

Hatfield Heath Parish Council

Chairman: Cllr Mark Bissell

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



To: Members of Hatfield Heath Parish Council

Cllrs Allen; Bissell; Brown, Champion, King, Leach, Lemon, Overton, Saban.

MEETING OF THE PARISH COUNCIL

You are hereby summoned to attend the Meeting of the Parish Council to be held in the URC Hall, Hatfield Heath at **7.30pm** on **Wednesday 01 October 2025** to transact the business set out in the agenda below.

Parish Clerk
26 September 2025

AGENDA

Welcome by the Chairman

25/104	APOLOGIES FOR ABSENCE To receive any apologies for absence
25/105	DECLARATIONS OF INTEREST To receive any Declarations of Interest by Members.
25/106	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council. No matters have been submitted to the Clerk for inclusion in the agenda.
25/107 	MINUTES OF MEETING To approve the minutes of the meeting of 03 September 2025 (M05) To discuss any matters arising from the minutes not included elsewhere on the agenda.
25/108	PLANNING COMMITTEE To note the Planning Committee met on 01 October. Full details will be included in the minutes of this meeting.
25/109	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.

25/110  	FINANCIAL REPORT Approval of Expenditure. To note items of expenditure in September 2025 Management Accounts To note Management Accounts for the six months to 30 Sept 2025.
25/111	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence received.
25/112	KEY TASKS To review the Forum meeting on 13 September 2025. Task monitor is attached to this agenda. It is noted that some items are repetitive and had been raised at the previous council meeting.
25/113	HIGHWAYS MATTERS To consider any matters relating to Highways
25/114	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. • Report that presentations scheduled for 24 September were postponed and rescheduled for 02 October.
25/115	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green • Dean's bridge on the Heath • Survey of the Heath posts. • Tree survey on the Heath • Village Ponds
25/116	CHRISTMAS 2025 • To discuss Christmas season activities • To discuss provision of Village Christmas Tree.
25/117	NEIGHBOURHOOD PLAN To consider any matters relating to the Neighbourhood Plan. • Report on progress towards Regulation 14 examination.
25/118	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members.
25/119	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
24/120	DATE OF NEXT MEETINGS • The next scheduled meeting of the Council will be at 7.30 pm on Wednesday 05 November 2025 • The next meeting of the Planning Committee will be at 7.00 pm on Wednesday 05 November 2025 • The next Parish Forum meeting will be at 11.00 am on Saturday 11 October 2025 in the Village Institute.

Symbols:  : paper attached  : vote required

Members of the Public and Press are welcome to attend and observe meetings of the Council but may only speak during the item for public participation. This item is limited to a total of 15 minutes.

The meeting is being recorded by the Clerk for the purposes of minute taking.

Task Monitor

Item	Forum View	Update
PARISH COUNCIL WEBSITES A member of the public pointed out that the three websites: 1. https://hatfieldheath.com 2. https://hatfieldheath-pc.gov.uk 3. parishclerk@hatfieldheath.com listed cause confusion. He requested that the two defunct websites be annotated with a statement referring to the correct up to date website with the correct web address.	As agreed at full Council meeting on 3rd October Parish Clerk	Factually incorrect. #3 is the email address of the clerk, not a website.
SPEEDING TRAFFIC: Chelmsford road, A member of the public expressed her concerns regarding the speeding traffic along the Chelmsford Road. She has carers visiting 4 times a day who have to back-out of her property. She is worried that an accident could happen at any time soon. She requested that some action be taken. It was noted that the two VAS road speed signs installed recently, record vehicles speeds. Can that data be collected and published. It was noted HA was placing an advert into the Village Magazine asking for Volunteers to create a Community Speed Watch Group. It was generally agreed that traffic has increased due to the opening of the M11 Sheering junction.	Sam K & Richard B to source Data. HA to contact Village Magazine.	In hand
POND LANE PARKING. A member of the public brought this item to the Forum because it caused danger for pedestrians walking along Pond Lane. It is thought parking is allowed along the lane during the months April to November. Should a sign be organised alerting public to restrictions and ask motorists to be mindful of pedestrians?	Parish Council	Future agenda item
FIRST RESPONDER. It was reported (but not confirmed) that Little Hallingbury had appointed a First Responder. It was noted that Hatfield Heath Parish Council had contacted other parishes to see if this cost could be shared within the next financial year.	Pending	Factually incorrect. See minute 25/95
FOOTPATH SHEERING TO HATFIELD HEATH. Once again complaints were received about the above. Although Essex Council and Uttlesford DC have been asked to clear this area nothing has been done. Should the subject to be addressed by formally writing to Essex Highways and Uttlesford District Council and Chris Vince MP for Harlow and the Villages?	Pending	Already actioned
FRONTAGE TO KINGS KEBAB AND NURSERY It was reported by members of the public that a bollard is missing in that area. A replacement was requested. Also as reported before, 3 parking restriction signs are missing from the front of the children's nursery. These need to be replaced so motorists are aware of the restrictions.	Pending	Future agenda item

WILDLIFE AREA. A member of the public asked when was the Steering Group going to hold a meeting. It was questioned if the letter to the residents of Hatfield Heath asking for their views was to go ahead.	PC	TBA. What is this "letter"?
NEIGHBOURHOOD PLAN. It was noted that two sections had been completed and that the website is now up to date. It was also noted that the school had been included within the plan.	PENDING	Ongoing
DEAD TREES IN VARIOUS PONDS. It was requested that the removal of these trees takes place as a matter of urgency, due to their unsightly appearance.	PENDING	Contractor contacted
KEYTASK MONITOR ACTION PLAN It was suggested that a 'one off meeting' takes place between parish councillors and the parish clerk to review and possibly action/remove the items which keep repeating within the Key Tasks. It is hoped that this action could help parish councillors when being asked by members of the public "what is happening" about items that appear to be long outstanding.	PC	Future agenda item
93 BROOMFIELDS FOOTPATH. The landlord has been approached about the overhanging bushes and has agreed to have them cut back.	HA	No action
DATE, VENUE AND TIME OF NEXT MEETING. October 11 th , THE INSTITUTE, 11.0am		

HATFIELD HEATH PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at URC Hall, Hatfield Heath at 19:30 on Wednesday 03 September 2025

Present:

Cllr M Bissell (MB)	Cllr C Overton (CO)	Cllr S Saban (SS)
Cllr P Brown (PB)	Cllr M Lemon (ML)	Cllr H Allen (HA)
Cllr N Champion (NC)	Cllr S King (SK)	Cllr S Leach (SL) from 19:50
Four members of the public		
In attendance:		R Bowran – Parish Clerk

Welcome by the chairman.

25/86	APOLOGIES FOR ABSENCE Cty Cllr Barker had apologised for her absence.
25/87	DECLARATIONS OF INTEREST There were no Declarations of Interest by Members.
25/88	CO-OPTION TO THE PARISH COUNCIL To consider the co-option to the council of a qualifying parishioner. Clerk invited the two candidates to make a three-minute presentation to members. After discussion and a vote by a show of hands, Simon Leach was invited to join the council. He signed the Declaration of Acceptance of office and was invited to join the table as a Member.
25/89	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council • A member of the public complained about vegetation opposite his house that was forcing people to walk in the road. <i>Clerk confirmed he would employ a contractor to rectify the situation.</i> • A member of the public complained about the confusion that there were currently three (<i>sic</i>) parish council websites. <i>Clerk explained that we were in a transitional phase, and that it was necessary to retain a .com domain to ensure continuity.</i>
25/90	MINUTES OF MEETING Resolved: To approve the minutes of the meeting of 06 August 2025 (M04) There were no matters arising from the minutes.
25/91	PLANNING COMMITTEE Noted: The Planning Committee met on 03 September 2025. Key points were: APPLICATIONS RECEIVED FOR CONSIDERATION • <u>Proposed erection of 7 no. dwellings with new access and associated development.</u>

Land East of Oakhanger Friars Lane Hatfield Heath Herts (sic)
 Ref. No: UTT/25/2262/FUL | **HHPC Comment: Objection, Site is in MGB, application appears contrary to Policies S6, H9 and GEN 6 of the Adopted Plan 2005. Also noted that access is over a roadway that has not received planning consent and is subject to an enforcement request.**

- Proposed secondary vehicular access into the site south of the existing access for safety reasons and ease of access into the site
 Skringills Ryes Lane Hatfield Heath Essex CM22 7BP
 Ref. No: UTT/25/2202/HHF | **HHPC Comment: No Objection**
- Single story infill porch extension with pitched roof
 2 Rose Cottage Matching Road Hatfield Heath Essex CM22 7AN
 Ref. No: UTT/25/2189/HHF | **HHPC Comment: No Objection**
- Loft conversion, including front and rear facing rooflight windows.
 King Fishers 2 The Shaw Hatfield Heath Essex CM22 7DD
 Ref. No: UTT/25/2146/CLP | **HHPC Comment: No Objection**
- S73 application to vary condition 2 (approved plans) of UTT/25/0364/FUL (S73 application to vary condition 2 (approved plans) of UTT/23/0518/FUL for proposed demolition of existing barn and replacement with 2 no. dwellings)
 Barn At Peggerells Farm Sheering Road Hatfield Heath CM22 7LJ
 Ref. No: UTT/25/2312/FUL | **HHPC Comment: No Objection**

DECISIONS MADE BY THE LPA FOR NOTING

- Proposed erection of 1 no. dwelling with cartlodge and the formation of new access (revised scheme to that approved under UTT/22/2610/FUL - increase of the roof height and the addition of 3 no. velux windows to the roof over and above granted planning permission).
 Springhead Stortford Road Hatfield Heath Essex CM22 7DL
 Ref. No: UTT/25/1771/FUL | **Status: Approved**
- Erection of 1no. self-build detached dwelling
 Land At High Pastures Stortford Road Hatfield Heath
 Ref. No: UTT/24/2597/FUL | **Status: Refused**
- Conversion and alteration of stables to form 1 no. self build dwelling and associated development
 Foxglove Farm Dunmow Road Hatfield Heath Essex CM22 7BL
 Ref. No: UTT/25/1884/FUL | **Status: Approved**

PLANNING APPEALS

No new appeals received.

PLANNING ENFORCEMENT

- ONE notice of requested enforcement. As usual this has been marked as confidential and not for sharing.

OTHER PLANNING CORRESPONDANCE

Meeting held on 27 August with Manor Oak Homes over the proposal to build fifty-eight homes on Land to the north of the Shaw. Attending were MB, NC, Peter Colgate, Mike Allen, the Clerk and representatives from Manor Oak Homes.

25/92

FUNDRAISING SUB COMMITTEE

Resolved: To create a Fundraising sub-committee, with a specific remit to the financing of the proposed replacement play area. Terms of Reference agreed.

Four Members appointed to sit on the subcommittee: Cllrs Allen, Saban and Leach plus John Jackson as parishioner.

25/93	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS There were no reports from County and District Councillors.
25/94	FINANCIAL REPORT Approval of Expenditure. Noted: Items of expenditure in August 2025 Management Accounts Noted: Management Accounts for the five months to 31 August 2025.
25/95	CLERK'S REPORT & CORRESPONDENCE Noted: The Clerk's report and correspondence received. In addition: • UDC have reported on the first presentation of possible amalgamations of councils into Unitary Authorities. • Response on creation of First Responders will be considered buy other parishes in the next financial year. • Request for parish council to name the street into the Hastoe housing development. Agreed to perpetuate the old field name and propose "Calves Pasture."
25/96	KEY TASKS To review the Forum meeting on 16 August 2025. Task monitor and actions are attached to this agenda.
25/97	HIGHWAYS MATTERS There were no new matters relating to Highways.
25/98	PARKING MANAGEMENT AND CAR PARKS To consider matters relating to parking management and village car parks. • No report. This item ceases to be a standing item on future agendas.
25/99	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. • Arrangements being made for the three interested contractors to present their proposals to the Playground Committee on 24 September.
25/100	VILLAGE GREEN To consider any matters relating to maintenance and risk management of the village green • Dean's bridge on the Heath was formally opened on 24 August. • Survey of the Heath posts, PW May contacted. Suggested that Hamish Dick be contacted in addition. • The installation of a memorial bench on the Heath for Peter Chesters has been requested. ML and HA to report on proposal. • The pond on Sawbridgeworth Road has dried up and the dead tree therein needs to be removed. Clerk to investigate. • Work need on village green trees needs to be progressed. Clerk to commission survey and quote.
25/101	NEIGHBOURHOOD PLAN To consider any matters relating to the Neighbourhood Plan. • Report on progress towards Regulation 14 examination.

25/102	REPORTS FROM MEMBERS ON MEETINGS ATTENDED There were no additional reports from members.
25/103	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting. • Christmas activities • Village Christmas tree
24/104	DATE OF NEXT MEETINGS • The next scheduled meeting of the Council will be at 7.30 pm on Wednesday 01 October 2025 • The next meeting of the Planning Committee will be at 7.00 pm on Wednesday 01 October 2025 • The next Parish Forum meeting will be at 11.00 am on Saturday 13 September 2025 in the Village Institute.

Meeting ended at 20:45.

Task Monitor

Action	Owner	Update
LITTER BIN OVER BY THE BENCH'S CRICKET PITCH. RUBBISH BINS OUTSIDE OF THE CRICKET PAVILION. Once again members of the public sought news on when the new bins would actually be supplied. A request was made if the bin suppliers contact could be made know to the interested parties, so they could pick up the bins to help speed delivery,	Clerk	Only one bin has been requested. Ordered from Glasdon and awaiting a delivery date. Due to a shortage of components this now advised to be 3-4 weeks. Original delivery address had to be changed as recipient was unwilling to receive it.
FRIARS LANE: A member of the public reported that new hedge appears to have been planted outside the house named Wengen. Because the hedge has been planted on the Friars Lane side of the ditch, it is thought the growth would encroach onto the Lane.	ML	Dealing
WEEDS: It was reported that weeds are breaking through the pavement outside the properties along Stortford Road, namely Stonedash, Cambrian House and Abbots Cottages. Could the weeds be removed? It was noted that the weeds were also encroaching around the Bus Shelter on the Stortford Road (near the Thatcher's Public House).	Clerk	Will inspect and take action to resolve
DEAD TREE: It was reported that there is an oak tree which appears dead along the Stortford Road. Its four doors down on the Hatfield Haven side of the road.	Clerk	Seeking to identify ownership and therefore responsibility.
ALLOTMENT: A plot has become available. No. 16a.	Allotment Cttee	This is not a parish council matter
NOTIFICATION OF FORUM MEETING IN THE VILLAGE MAGAZINE: Can this be entered after the Council minutes. It was missing in the last edition.	Clerk	Action was minuted from last council meeting. Already notified to the editor for inclusion on the August magazine.
ANDROID TABLETS: Several parish councillors expressed their disappointment regarding the provision of the tablet provided for councillors use. Cllr Allen's, Cllr Saban's, Cllr Overton's and Cllr Brown's did not work. Could these be replaced, so a dedicated parish council email address could be acquired for them?	Clerk	Installation instructions will be re issued. Parish council e-mail addresses have already been set up and notified.
MOBILE POST OFFICE: It was noted the mobile Post Office hour in the Village Car Park remains the same 11am to 12noon.	Clerk	Already notified to the editor for inclusion on the August magazine. This getting repetitive. See agenda item 24/104
DATE, VENUE AND TIME OF NEXT MEETING: 13thSeptember The Institute, at 11am.	Clerk	Action was minuted from last council meeting. Already notified to the editor for inclusion on the August magazine.

Invoices for Authorisation to 30 September 2025

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
01/09/2025	Skilled Tech	MS 365 Subscription	on-line	6.53	1.09	5.44	77	
01/09/2025	Techwyse	Remote support	on-line	32.40	5.40	27.00	78	
08/09/2025	AE Hockley	Barkers Lane maintenance	on-line	270.00	45.00	225.00	79	
08/09/2025	Glasdon	Litter bin	on-line	503.98	84.00	419.98	80	
03/09/2025	HMRC	Late filing penalty	on-line	200.00	-	200.00	81	Qtr 05 Jul 19
03/09/2025	HMRC	Late filing penalty	on-line	300.00	-	300.00	82	Qtr 05 Oct 19
03/09/2025	HMRC	Late filing penalty	on-line	100.00	-	100.00	83	Qtr 05 Jan 20
03/09/2025	HMRC	Late filing penalty	on-line	300.00	-	300.00	84	Qtr 05 Apr 20
24/09/2025	PW May	Grass cutting	on-line	1,559.48	259.92	1,299.56	85	
21/09/2025	R Bowran	Postage stamps	on-line	28.99	-	28.99	86	
26/09/2025	R Bowran	Offices Expenses	on-line	100.20	-	100.20	87	
25/09/2025	J Taylor	Sept salary	on-line	135.03	-	135.03	88	
25/09/2025	J Sykes	Sept salary	on-line	207.33	-	207.33	89	
25/09/2025	J Jackson	Sept salary	on-line	103.57	-	103.57	90	
25/09/2025	S Caller	Sept salary	on-line	103.57	-	103.57	91	
25/09/2025	R Bowran	Sept salary	on-line	985.24	-	985.24	92	
29/09/2025	HMRC	Tax and NI	on-line	824.56	-	824.56	93	May - September
30/09/2025	Unity Trust Bank	Monthly Fee	on-line	6.00	-	6.00	94	
Total				5,766.87	395.40	5,371.47		

Cash receipts

Date	From	Description	Amount	vchr
25/09/2025	Uttlesford DC	Precept Tranche #2	£42,060.00	R8
26/09/2025	Mallyons Fair	September Fairground	£750.00	R9

Total	£42,810.00
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Balance at Bank (after these transactions)

£83,456.42

Hatfield Heath Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Bank charges					36.00	-36.00	-36.00 (N/A)
10	Car Mileage					366.30	-366.30	-366.30 (N/A)
11	Members expenses					280.00	-280.00	-280.00 (N/A)
16	Data Registration							(N/A)
17	EALC Subscription					546.80	-546.80	-546.80 (N/A)
18	SLCC Subscription							(N/A)
24	Insurance					2,919.53	-2,919.53	-2,919.53 (N/A)
25	Elections							(N/A)
26	Printing Postage Stationery					90.85	-90.85	-90.85 (N/A)
28	Training		240.00	240.00		240.00	-240.00	(N/A)
29	Office Provision					156.00	-156.00	-156.00 (N/A)
48	Other Subscriptions					70.00	-70.00	-70.00 (N/A)
55	Hall Hire					150.00	-150.00	-150.00 (N/A)
62	Misc Expenses							(N/A)
SUB TOTAL			240.00	240.00		4,855.48	-4,855.48	-4,615.48 (N/A)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Rents		430.00	430.00				430.00 (N/A)
8	Repairs & Maintenance							(N/A)
54	Grass Cutting Allotment							(N/A)
60	Pest Control							(N/A)
SUB TOTAL			430.00	430.00				430.00 (N/A)

Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Street Furniture				500.00		500.00	500.00 (100%)
40	Grants							(N/A)
41	Wildlife Area				3,000.00		3,000.00	3,000.00 (100%)
42	Green Waste Skips				3,500.00		3,500.00	3,500.00 (100%)
45	War Memorial				500.00		500.00	500.00 (100%)
84	Defibrillator							(N/A)
SUB TOTAL					7,500.00		7,500.00	7,500.00 (100%)

Audit

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Internal Audit				200.00	91.00	109.00	109.00 (54%)
5	External Audit				315.00		315.00	315.00 (100%)

Hatfield Heath Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

27 September 2025 (2025-2026)

SUB TOTAL

515.00	91.00	424.00	424.00 (82%)
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Car Parks

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Village car park Maintenance				250.00		250.00	250.00 (100%)
22	Church car park							(N/A)
101	Village car park CCTV				700.00		700.00	700.00 (100%)
SUB TOTAL					950.00		950.00	950.00 (100%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Community Events							(N/A)
30	Annual Parish Meeting							(N/A)
33	Christmas Tree				500.00		500.00	500.00 (100%)
35	Fairs	1,500.00	750.00	-750.00				-750.00 (-50%)
SUB TOTAL		1,500.00	750.00	-750.00	500.00		500.00	-250.00 (-12%)

Highways

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Repairs and Maintenance				1,500.00	225.00	1,275.00	1,275.00 (85%)
20	Vehicle Activated Sign				3,000.00		3,000.00	3,000.00 (100%)
50	Consultancy							(N/A)
SUB TOTAL					4,500.00	225.00	4,275.00	4,275.00 (95%)

Information Technology

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Web-site maintenance					231.76	-231.76	-231.76 (N/A)
31	IT Repairs and Software				75.00	252.63	-177.63	-177.63 (-236%)
32	IT Equipment				2,000.00	1,327.24	672.76	672.76 (33%)
53	Zoom Subscriptions							(N/A)
91	PC protection				75.00	74.99	0.01	0.01 (0%)
93	IT Support					86.44	-86.44	-86.44 (N/A)
99	Mapping				100.00	100.00		(0%)
SUB TOTAL					2,250.00	2,073.06	176.94	176.94 (7%)

Hatfield Heath Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

27 September 2025 (2025-2026)

Litter Picking

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Litter Picking PPE					67.17	-67.17	-67.17 (N/A)
102	Rangers Tools				2,000.00		2,000.00	2,000.00 (100%)
104	New equipment				2,000.00		2,000.00	2,000.00 (100%)
SUB TOTAL					4,000.00	67.17	3,932.83	3,932.83 (98%)

Neighbourhood Plan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78	NP Web-site							(N/A)
79	NP Consultants							(N/A)
80	Publicity & Meetings					38.00	-38.00	-38.00 (N/A)
81	Printing							(N/A)
82	UDC Support							(N/A)
89	NP Secretariat					220.00	-220.00	-220.00 (N/A)
100	Assets							(N/A)
SUB TOTAL						258.00	-258.00	-258.00 (N/A)

Other Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Leaflet Printing							(N/A)
61	Repairs & Maintenance							(N/A)
64	Poppy Appeal							(N/A)
66	Cricket Club grass							(N/A)
86	Holy Trinity church grass		250.00	250.00		250.00	-250.00	(N/A)
87	United Reform Church grass							(N/A)
88	Christmas Tree							(N/A)
SUB TOTAL			250.00	250.00		250.00	-250.00	(N/A)

Other Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69	V.A.T. Expenditure							(N/A)
106	Penalties					900.00	-900.00	-900.00 (N/A)
SUB TOTAL						900.00	-900.00	-900.00 (N/A)

Other Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	V.A.T. Recovery		4,008.65	4,008.65				4,008.65 (N/A)

Hatfield Heath Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

27 September 2025 (2025-2026)

SUB TOTAL	4,008.65	4,008.65	4,008.65 (N/A)
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Playgrounds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23 Repairs & Maintenance					104.00	-104.00	-104.00 (N/A)
46 Play Area		250.00	250.00				250.00 (N/A)
SUB TOTAL		250.00	250.00		104.00	-104.00	146.00 (N/A)

Policing

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39 Community Policing							(N/A)
SUB TOTAL							(N/A)

Precept

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3 Precept		84,120.00	84,120.00				84,120.00 (N/A)
SUB TOTAL		84,120.00	84,120.00				84,120.00 (N/A)

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Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Remembrance Wreath							(N/A)
SUB TOTAL							(N/A)

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Current Staff				11,557.00	5,373.09	6,183.91	6,183.91 (53%)
51 HMRC					1,690.01	-1,690.01	-1,690.01 (N/A)
52 Litter Pickers					3,350.32	-3,350.32	-3,350.32 (N/A)
103 Rangers salary				13,021.00		13,021.00	13,021.00 (100%)
SUB TOTAL				24,578.00	10,413.42	14,164.58	14,164.58 (57%)

Village Green

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

Hatfield Heath Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

27 September 2025 (2025-2026)

13 Grass cutting				8,057.36	-8,057.36	-8,057.36 (N/A)
15 Repairs & Maintenance				100.00	-100.00	-100.00 (N/A)
36 ECC Rural Verges						(N/A)
43 Rural Verges	2,607.58	2,607.58		697.00	-697.00	1,910.58 (N/A)
67 Heath Posting						(N/A)
85 Pond Maintenance						(N/A)
92 tree work						(N/A)
94 Footpaths						(N/A)
97 Litter Bins			900.00	693.94	206.06	206.06 (22%)
105 Planters				290.00	-290.00	-290.00 (N/A)
SUB TOTAL	2,607.58	2,607.58	900.00	9,838.30	-8,938.30	-6,330.72 (-703%)

Summary

NET TOTAL	1,500.00	92,656.23	91,156.23	45,693.00	29,075.43	16,617.57	107,773.80 (228%)
V.A.T.					2,407.32		
GROSS TOTAL		92,656.23			31,482.75		

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report

Date: 26 September 2025

Summary of main items of activity:

- Prepared agendas and minutes for meetings
 - Sent draft of council minutes to members
- Attended Neighbourhood Plan meeting
- Discussed appraisal of Clerk's role with chair and vice-chair
- Carried out normal monthly administration tasks
- Resolved HMRC Basic Pay issue

Correspondence

- Revised authorities with Unity Trust Bank
- Dialogue with UDC over enforcement claims
- Consultation on revisions to UDC Local Plan
- Responded to request for a mobile pizza van
- Dialogue with HMRC over non-filed returns 2019-2020

Future Actions

- Complete establishment of new website
- Attend Playground presentation session
- Set up posting review meeting
- Interview village ranger candidates with personnel committee
- Commence Budget process for 2026/27