has met and elected Gary Matthews as its Chairman.

a) Planning

Is proceeding as per the Remit. Planners have been approached to seek permission to build part of the permitted build, as agreed and amended by resolution 2a page 781 of the minutes dated 13th November 2013. Their response is awaited.

b) Annual Running Costs

Investigations are on going. Other Cricket clubs have been contacted and the running costs of their pavilions will be taken into consideration. The Cricket Club have agreed to change their constitution to a sports club so as to be able to offer membership to other clubs who may wish to take advantage of the new pavilion facilities. In addition they have confirmed their commitment to fund the entire annual operational running costs on a fully repairing and maintenance basis and to enter into a long-term agreement with the Parish Council to do so.

b) Funding

Preliminary investigations into available funding have been instigated. It is hoped that Cllrs Artus and Strutt will reveal the names of the Village Green Company's potential sponsors, so that they can be approached by the Working Group, on behalf of the Council, to initiate the build as quickly as possible.

On behalf of the PWG
Gary Matthews
Chair

Fw: Cricket Club Proposal

----- Forwarded Message -----

From: RICHARD BROAD <gabrielle99@btinternet.com>

To: Adam Akhurst <adam@aecerassociates.co.uk>

Sent: Monday, 17 June 2013, 9:23

Subject: Cricket Club Proposal

Dear Adam.

The Parish Council has asked me to find out a little more information from you with regards to your proposal to form a Sports Club and develop the pavilion on the green. To this end I would ask you to consider the following questions and perhaps email me with your thoughts.

1. Who would be invited to join the club
2. How would each groups interests be satisfied as far as possible, on a fair and equitable basis.
3. Would the committee be made up of equal numbers of members of the interested clubs.
4. Do you have some funding already. If so what would the split be between Capital Funding and Operational Funding. If not how would you obtain funding.
5. What financial support would you expect from the Parish Council.
6. What would you do if one or more of the clubs folded.
7. What would happen to the building if the sports club was to fold.

8. Would membership of the Sports Club be a condition to using the pavilion.

9. Would you consider expansion if demand was there.

10. Would you use modified current planning permission or go for a different location.

11. Would you require a formal lease for the Pavilion and Square.

12. Would you consider accommodating non sporting groups in the future.

Thank you

Richard

Fw: Pavilion

----- Forwarded Message -----

From: Adam Akhurst <adam@aecerassociates.co.uk>

To: 'RICHARD BROAD' <gabrielle99@btinternet.com>

Sent: Thursday, 14 November 2013, 17:36

Subject: RE: Pavilion

Thanks

From: RICHARD BROAD [<mailto:gabrielle99@btinternet.com>]

Sent: 14 November 2013 17:22

To: AdamAkhurst

Subject: Pavilion

Hi Adam

You will no doubt be aware that the Parish council was successful with its motion to pursue the smaller pavilion scheme last night at the meeting.

The next step is for Elaine and I to meet Rupert and ask him to allow us to sublet part of the green to the sports club (or what ever we decide to call the group) to build and manage the pavilion. I am hoping this meeting will happen next week.

We are wording a brief report from me on the outcome from the PC meeting last night and an appeal for help on the future project which will probably go into the parish mag.

I will of course keep you informed of any developments

Regards

Richard

Benningtons Farm,

11th December 2014,

Dear Rupert

Further to our conversation, three weeks ago, I am writing to update you on plans for the village green.

Over the last six months we have received a lot of negative public feedback, regarding the size of the proposed pavilion. The feedback that we have had from parishioners shows little support for a large community building on the green, which would rival both the school hall and village hall in size. Taking the feedback into account, the majority of the council agree a smaller sports pavilion, which would not compete for business with the school hall and village hall, would be more appropriate.

To this end; the Parish Council would like to utilise the current planning consent, building changing rooms for football and cricket teams, with a smaller eight by six metre hall on the side. There would still be the option to enlarge this in the future, if the demand was there.

A Development Group would be appointed. It would be responsible for looking at the feasibility, costing, fund sourcing, planning, tender preparation and process, reporting to the Parish Council, and project managing the construction phase.

We are of course mindful that under the terms of the lease we require William's consent to this new plan. Once the group has been appointed, and drawn up amended plans, we will forward them to you but I would be grateful if you would let me know at this stage, whether you are happy with the plan in principle. Once the pavilion is built, the Parish Council would like to sublet it to a newly formed sports club, Membership of which would be open to all sports clubs in the village who wish to use the green, on a manage and maintain basis. The clubs would be responsible for raising sufficient funds to maintain the building and sports field. Costs of construction would be covered by grant funding, thus minimising the cost to the Parish. Again I'm aware that any sub-lease will require consent and we will of course discuss the terms fully with you when we get to that stage. It would however be useful to have you thoughts at this time.

From the feedback that I have received, I believe that building a sports pavilion would be acceptable to the majority of the parish and would go some way to alleviating the fears of direct competition with the two halls we already have in the village. A sports pavilion would also have less of an impact on the green itself than a communal multi-functional building.

If you have any questions please do not hesitate to call me.

Kind Regards

Richard



Hatfield Broad Oak Parish Council

Richard Broad
Chairman to Hatfield Broad Oak Parish Council
Benningtons Farm
Hatfield Broad Oak
Bishops Stortford
CM22 7JU

By Email

Kathy O'Neill
Sport England
WC1B 4SE

13th April 2014

Dear Kathy

Further to your telephone conversation with Mrs Melanie Wharton, I would like to clarify our present position with regard to the Hatfield Broad Oak Parish Council development of the Hatfield Broad Oak Village Green.

The Village Green is a project that has been in development since 2009. The first stage of this development was to create a wonderful village facility that incorporated a cricket square and football field, alongside cycling pathways, walkways and the initial installation of water and power.

This was the first stage of the project. The second stage has been the planning and delivery of a sporting and community pavilion on the Village Green.

This pavilion has been some time in the design and agreement stages and during 2012 we received planning permission for an extensive development.

Since this planning permission was granted, further research advised us that for a number of very good reasons our village community was very apprehensive at the proposal to build a large community building.

Despite these reservations, we understand the HBO Village Green Company charity (registration number 1135737), led by the trustees of Mr Artus and Mr Strutt (who are also both Parish Councillors) submitted an application for £50,000 funding of this building to Sport England which we understand has now been agreed in principle.

The initial expectation from the charity was that they were to be granted a lease by the Parish Council that would allow them to build a community building on the village green.



Hatfield Broad Oak Parish Council

It has recently been agreed by the Parish Council that this lease is now not to be offered to the charity and a new development group has been created from the village community and includes Mr Ken Swainsbury, a Parish Councillor and accountant, Mr Gary Matthews a Newspaper Editor , Mr Adam Akhurst, a property developer, Mr Steve Hodges a builder and Melanie Warton a director of fundraising.

This group are due to re-submit amended development plans shortly to Uttlesford District Council that show a more compact community and sports facility for the village that reflects both the needs and the desires of the village.

I can confirm that with the withdrawal of the lease option, the HBO Village Green Company charity is now not in a position to continue with this building project and we would very much appreciate an opportunity to discuss with you our new plans in order to continue our funding relationship with Sport England who are clearly committed to supporting this type of fantastic community facility.

I enclose a copy of the Parish Council minutes that clearly outline the position of the Parish Council, that being not to grant sub-leases to any organisation, but rather to continue to take direct responsibility for the building as well as the Village Green itself.

If there is any further information you need, please do not hesitate to contact me on the above number, or email, gabrielle99@btinternet.com.

In the meantime, Melanie has indicated that she will give you a call in the next week or so in order to understand how we can proceed with this matter.

Yours sincerely

Richard Broad
Chairman to the parish council



Richard Broad
Chairman to the parish council
Benningtons Farm
Hatfield Broad Oak
Bishops Stortford CM22 7U

Phone 07855947193

Dear Mr Lettley

Further to your telephone conversations and email correspondence with Mrs Melanie Wharton, I would like to clarify our present position with regard to the Hatfield Broad Oak Parish Council development of the Hatfield Broad Oak Village Green.

The Village Green is a project that has been in development since 2009. The first stage of this development was generously supported by a Viridor Grant that was received in 2011. This grant was used for the ground works that ensured we were able to develop a wonderful village facility that incorporated a cricket square and football field, alongside cycling pathways and the initial installation of water and power.

This was the first stage of the project. The second stage has been the planning and delivery of a sporting and community pavilion on the Village Green.

This pavilion has been some time in the design and agreement stages and during 2012 we received planning permission for an extensive development.

Since this planning permission was granted, further research advised us that for a number of very good reasons our village community was very apprehensive at the proposal to build a large community building.

Despite these reservations, we understand the HBO Village Green Company charity, led by the trustees of Mr Artus and Mr Strutt submitted an application for the funding of this building to Viridor Credits Environmental Company.

At this time, the HBO Village Green Company charity was anticipating being granted a lease by the Parish Council that would allow them to build a community building on the village green.

It has recently been agreed by the Parish Council that this lease is now not to be offered to the HBO Village Green Company charity and a new development group has been created from the village community and includes Mr Ken Swainsbury, a Parish Councillor along with 4 other volunteer village parishioners. This group are due to re-submit amended development plans to Uttlesford District Council that show a more compact community and sports facility for the village that reflects both the needs and the desires of the village.

As we understand it from your discussions with Mrs Wharton who is a member of the committee with responsibility for fundraising, Viridor have agreed a grant to the HBO Village Green Company charity to finance the building of the original larger design.



Hatfield Broad Oak Parish Council

I can confirm that with the withdrawal of the lease option, the HBO Village Green Company charity is now not in a position to continue with this building project and we would very much appreciate an opportunity to discuss with you our new plans in order to continue our funding relationship with Viridor who have helped us so enormously in the development of this fantastic community facility thus far.

I enclose a copy of the Parish Council minutes that clearly outline the position of the Parish Council, that being not to grant sub-leases to any organisation, but rather to continue to take direct responsibility for the building as well as the Village Green itself.

If there is any further information you need, please do not hesitate to contact me on the above number, but in the meantime, we will wait to receive clarification as to how you would wish the matter to proceed.

Yours *Richard S Beard*

Brook House
Cage End
Hatfield Broad Oak
Bishop's Stortford
Herts
CM22 7HP

CC/139.

Telephone: 01279 718064

e.mail: keithartus@hatfield-broad-oak.net

20th September 2012

Ms Beverly Davies
Essex County Council
Big Society Fund
Room C308
County Hall
Chelmsford
CM1 1LX

Dear Beverly

Re: Big Society Fund

Please enclosed the BSF application documents from Hatfield Broad Oak Parish Council.

I have included the application form, our Project Support Document to describe what it's all about, a location plan, a copy of one of the estimates for the overall project cost (of which our application is just one small part, unless you wish to give away more!!) and some copies of our regular village newsletter, the Informer, that is distributed to all homes in the parish.

Unfortunately our parish clerk is on holiday at the moment and I will send a copy of the parish council accounts upon his return.

Many thanks. We hope you find our project interesting and are able to help contribute to its success.

With kindest regards

Yours sincerely


Cllr Keith Artus

Big Society Fund 2012 - Expression of Interest Form

Thank you for your interest in the Big Society Fund. To help us decide on your eligibility please complete the details below but before you do so, please read the guidance notes.

Pre-Application Checklist

1. About your organisation		Yes	No
<input type="checkbox"/>	Are you a registered charity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Are you a formally constituted club or association	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Are you a town or parish council or a parish meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Are you a private enterprise operating for or providing social benefits (such as a community shop)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	If you answered 'yes' to any of the above, please continue.	<input type="checkbox"/>	<input type="checkbox"/>

2. About your project		Yes	No
<input checked="" type="checkbox"/>	Can you provide evidence that the project is needed by the local community	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Can you provide a clear and detailed project budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Will you be in a position to spend any grant by 31 March 2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	If you answered 'yes' to <u>all</u> of the above, please continue. If you answered 'no' to any of the above, please contact us before continuing.	<input type="checkbox"/>	<input type="checkbox"/>

3. Are you looking for funding for		Yes	No
<input type="checkbox"/>	General running costs (such as heating, rent, etc)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Salary costs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Something that will benefit an individual	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	An annual or previously run event (such as fete or festival)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	A minibus	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	A project that has already started or for which an order has been placed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	If you answered 'yes' to <u>any</u> of the above, your project may <u>not</u> be eligible for a grant under this scheme. Please contact us before continuing with this form.	<input type="checkbox"/>	<input type="checkbox"/>

If you are happy that your project is eligible (please contact us if you have any doubts), please continue to complete the rest of the Expression of Interest.



Reference (do not complete)

BSF

1	Local Authority <i>your District/ Borough Council</i>	Uttlesford
2	Name of your Organisation/ business	Hatfield Broad Oak Parish Council
3	Contact Details <i>This person must be able to answer detailed questions about the application</i>	Name: Keith Artus
		Email: keithartus@hatfield-broad-oak.net
		Telephone: 079 6663 4442
4	Project title	Hatfield Broad Oak Jubilee Community Pavilion
5	Project location, including Postcode	The Village Gree, High Street Hatfield Broad Oak CM22 7HP
6	Anticipated start date of project	December 2012
7	Brief description of project	To construct a multi-use community pavilion on the project known as the HBO village green, which consists of football, cricket and other sports pitches. The pavilion will provide a home and changing facilities for the sports clubs but also provide a venue fopr village clubs, societies and organisations, such as Brownies, Kung Fu, Youth Clubs etc. The grant will be part funding of the overall project.
8	What will the benefit be to the local community?	Provide facilities and venue for the village sports clubs and village organisations abd clubs. To act as a focus for the development of further activities of wellbeing.
9	If you do not get this grant, how will the project be taken forward?	We are seeking grant funding from a number of sources to make up the full construction cost. Every grant is an essential part of the overall development funding.
10	Specifically, what will any grant be spent on?	Initially, for the changing room construction.
11	In your opinion, would your project be best suited to Community Capital or Community Response funding? Please explain your reasons.	Community Capital Fund.
12	Anticipated cost of project	£ £450,000
13	Amount already available	£ £20,000
14	Amount you are seeking from Big Society Fund	£ £15,000

Please return this form via e-mail to: BigSocietyFund@essex.gov.uk or post to Essex County Council, Big Society Fund, C308, County Hall, Chelmsford, CM1 1LX
Telephone Number: 01245 437887



Your Personal Information

Essex County Council is committed to protecting your privacy and will treat your personal data in accordance with the provisions of the Data Protection Act 1998. Information submitted by you will be used to enable the council to provide the services or information you have requested. Your information will not be used for other purposes or supplied to third parties except in accordance with the law.

Under the Data Protection Act 1998, you can make a formal request for the following information:

- CLARIFICATION THAT YOUR PERSONAL DATA ARE BEING PROCESSED BY THE COUNCIL
- A DESCRIPTION AND COPIES OF THE PERSONAL DATA BEING HELD
- THE REASONS WHY THE DATA ARE BEING PROCESSED
- DETAILS OF TO WHOM THEY ARE BEING OR MAY BE DISCLOSED

Village Green Pavilion

A DESIGN and internal layout plan for the new pavilion has now been agreed by the Parish Council and these will be submitted for planning permission.

As per the brief handed to the Pavilion Working Group (PWG), the new facility will comprise:

- two changing rooms, each with shower and toilet facilities;
- a separate changing facility for match officials;
- a small kitchen area; and
- a meeting room of 6 x 8 metres.

I am pleased to report that a good start has been made on raising the funds required for the building, with £77,500 already secured – £65,000 from Essex County Council and £12,500 previously committed by the Parish Council. The PWG is now busy pursuing various other further funding sources.

At the Parish Council meeting on May 14 a resolution was tabled seeking co-operation between the trustees of the Village Green Company charity and the Parish Council in order that grants reportedly offered to the charity could be utilised in building a new pavilion. This proposal was rejected on the grounds that the trustees of the Village Green Company charity are seeking to build a different, larger pavilion than that agreed by the Parish Council.

At the previous meeting it was decided that, in order to ensure that the Parish Council keeps control of the of the village green and any structure thereon, the Village Green Company charity would play no part in the provision of a new sports pavilion.

I wish to make it quite clear that at no time was the Parish Council ever in possession of any offer of the sponsorship offered to the Village Green Company charity. Indeed the trustees of that company, despite two of them also being parish councillors, and being asked on more than one occasion, refuse to reveal to the rest of the Parish Council the identity of those sponsors. Under these circumstances the Pavilion Working Group identifying alternative fundraising opportunities.

Councillor Richard Broad
Chairman
Hatfield Broad Oak Parish Council

Michael Perry

From: Keith Artus <keithartus@hatfield-broad-oak.net>
Sent: 25 August 2014 18:16
To: Michael Perry
Subject: Complaint Information

Michael, here is one of the articles, published in the June village magazine. That is the only one I have a hard copy of. I have asked the publisher for PDF's of the other issues and will get these to you as soon as I receive them.

Keith