

## Minutes for the Full Council held on 20th March 2024 at 7:15 PM in the St Mary's C of E Primary School

Those present :

Chair : Cllr M Strutt

Councillors : Cllr K Beadle, Cllr S Brown, Cllr B Craig

Officers : T Wilson

### **23/242 Chairman's Welcome and Public Participation**

The chairman welcomed the public present and gave a brief explanation of how parish council meetings are run and what the involvement of the public looks like during a meeting. The chairman also clarified that the council has not decided; for or against, any housing sites. The public participation session was then open to residents.

A resident sought clarification regarding the complaints and comments process and how/if councillors are involved. The same resident enquired about discussion between councillors prior to meetings. It was clarified that the background papers attached to the agenda are sent via email to councillors and occasionally they may ask questions for clarification but ultimately the decisions and debate occurs at the meeting. Another resident enquired about councillor specific roles.

### **23/243 Apologies for Absence**

Apologies were received from Cllr K Artus, Cllr C Webb, Cllr D Hunt, Cllr C Blair and Cllr Murphy.

### **23/244 Declaration of Interests**

No declarations of interest.

### **23/245 Neighbourhood Plan**

A discussion was held regarding the quotations received for the analysis of the neighbourhood plan questionnaire. It was explained that there were currently three quotes from reputable companies. However, the grant that was awarded came with a stipulation that all expenditure met through the grant must be completed on or before 31st March 2024.

The anonymised quotes were read out for all to hear. It became apparent that only one of the companies would be able to complete the work by the 31st March deadline, thus allowing the grant to be utilised. However, concerns were raised regarding the low return rate of current questionnaires, and several residents had expressed concern about meeting the deadline of 24th March for the return of questionnaires.

Cllr Craig then suggested the possibility of extending the deadline for the return of questionnaires. It was explained that the consequence of this would be that it opens up the option to use other companies for the questionnaire analysis, but the council would have to

cover the costs, as it would not meet the deadline stipulated by the grant.

It was **RESOLVED** to use the Rural Community Council of Essex (RCCE) for the Neighbourhood Plan questionnaire analysis for a total of £1700 ex VAT, which may have to be fully funded by the council rather than through the awarded grant due to the grant policy deadline being unable to be met.

(Proposed by Cllr Brown - Seconded by Cllr Craig - Unanimous)

It was further **RESOLVED** to extend the deadline to complete the questionnaire by two weeks for a collection date of 7th April 2024.

(Proposed by Cllr Craig - Seconded by Cllr Brown - Unanimous)

**ACTION:** Clerk will publicise the extension and change in collection date.

**23/246 Finance / Payments**

It was **RESOLVED** to approve the attached and circulated payment schedule.

(Proposed by Cllr Craig - Seconded by Cllr Brown - Unanimous)

**23/247 Date of the next meeting**

The next ordinary Parish Council meeting is on 10th April 2024.

Cllr Craig gave apologies in advance.

**Close & Chairman's signature**

The meeting finished at 19:40.

Signed by the Chairman:.....

Date:.....

# Hatfield Broad Oak Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/23

| Approval no 3 |                   |         |                 |              |             |                                                             |              |
|---------------|-------------------|---------|-----------------|--------------|-------------|-------------------------------------------------------------|--------------|
| No            | Payment Reference | Gross   | To pay Heading  | Invoice date | Invoice no. | Details                                                     | Cheque Total |
| 144           |                   | £50.00  | £50.00 1000/15  | 23/02/24     | 772-45372   | Keith Artus - Watercourse payment reimbursement             |              |
| 145           |                   | £250.00 | £250.00 1000/12 | 04/03/24     | 1017        | Greenman Tree Surgery - Village Green - Fallen Tree Removal |              |
| Sub Total     |                   | £300.00 | £300.00         |              |             |                                                             |              |
| <b>Total</b>  |                   | £300.00 | £300.00         |              |             |                                                             |              |

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_