



Minutes of Hadstock Parish Council Meeting

Held on

Thursday 02 October 2025

at 7.45pm in the Village Hall Hadstock.

Present: Parish Councillors: Denise Wells [Chair] David Johnson, Jude Hannam, John Lockton, Simon Gosling, Parish Clerk & 1 member of the public. District Councillor John Morran arrived 7:45pm

1. The Chair Councillor Wells, welcomed all to the meeting, reminded Councillors of the fire safety procedure and announced that proceedings may be filmed or recorded.
2. Apologies from Parish Councillors not required as all present.
Apologies had been received from County Councillor Martin Foley. District Councillor Moran would attend if possible. Cllr Moran's attendance for the inquorate meeting in September was noted
3. Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to receive any Members' Dispensations – none notified.
4. The Minutes of the Parish Council Meeting held on **Thursday 25 July 2025** were accepted and approved **RESOLVED 25/10/04**. The Chair signed them as a true record.
5. **Public participation-** none
6. **Report from County Councillor** – email report circulated previously
7. **Report from District Councillor Moran** which was given on his arrival after agenda item 12
The Local Plan examination report has been returned from the Inspectorate with little change apart from the removal of the link road at Thaxted Road and Newport Road. The local plan once adopted will remain despite devolution. The submission for Devolution from Uttlesford District Council is five unitary authorities and from Essex County Council three unitary authorities
8. **Action points and matters arising from previous meetings:** Updates for information only.
The Clerk reported a list of councillor actions had been sent to all and gave an update on the actions completed by the Clerk since the last meeting which are not on the agenda or just for notification
HPC has a.org.uk website which should meet the new assertion 10 on the AGAR for 2025/26 however new and HPC owned email addresses are required and being investigated.
The Electricity Safety funding is available and has been sent to the VHC
Councillors report items were on the agenda
Advertise Parish Councillor vacancy through magazine
9. **Planning Application/s to consider a consultee comment –**
[a]UTT/25/2291/TCA | 1 no. Pear - Reduce crown by 3 metres | 1 Backhill Cottages Back Hill
Hadstock Cambridge CB21 4PB HPC discussed this planning application and **RESOLVED 25/10/09a**
No objection but Wed 01 Oct 2025 decision made by UDC
[b] UTT/25/2241/TCA | 1no. Field Maple - Remove tree to near ground level. 1no. Norway Maple - crown lift to approximately 3 metres. 1-2 metre crown reduction. | 6 Council Houses Linton Road
Hadstock Essex CB21 4NZ HPC discussed this planning application and **RESOLVED 25/10/09b** No objection but Wed 01 Oct 2025 decision made by UDC
[c] UTT/25/1994/HHF | Demolition of existing detached single garage and erection of replacement detached single garage | Fairhill Moules Lane Hadstock Essex CB21 4PD HPC discussed this

planning application and **RESOLVED 25/10/09c** No objection but Wed 01 Oct 2025 decision made by UDC

- 10. To note decisions made by UDC on planning application/s –UTT/25/2042/TCA** | Remove dead wood and light trim around crown of no more than 10% of 1no. Walnut Tree | Fairhill Moules Lane Hadstock Essex CB21 4PD **APPROVED**

- 11. To receive an update on planning matters** – none to note

- 12. Applications still awaiting determination** - none to note

- 13. Governance ~ Governance –**

[a] The Clerk reported further External Auditor communications received were simple to address by return which were related to variances.

[b] The Clerk reported that the notice of conclusion of audit had been received with no comments and has been posted on the notice board and website.

[c] The Parish Council's discussed the involvement in Remembrance Day and provision of a wreath. Cllr Wells expressed a preference for a natural wreath made from dried foliage which could be utilised for more than one year, a likely cost being £50.00. The wreath would need to be kept inside. The clerk advised would need to be considered within allocated budget but as it could be used more than once then this could be accommodated **RESOLVED 25/10/13c** for Cllr Wells to progress further up to £50.00. **ACTION** Cllr Wells

[d] HPC discussed the process of providing the Clerks appraisal, a number of options were discussed. Clerk to seek advice from EALC/SLCC **ACTION** It was decided to have a discussion with the Clerk, Chair and Cllr Hannam to be arranged and depending on those discussions decide further the requirements from their recommendations to HPC.

14. FINANCE

[a] HPC noted the following- bank balance and reconciliation at end September 2025 of £21,045.76 Income of the precept and a bursary payment had since been received. The reconciliation and bank statement were duly signed. The budget process was discussed and the need to define the budget headings further and the need for holding a healthy acceptable reserve

[b] The Clerk advised HPC of the NALC annual increase of pay through agreement for officers [Clerk] and that it is back dated to 01st April 2025 **RESOLVED 25/10/14b**

[c] HPC agreed and approved payments listed below made between meetings due to contractual requirements [25/09/2025] **RESOLVED 25/10/14c.** The Clerks difference in salary payment was clarified.

Cheque	Payee	Description	Net amount	VAT	Total	
101588	Ms S Beckett	Clerk Salary month 5	451.94	-	451.94	
101589	Ms S Beckett	Clerk Salary month 6	403.04	-	403.04	
101590	HMRC	PAYE Q2				
101591	Playsafety Ltd	Annual play equipment inspection	112.00	22.40	134.40	
101592	RCCE	Event Cllr J Lockton SH	35.00		35.00	
101593	JRB Enterprises	Dog gloves	50.30	10.06	60.36	

[d] HPC agreed and approved payments listed below **RESOLVED 25/10/14d** The Clerk wished the council to note the purchase of a new laptop. The previous laptop will be removed from the asset register but retained for use by the clerk as a second screen until it ceases completely. The cost of SH expenses related to printing was clarified.

Cheque	Payee	Description	Net amount	VAT	Total	
101594	Ms S Beckett	Expenses claim laptop and mouse from ASUS UK	359.98	-	359.98	
101595	Mr J. Lockton	SH expenses print cartridges	61.42	NC	61.42	
TBC	Mrs D Wells	Key fobs	2.50	-	2.5	online
101596	Starboard Systems Ltd	Scribe accounting annual fee	273.60	54.72	328.32	
101597	PJK Littlejohn	External auditor	210.00	42.00	252.00	

[e] to agree and approve appropriate invoices received after Agenda issued. Not required
 [f] Internet banking – was discussed and it would seem that a few details need to be confirmed and that users can use any debit card for the reader. A recap of the process required for dual authorisation.

[g] Cllr Gosling still needs to complete form to be an additional signatory

[h] A possibility of a savings account was further discussed but the difficulties of committing to an account that would attract interest would prove difficult. Perhaps to consider further at budget time.

15. Recreation Ground Report ~

[a] HPC noted the annual playground inspection report and discussed options and costings. It was clear that some pieces needed removal and some require maintenance. It was **RESOLVED 25/10/15a** that the report should be sent to a local contractor who has worked with HPC and other parish councils for advice on work required. **ACTION** clerk to send report to IB Monkey Challenge [Finding Fitness] and Tower [Sovereign] which had been supplied and erected by the companies stated had both been contacted by the Clerk with different response. Finding Fitness had quickly agreed to inspect and remedy. Sovereign denied responsibility at first but had been referred to higher management and await a further response.

[b] to receive report – Cllr Johnson reported that he had found some rotten pieces had been removed by the inspector and the grass had been cut. The strimming had revealed the rotten areas on some play equipment.

i. Cllr Johnson would find it difficult now to undertake the possible repairs required and to await response from contractor for further action **RESOLVED 25/10/15bi** It was also felt that more routine cleaning of equipment is required and may need a paid commitment for someone to undertake this in the future which could be advertised in the magazine.

ii. Cllr Johnson was able to confirm all play equipment has been visually checked and useable

RESOLVED 25/10/15bii Cllr Johnson will update plan of play equipment

16. Sustainable Hadstock Working Group [SHWG] - Cllr Lockton trusted that all had read the report previously sent electronically and invited questions. Cllr Lockton ran through the report

- Recent guest speak John Mead was very well received
- October talk ~ UDC recycling
- February talk ~ climate change gardening
- Village Hall ~ solar panel and battery installation W/B 20 October 2025
- Recreation ground had a full day of mowing wild area
- Arranging group to rake up
- November ~ planting of saplings from Woodland Trust
- Survey of ancient wood sent to charity who owns it awaiting feedback
- Pathways initiative ongoing under a separate working group

17. Hundred Parishes funding of £3000.00 re information board- Cllr Lockton/Cllr Hannam discussed within SH and progressing with UDC who is looking to provide further funding. Expression of interest sent and further informative meetings held

18. New Signage and Wayfinding Project- Cllr Lockton/Cllr Wells as item 17 Re Len's Path it was noted that possibly 8 years for the lease remains. The details of the historical planning application had been sent to all

19. Woodland Trust – Cllr Lockton reported above at item 16 [remove from agenda]

20. Village communication -Cllr Gosling to remove from future agendas as really found too difficult but planning applications can be added to www. by clerk

21. Highways ~ to receive an update on highways issues, discuss and resolve actions

[a] Highways ~ specifically

i. Walden Road [2984528] vegetation [2968495] drainage

ii Bilberry End – drainage no update

iii Moules Lane – damage no update

[b] Speed watch~ A report had been received from the co-ordinator ~ in the last 2 weeks an evening session resulted in 5 culprits being reported. A morning session from 8.30- 10.30 resulted in 10 culprits being reported. Traffic is much heavy in the morning than evening so this will be a time to concentrate on

[c] Bartlow Road v BT cables ~ resident keeps clerk updated. Thinking ahead a revised letter re general cutting back of hedges should be put in the magazine Clerk to send to all for rewording

22. Defibrillator Cllr Wells reported all in order

23. HPC discussed UCNA volunteers noting that the kind of work they carry out is during the week and not weekends so for the purposes of Green Team work, this was unsuitable as much of this work is at the weekend.

24. Listed Telephone Box Maintenance – UCNA volunteers could be deployed to undertake this but it was noted that a number of resident volunteer might be interested and to be contacted. Revert to UCAN if required

25. Parish Land Report & PRow's ~ discuss any issues reported and approve actions required specifically with budget allocation.

i.update to FP25 [[2982469](#)] The Church was found to be responsible and arranged for the felling of the tree

ii update to Arnolds Lane the fallen tree/branches have been dealt with and branches put to the side Cllr Johnson would undertake preservation of benches around the village.

Cllr Lockton reported that all footpaths will be mapped out and signage for those will be worked out.

Beating of the bounds was discussed no decision made [Beating the bounds - Wikipedia](#)

26. Village Hall Report ~ Cllr Hannam reported that there had been a lull over the summer and 2 groups had cancelled. Other ideas are coming forward. The Panto rehearsals are numerous for performances in early December.

27. To note items for next agenda: tree survey, councillor vacancy, councillor attendance.

28. To note the next Meeting will take place in the Village Hall on **Thursday 30 October 2025 at 19.45pm. PLEASE NOTE THIS WILL BE IN THE MEETING ROOM NOT THE MAIN HALL**

29. A public exempt not required

30. Chairman closed the meeting at 21:50pm

..... Chairman.

Signed as a true record and RESOLVED to approve on 30 October 2025