HATFIELD BROAD OAK PARISH COUNCIL

Clerk to the Council:	Ernie Fenwick	19 Half Acres
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MINUTES OF PARISH COUNCIL MEETING

HELD AT 7.30 PM ON TUESDAY 20th OCTOBER 2026

AT St MARY'S C of E PRIMARY SCHOOL HATFIELD BROAD OAK

Present

Cllr Anthony Wilson (AW), (Chairman) Cllrs. Vanessa Ambler (VA), Sharon Andrews (SA), Alan Fisher (AF), Tessa Pemberton (TP), Chris Webb (CW) In attendance: UDC Cllrs Clerk to the Council Ernie Fenwick, and 7 members of the public

26/10/1 Chairman's Welcome and Public Participation

- Questions submitted in writing will be addressed by the Council during the first 15 minutes of the Meeting. There were no questions submitted prior to the meeting. Public participation is welcome at this meeting, and the Clerk will ensure that future notices of meeting make this clear.

26/10/2 Apologies and Reasons for absence

- Cllrs Kerry Stedman (KS), Terry Marsh (TM), apologies accepted

26/10/3 To approve minutes of last meeting

- Minutes of the Parish Council Meeting held on 9th September;
- Approval Proposed AW seconded CW; approved unanimously

26/10/4 Declarations of Interest

- There were no declarations of interests relevant to this agenda.

26/10/5 Reports to and from County and District Councillors

- None present

26/10/6 Reports from Committees or Working Groups

To receive reports from the following Committees and Working Groups

a) Neighbourhood Plan Steering Committee

i. Sign off on site Assessment survey Deferred to November for approval
Report issued in background papers

b) HR Committee

a) The following revisions were proposed to Terms of Reference for the HR committee

i. The existing condition under Membership reads "Membership of the committee is to be 3 councillors. Members will be decided and appointed by the Full Council"

ii. Under Membership to read "Membership of the committee is to be a minimum of 3 councillors. Members will be decided and appointed by the Full Council"

Power Section 102 of the Local Government Act 1972

i. **Resolution**: To revise the Terms of Reference existing condition under Membership to read "Membership of the committee is to be a minimum of 3 councillors. Members will be decided and appointed by the Full Council"
- Proposed AW seconded TP. Carried unanimously

ii. **Resolution**: To confirm the appointments of TM, AW and VA to the HR Committee
- Proposed AW seconded TP Carried unanimously

iii. To confirm the appointment of VA as Chair of the HR Committee
- Proposed AW seconded SW Carried unanimously

c) Planning Working Group`

AI Assessment setup but not required this month

d) IT Working Group Update

- SharePoint transition ongoing; all members now online.
- Suggestion: Bring devices to meetings for live access.
- Action: Ensure Wi-Fi connectivity at meeting venue.

e) Village Maintenance Working Group

Recreation Ground. Nothing at present. VA will submit a grant for a new piece of play equipment.

i. Return of flag from former councillor Artus. No return yet. Reported that a Union flag is flying at present on the village flag pole

ii. Missing fingerpost finger is being made at present

e) Highways

i. Speed limits through the Village. Ask Jackie and Ellie Chinnery to liaise with KS to come up with a calming and speed restriction plan for the village.

ii. CW will take the 2007 file back to Highways

26/10/7 Clerks Report

a) Review Action List :
https://hbopc.sharepoint.com/sites/Councillorsdesktop/Lists/Action List/AllItems.aspx

b) Website – The website address is www.hbo-pc.gov.uk and has also been publicised on the HBO Facebook page by AF

c) Correspondence

i.	Training Session
ii.	A Valuable Governance Refresher for Experienced Clerks
iii.	EALC News e-Bulletin - Week commencing 21 September 2026

26/10/8 Reports from Councillors

a) Chairmans Report

i. Nothing extra to report

b) Village Councillors

i. Draft Communication with developers' protocol (SA) Deferred to next month. Councillors to read the background paper before the meeting.

c) Bush End,

i. CW reported that the defib is up and running and on circuit.

26/10/9 Financial Report

a) AGAR - update on 2025/26 AGAR submission. Signed and submitted
Check with KS regarding 2024/25

b) Grant Applications

i. Village Hall, Proposed £750 AW Seconded VA : Carried unanimously

ii. Power Local Government Act 1972, Section 137

c) Finance - Update re bank accounts - signing arrangements under way

i. Budget review

ii. Bank Balances

Lloyds Community Account £13217.71

Unity Bank: £6266.24
Unity Bank Savings: £44250.06

iii. Payment Schedule – payments to be made/budget allowance

Payee	Description	Amount (excl VAT)	Total Cost
Edge IT	IT services	£513.00	£615.60
E Fenwick	Locum Clerk	£2350.33	£2350.33
HMRC	PAYE (EF)	£581.90	£581.90
Gpeto	AI Planning System	£30.00	£30.00
TBS Hygiene	Invoices 9336	£26.00	£31.20
St Mary's school	Hall Hire	£60.00	£60.00
A Ferraro	Absence payment	£521.07	£521.07
J&M Payroll	Invoice 48538	£128.00	£153.60
Hugo Fox Ltd	Website (2 months)	£19.98	£23.98
Hugo Fox Ltd	Neighbourhood Plan website	£71.04	£88.80
RTTec	Invoices 13482; 13569;13570	£512.52	£615.03

iv. Payment Schedule – items paid between meetings under clerk/chair powers or other authority:

Payee	Description	Amount (excl(VAT)	Total Cost	Date Paid
A Ferarro	Wages and Salary	£1262.31	£1262.31	21/09/26
EALC	Membership	£424.30	£424.30	21/09/26
St Mary's school	Hall Hire	£50.00	£50.00	21/09/26
J&M Payroll	Payroll	£128.00	£153.60	21/09/26
J&M Payroll	Payroll Inv 48276	£24.96	£31.20	21/09/26

v. Direct Debits paid between meetings:

Payee	Description	Amount (excl VAT)	Date Paid
H3G	Phone?	£13.28	15/09/26
H3G	Laptop	£5.89	15/09/26
Lloyds Bank	Bank Charges	£4.25	15/09/26

Payments proposed by VA seconded CW carried unanimously

26/10/10 Revision to Policies

This item was dealt with earlier in the meeting at Item 26/10/6 b)

26/10/11 Village Amenities

a) Grass cutting contract. Three contractors have been asked to quote, several questions were asked and clarity needed. New spec required
b) Rec / Scout hut update : No comments

c) Christmas tree - purchase, organisation, decoration. VA suggested organising a competition for the children to create decorations and also carol singing with a light the tree event. Suggested 6th December, Permission for power supply and a cherry picker to erect the lights organised.
d) **RESOLUTION:** Budget approved for up to £500 for a tree and lights. Proposed AW seconded SA unanimous.

26/10/12 Planning Matters

Applications

- **Status: Awaiting decision**

  This item is open for comments/

  Prior Notification of change of use of agricultural building to 1 no. dwelling

  Barn At Waters Farm Hammond Road Hatfield Broad Oak
  Ref. No: UTT/26/2500/PAQ3 · Received: Tue 29 Sep 2026 · Validated: Tue 29 Sep 2026

- **Status: Awaiting decision**

  Application for approval of the following conditions, 8 (GCN Licence) for UTT/24/2242/OP

  Land West Of Station Road Takeley Dunmow Road Hatfield Broad Oak Hertfordshire
  Ref. No: UTT/26/2495/DOC · Received: Mon 28 Sep 2026 · Validated: Mon 28 Sep 2026

- **Status: Awaiting decision**

  Application to discharge condition 4 (archaeology) attached to UTT/22/1014/OP

  Land North Of Hammond Road Hatfield Broad Oak Hertfordshire
  Ref. No: UTT/26/2382/DOC · Received: Tue 15 Sep 2026 · Validated: Tue 15 Sep 2026

- **Status: Approved**

  Non-material amendment to UTT/0641/11/FUL - additional weatherboarding, bottom of jetty walls lifted, additional porch bracket, fascia to front and rear elevation and simplified dormer fascia to side elevations, reduction in size of bifold doors, increased width of ground floor side window and different brick material.
  Show more description
  Cage End House Cage End Hatfield Broad Oak Essex CM22 7HT
  Ref. No: UTT/26/2332/NMA · Received: Thu 10 Sep 2026 · Validated: Thu 10 Sep 2026

  Decisions

- **Status: Awaiting decision**

  This item is open for comments

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26/10/13 Reports on Meetings Attended

i. TP went to the personnel conference which was very useful. Personnel training is recommended and will follow

26/10/14 Dates of Next Meetings

Wednesday 11th November

Wednesday 8th December

Meeting closed at 9:20pm

26/10/15 Confidential Topics

RESOLVED: that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

26/10/16 Personnel Issues

26/10/17 Contractual Issues