



HATFIELD BROAD OAK PARISH COUNCIL

Clerk to the Council:
Telephone:
Email

Ernie Fenwick
07377 770964
clerk@hbo-pc.gov.uk

19 Half Acres
Bishops Stortford
Herts. CM23 2QP

A PARISH_COUNCIL_MEETING WILL BE HELD
AT 7.30 PM ON TUESDAY 20th OCTOBER 2026
AT ST MARY'S C of E SCHOOL HATFIELD BROAD OAK

Press and Public are welcome to attend and observe

Members of the public are invited to submit questions and comments to the council in writing to the Clerk, preferably by email, at least 24 hours prior to the meeting. These questions will be addressed by the Council during the first 15 minutes of the Meeting. Members of the press and public are not permitted to speak after the Public Participation ends.

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.

26/10/2 Apologies and Reasons for absence

26/10/3 To approve minutes of last meeting

- Minutes of the Parish Council Meeting held on 9th September

26/10/4 Declarations of Interest

- Members to declare their interests relevant to this agenda.

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

26/10/6 Reports from Committees or Working Groups

To receive reports from the following Committees and Working Groups

- a) Neighbourhood Plan Steering Committee
 - a.1. Sign off on Site Assessment survey
- b) HR Committee
 - b.1. To confirm the appointments of TM,AW and VA (as Chair) to the HR Committee
- c) Planning Working Group
- d) IT Working Group Update
- e) Village Maintenance Working Group
 - e.1. Recreation Ground
 - e.2. Return of flag from former councillor Artus
- f) Highways
 - f.1. Speed limits through the Village

26/10/7 Clerks Report

- Review Action List
- Website - update re live date & announcement to public?

Correspondence

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



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26/10/8 Reports from Councillors

- a) Chairmans Report
- b) Village Councillors
- c) Bush End

26/10/9 Financial Report

- a) AGAR - update on 2025/26 AGAR submission
- b) Grant Applications
 - i. Village Hall
- 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	Inv 9336	£90.00	£108.00
St Mary's school	Hall Hire	£60.00	£60.00
A Ferraro	Sickness Payment		
J&M Payroll	Payroll (Estimated)	£128.00	£153.60
Hugo Fox Ltd	Website (2 months)	£19.98	£23.98
Essex Pension	Pension contribution	£1593.18	£1593.18

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
HMRC SDDS	PAYE		



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H3G	Phone?	£13.28	15/09/26
H3G	Laptop	£5.89	15/09/26
Lloyds Bank	Bank Charges	£4.25	15/09/26
HugoFox Ltd	Website hosting	£12.99	

Payments proposed by AW seconded CW

26/10/10 Revision to Policies

- a) To consider revision to Terms of Reference to the Personnel 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"

26/10/11 Village Amenities

- a) Grass cutting contract
- b) Rec / Scout hut update
- c) Christmas tree - purchase, organisation, decoration. I would like to organise a competition for the children to create decorations and also carol singing with a light the tree event

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



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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

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

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Show more description

Cage End House Cage End Hatfield Broad Oak Essex CM22 7HT

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26/10/13 Reports on Meetings Attended

26/10/14 Dates of Next Meetings

Wednesday 4th November

Wednesday 8th

December

26/10/15 Confidential Topics

It was 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



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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