



HATFIELD BROAD OAK PARISH COUNCIL

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19 Half Acres
Bishops Stortford
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MINUTES OF PARISH COUNCIL MEETING

HELD AT 7.30 PM ON WEDNESDAY 9th SEPTEMBER 2026

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

Present

Cllr Anthony Wilson (AW), (Chairman) Cllrs. Vanessa Ambler (VA), Sharron Andrews (SA), Norman Bond (NB), Alan Fisher (AF), Terry Marsh (TM), Tessa Pemberton (TP), Kerry Stedman (KS), Chris Webb (CW) In attendance: UDC Cllrs Geoff Driscoll (GD) Clerk to the Council Ernie Fenwick, and ? members of the public

26/9/1 Chairman's Welcome and Public Participation

Questions submitted in writing will be addressed by the Council during the first 15 minutes of the Meeting.

- Request for application form for grant. Clerk to supply ASAP
- Presentation by Mike Young Committee member of the Hundred Parishes Society, who gave a very brief overview of the hundred parish society.
- We're a registered charity run by volunteers. Launched in 2014, twelve years ago, though started a couple of years earlier. Our aim is to encourage awareness.
- The appreciation of the area we live in, In the hopes of people understanding better the more lives of Garforth. We cover 103 parishes in North West Essex, North East Herts
- Hatfield Broad Oak has attractive buildings as well as attractive countryside. It's unusual to get both.
- We have more listed buildings than any of the national parks, and most of the national parks are probably bigger than us. The only one that comes anywhere near us is the South Downs, with 5,800. We have 6,700.
- We give out grants, we're doing this for four years. We give grants of a maximum of £3000 to people or organisations that have been members for three years for projects that support our objectives, and allocated £43,000, mainly on interpretation panels.

26/9/2 Apologies and Reasons for absence

- Cllr Vanessa Ambler (VA), is going to be late

26/9/3 To approve minutes of last meeting

- Minutes of the Parish Council Meetings held on
18th March proposed KS seconded AW
14th April proposed KS seconded AW
8th July proposed KS seconded AW
22nd July deferred

All approved with three abstentions from SA, TS, NB who were not present

26/9/4 Declarations of Interest

- Members to declare their interests relevant to this agenda.
- KS declared non pecuniary interest as secretary & treasurer at the church and employee of St Mary's school



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- TP declared a non-registered interest in anything to do with the JR settlement discussion, and likewise a non-registered interest in any discussion to do with last year's AGM.

26/9/5 Reports from Committees or Working Groups

- a) Neighbourhood Plan Steering Committee
 - i. Revision to budget. We need £4,500 this year. This is due to the UDC who originally gave us £5000 when we applied, but have taken back half for FCA strategic environmental analysis screening, and they apply for that.
 - ii. The biggest cost on that is when we have to put out a draft plan to every household. We've about three and a half thousand pounds doing that.
 - iii. Ernie is happy to compile the plan and prepare it for publication but won't write any of the copy. It will be graphic design etc. There will be an expense in that.
 - iv. I would like the site assessment survey carried out by a company called LUC Land Use Consultants Limited signed off. I'll put it into background papers for next time.
- b) Planning Working Group
 - i. Clerk raised the issue of using Gpeto AI Planning Assessment software. Initial period of six months at £25. It interrogates the parish council, the local district council, and the national planning framework plan, and then carries out an assessment as to what the success rate is likely to be, or the decision rate likely to be for that application. It gives a very comprehensive report.
 - ii. Proposed AW seconded CW carried with 1 opposed (KS)
- c) HR Committee – Deferred
- d) IT Working Group
 - i. There's a huge amount of work been going on from an IT perspective to just try and regain some control of our websites and our the planning. Website, all of our email addresses, Some of our data recovery, etc. We've done a number of very top-line things, And I'm very happy to update anyone on the full detail should they be interested.
 - ii. We've now employed a brand new IT company that manage Dunmow, Takeley, Thaxted, and now Hatfield Broad Oak, They're very experienced with councils. A very professional family-owned company based in Dunmow. We've now got our domain, email addresses, etc all managed through one company. We've now got a new website which Ernie's been working on and it will have a new look and feel. It's much much easier to use and find all the information. We'll have full traceability on it. We're changing our email addresses to name@hbo-pc.gov.uk, which is much shorter.
 - iii. We are organising a training session with everyone. RTTec will be on hand to do an open clinic where everyone can come in and take fifteen twenty minutes with your own laptop, devices etc. and make sure everything's set up.

We have been in this position for three months and we apologise. It's not the best situation. It has been so hard, and we're still we're still working on some data recovery.
- e) Village Maintenance Working Group
 - i. Goals at Barnfield. They are damaged and may need new equipment. Will be provided by a local businessman
- f) Highways
 - i. Request to reinstate a highways group. Approved Membership CW, TP, KS and someone from the village Jackie Blasby, and Clive Ticehurst. We can ask if they would like to join.
 - ii. The hedge near the VAS sign needs cutting back as it obscures the sign.
- g) The following members were added to the working groups
 - i. NB on HR and Finance

Chairman_____ Date_____



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- ii. TP on HR
- iii. SA on HR Finance and Planning
- iv. KS on HR and Finance
- v. Approved unanimously
- h) Bush End
- i. CW reported that the defibrillator at Bush End Church has been installed

26/9/6 Reports to and from County and District Councillors

- Report from GD
- The Planning system's changing throughout the country at the end of March. Whereas at the moment officer decision is below ten houses, and it's a quarter of an acre or half an acre of land. The government changed it. It now becomes an officer and planning committee chairperson decision. For up to 150 houses. Because it is not going front of committee, There is no calling in. It just gets discussed.
- CIL, That came into force on Monday 7th September. Ten or more houses. However, it doesn't get paid until they start building.
- Local Government reform is now suspended so no District Council elections next May. Rumour is they're coming back in 28/29 for a unity election.
- Regarding your forty mile an hour speed limit. Most villages in Essex come from 60 to 40 to 30, And the 40 is only half a mile. The best person initially to get hold of would be your county councillor, Jeff Baker.

26/9/7 Clerks Report

- We want to formally confirm the appointment of Ernie Fenwick as the locum clerk, The terms of appointment, Including his rate of pay and his authorised and anticipated hours as appropriate as part of our confidential session.
- A letter to Jackie Deane thanking her for her help in the short term getting us over a very difficult period in our time of need.
- Review Action List. Clerk has prepared an Action list which will be circulated every month and will be on the new intranet site. There are four items at present

Neighbourhood plan assigned to myself and AF

Develop the HBOPC Intranet and Internet sites assigned to me

Review the Accounting System assigned to me. I did obtain copies of bank statements and created Microsoft Money accounts and circulated reports to you showing balance sheet and transaction reports which was what I provided when I was clerk last time. I do not believe that for the size of the council that we should be outsourcing bookkeeping or payroll services. We need replies to queries quicker than waiting for an outside company to provide the answers. I will use HMRC Basic PAYE tools for tax purposes. Authorisation will be straightforward. I will place items on at the bank and then two councillors will authorise. I will have no authorisation powers at all.

It was proposed that request for overtime would be made by the Clerk if over 15 hours was required and would be approved by the chairman or chair of HR.

Clerk pointed out that there's going to be a lot of hours in September. It's not going to be 15 hours a week for September. That is going to be a heavy month and that the 15 hours would be able to start in October

Review Council Policies. Assigned to all councillors and myself. They will be done over a period of time to bring them up to date.

Clerk confirmed that he is usually available Monday to Friday between 9 am and 5 pm and confirmed his number for Hatfield Broad Oak PC is 07377 770964

Has the PO Box been accessed. Clerk responded that he has done nothing about the PO Box, but UDC have been advised of the change of address for all correspondence.

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- Confirm the transfer of the website to HugoFox. Approved unanimously
- Approve the 6 month trial period of Gpeto Planning Assessment software . Approved by majority, 8 in favour 1 against (KS)
- Request to discuss the timeframes for councillors to respond to emails. Clerk suggested that this should be held back in light of the new Council Intranet. Everything will be about collaboration. In future documents will NOT be circulated. There will be a single document which will be on the Intranet site which can be worked on by any number of councillors at the same time and all amendments to that document will be retained and a version history will be available. Therefore, at any time that document can be reversed to an earlier version. This will prevent multiple copies of documents which will get out of sync. This will all take place in SharePoint, and this will all be covered in the training.
- It was agreed to look at this with commonsense and see how the Intranet works

Correspondence

Elections 2027
NALC 2026 Pay Award
NALC Chief executive's bulletin - 27 August 2026

VA joined the meeting

26/9/8 Financial Report

- a) Outcome of Judicial Review
 - i. Proposed to accept the payment of £5000 in full and final settlement towards the costs of the Judicial Review and to approve that the payment could be made from a third party
Proposed AW seconded CW
- b) Bank Authorisations
 - i. After discussion Cllr Stedman asked that her motion be amended to:

To agree to adding Cllrs Andrews & Bond to be signatories and online payment authorisers to the Lloyd's and Unity Accounts; and to add the locum clerk Ernie Fenwick to both accounts to facilitate raising payments. In addition to temporarily amending the business address of the Council with Lloyds to that of Ernie Fenwick Locum Clerk: 19 Half Acres, Bishops Stortford, Herts CM23 2QP.

Proposed: KS Seconded: AW unanimous

- ii. The following were to be added to the Accounts for authorisation
 - Clerk for Main Point of Contact and to submit payment for authorisation
 - NB and SA as full signatory's and CW to be reinstated as a signatory
 - Proposed KS Seconded AW
 - Transferring £25k to Lloyds
 - Proposed KS Seconded AW
 - Close Unity Trust Bank accounts and transfer to Lloyds after the second tranche of the precept is paid in.
 - Proposed KS Seconded NB
- c) Payment Schedule

Balances:

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Lloyds: £13078.13
Unity Bank: £6266.24
Unity Bank Savings: £44250.06

Payment Schedule – payments to be made/budget allowance

Payee	Description	Amount (excl VAT)	Total Cost
J Deane	Locum Clerk	£1856	£1856
E Fenwick	Locum Clerk	£1089.62	£1089.62
A Fisher	Signpost Finger Budget		Up to £600
Occupational Health	Budget		Up to £435

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

Payee	Description	Amount (excl(VAT)	Total Cost	Date Paid
RTTec	IT Support	£239.61	£287.53	14/8/26
RCCE	Membership	£85.80	£85.80	14/8/26
HBO Village Hall	Hall Hire	£25.00	£25.00	25/8/26
Bright HR	HR Support	£217.06	£257.57	01/9/26
TBS Hygiene	Inv 8905 July	£120.00	£144.00	03/9/26
TBS Hygiene	Inv 9040	£84.00	£100.80	03/9/26

Direct Debits paid between meetings:

Payee	Description	Amount (excl VAT)	Date Paid
HMRC SDDS	PAYE	£470.13	23/07/26
H3G	Phone?	£13.28	14/08/26
H3G	Laptop	£5.89	14/08/26
Lloyds Bank	Bank Charges	£4.25	18/08/26

Payments proposed by AW seconded CW

- d) Grant Application from the Scouts
 - i. Clerk responded, I haven't seen it. To be investigated
- e) Set up Direct Debits
 - i. Chairman requested Clerk to see what repeating payments could be transferred to Direct Debits
- f) Annual Audit AGAR
 - i. to consider and approve the 2025/26 annual governance and accountability return and to authorize the chair and the Locum clerk RFO to sign the relevant sections and authorize its submission. Approved unanimously

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26/9/9 Planning Matters

- Councillor Stedman is authorised to attend and speak on behalf of Hatfield Broad Oak Parish Council, The Uttlesford District Planning Committee

Applications

Status: Awaiting decision

[Application to discharge condition 3 \(details of PV panels\) attached to UTT/26/1318/HHF](#)

Town Farmhouse Cage End Hatfield Broad Oak Bishops Stortford CM22 7HT
Ref. No: UTT/26/2150/DOC · Received: Thu 20 Aug 2026 · Validated: Mon 24 Aug 2026

Status: Awaiting decision

[Application to discharge conditions 3 \(Materials\) 4 \(Hard and Soft Landscaping\) 5 \(Insulation\) 7 \(Windows, Doors, Eaves, verges and Cills\) 14 \(Bats\) 15 \(Biodiversity Enhancement Strategy\) 16 \(Lighting Design Strategy\) attached to UTT/25/3201/HHF](#)

[Show more description](#)

Woods Barns Wood Row Hatfield Broad Oak Essex CM22 7BU
Ref. No: UTT/26/2137/DOC · Received: Wed 19 Aug 2026 · Validated: Wed 19 Aug 2026

Status: Awaiting decision

[Demolition of existing conservatory and erection of single storey rear extensions.](#)

Bush End Cottage Bush End Takeley Essex CM22 6NN
Ref. No: UTT/26/2099/HHF · Received: Mon 17 Aug 2026 · Validated: Tue 25 Aug 2026

Status: Awaiting decision

[S73a retrospective application for the conversion of 2 no. detached barns into 2 no. one bedroom self contained dwellings](#)

[Show more description](#)

Anthony's Hammond Road Hatfield Broad Oak Essex CM22 7JS
Ref. No: UTT/26/0130/FUL · Received: Mon 19 Jan 2026 · Validated: Mon 24 Aug 2026

Decisions

Status: Discharge Conditions in Full

[Application to discharge condition 2 \(bracket location\) attached to UTT/26/1035/LB](#)

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[High House Farm Bush End Takeley Bishops Stortford CM22 6NN](#)

[Ref. No: UTT/26/1689/DOC · Received: Wed 08 Jul 2026 · Validated: Wed 08 Jul 2026](#)

Status: Approved

[Removal of existing conservatory to rear of the dwelling and replacement single storey rear extension; single storey extension and porch to front of the dwelling; and external alterations and internal remodelling, including replacement windows](#)

[Show more description](#)

[Chepingfield House Feathers Hill Hatfield Broad Oak Essex CM22 7HB](#)

[Ref. No: UTT/26/1547/HHF · Received: Tue 23 Jun 2026 · Validated: Wed 08 Jul 2026](#)

Status: Refused

This item is open for comments

[S73 application to vary condition 2 \(approved plans\) of UTT/0641/11/FUL \(Proposed erection of a pair of semi detached dwellings with associated parking\)](#)

[Show more description](#)

[Cage End House Cage End Hatfield Broad Oak Essex CM22 7HT](#)

[Ref. No: UTT/26/1516/FUL · Received: Fri 19 Jun 2026 · Validated: Mon 22 Jun 2026](#)

Status: Approved

[Installation of a heat pump and associated pipework and cable](#)

[21 Bush End Takeley Bishops Stortford CM22 6NN](#)

[Ref. No: UTT/26/1437/HHF · Received: Thu 11 Jun 2026 · Validated: Fri 19 Jun 2026](#)

Status: Approved

[Installation of wood burning stove and installation of chimney pot](#)

[Town Farmhouse Cage End Hatfield Broad Oak Essex CM22 7HT](#)

[Ref. No: UTT/26/1409/LB · Received: Tue 09 Jun 2026 · Validated: Fri 12 Jun 2026](#)

Status: Approved

[Installation of a heat pump and associated pipework and cable](#)

[21 Bush End Takeley Essex CM22 6NN](#)

[Ref. No: UTT/26/1408/LB · Received: Tue 09 Jun 2026 · Validated: Fri 19 Jun 2026](#)

Status: Approved

[Installation of solar panels and associated battery storage on detached annex building, within the curtilage of the main building.](#)

[Show more description](#)

[Town Farmhouse Cage End Hatfield Broad Oak Bishops Stortford CM22 7HT](#)

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[Ref. No: UTT/26/1318/HHF · Received: Mon 01 Jun 2026 · Validated: Mon 01 Jun 2026](#)

Status: Approved

[S73A retrospective application for the demolition/disassembly of 3 adjoining agricultural barns and erection of a replacement barn to be used as a single family dwelling \(Use Class C3\), new boundary, landscaping and other associated works](#)

[Show more description](#)

[Waters Farm Hammond Road Hatfield Broad Oak Essex CM22 7JS](#)

[Ref. No: UTT/26/0676/FUL · Received: Wed 18 Mar 2026 · Validated: Mon 29 Jun 2026](#)

26/9/10 Reports on Meetings Attended

26/9/11 Dates of Next Meetings

Wednesday 14th October

Wednesday 11th November

Chairman _____ Date _____