

Agenda

Ordinary Parish Council Meeting.



To Councillors: Bolton, Drake, Duggan, Elliston-Ball, Fogden, Kent.

To be held on: Monday 9th March 2026

Time: 7.00 p.m.

Venue: Hertford Heath Village Hall.

Sue O'Hare

Clerk to Hertford Heath Parish Council

P O Box 399, Hertford. SG13 7PJ

clerk@hertfordheathparishcouncil.gov.uk

07756 984369

Ref	Agenda Item
2025.189	Public Question time. An opportunity for members of the public to ask questions or raise issues relating to items on the agenda. <i>(Maximum 15 minutes, at the Chair's discretion.)</i>
2025.206	To receive and accept apologies for absence.
2025.190	Declaration of Members' interests and dispensations.
2025.191	To receive reports from outside bodies and working parties. • Crime Report – February 02/02/2026 Theft of vehicle (overdue payment) – London Road 07/02/2026 Residential Burglary – London Road
2025.192	To confirm the minutes of the Ordinary Council meeting on the 9th February 2026.
2025.193	Financial Matters – (Appendix 1) a) Approval of bank reconciliation and transaction list for February 2026. b) Approval of Multipay debit statement for February 2026. c) Budget vs Expenditure up to end of February 2026.
2025.194	Allotment Report and update – Cllr Chris Kent and clerk. (Appendix 2)
2025.195	To consider the Parish Council's position on responding to landowners who seek our views on potential development proposals – Cllr Elliston-Ball
2025.196	To provide an update on the electric kiosk on the Village Green – Cllr Duggan
2025.197	To discuss the plans for the Annual Community Meeting.
2025.198	To discuss the Wildflower Meadow improvement plan and agree the next steps
2025.199	Request from the football club to install a memorial bench on the playing field for two lifelong players/supporters of the team.
2025.200	To accept clerk's resignation and discuss next steps.
2025.201	To consider planning applications from 4th February to 3rd March 2026.

Application for a Lawful Development Certificate for a Proposed single storey rear extension to replace existing flat roof extension

Show more description Comment icon

59 Mount Pleasant Hertford Heath Hertfordshire SG13 7QZ

Status: Awaiting decision

Listed Building Consent for proposed fencing and minor landscaping works to the eastern edge of Terrace Field, along College Road

Show more description Comment icon

Haileybury And Imperial Service College College Road Hertford Heath Hertfordshire SG13 7NU

Status: Awaiting decision

Proposed fencing and minor landscaping works to the eastern edge of Terrace Field, along College Road

Comment icon

Haileybury And Imperial Service College College Road Hertford Heath Hertfordshire SG13 7NU

Status: Awaiting decision

2025.202 To consider planning appeals from 3rd February to 3rd March 2026. – None

2025.203 Clerk's Report (Appendix 3)

2025.204 Items for social media and website.

2025.205 Items for next meeting.

Hertford Heath Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 28/02/2026		
	Cash in Hand 01/04/2025		19,248.47
	ADD Receipts 01/04/2025 - 28/02/2026		122,507.82
	SUBTRACT Payments 01/04/2025 - 28/02/2026		141,756.29
			90,434.21
	Cash in Hand 28/02/2026 (per Cash Book)		51,322.08
B	Cash in hand per Bank Statements		
	Petty Cash 28/02/2026	0.00	
	Current account 28/02/2026	5,347.86	
	Savings account 28/02/2027	45,974.22	
			51,322.08
	Less unrepresented payments		
			51,322.08
	Plus unrepresented receipts		
	Adjusted Bank Balance		51,322.08
	A = B Checks out OK		

Hertford Heath Parish Council
RECONCILIATION - Current account 28-02-2026

From Accounts	£5,347.86
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Payments not cashed Add	
Receipts not entered Subtract	

Statement should be	£5,347.86
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Hertford Heath Parish Council
RECONCILIATION - Savings account 28-02-2026

From Accounts	£45,974.22
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Payments not cashed	Add
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Receipts not entered	Subtract
--------------------------------	--------------------

Statement should be	£45,974.22
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Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Susan O'Hare
Hertford Heath Parish Council
Po Box 399
Hertford
SG13 9LA

Date: 28/02/2026

Account Name: Hertford Heath Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20381026

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us



Call us: **0345 140 1000**



Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/01/2026		Balance brought forward	£0.00	£0.00	£7,178.45
12/02/2026	Credit	VEOLIA ES UK LIMIT	£0.00	£1,000.00	£8,178.45
16/02/2026	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£52.39	£0.00	£8,126.06
17/02/2026	Faster Payment Debit	B/P to: Community Action D	£4,611.53	£0.00	£3,514.53

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Statement number 078

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Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
18/02/2026	Direct Debit	Direct Debit (E.ON NEXT LTD)	£9.76	£0.00	£3,504.77
23/02/2026	Faster Payment Debit	B/P to: Ringway Infrastruc	£852.79	£0.00	£2,651.98
23/02/2026	Transfer	Transfer from 20512510	£0.00	£4,000.00	£6,651.98
27/02/2026	Faster Payment Debit	B/P to: Zone Marketing	£220.72	£0.00	£6,431.26
27/02/2026	Faster Payment Debit	B/P to: JJs Pond Services	£400.00	£0.00	£6,031.26
27/02/2026	Faster Payment Debit	B/P to: Scribe	£26.40	£0.00	£6,004.86
27/02/2026	Faster Payment Debit	B/P to: Broadmead Leisure	£348.00	£0.00	£5,656.86
27/02/2026	Faster Payment Debit	B/P to: Grassroots Landscap	£192.00	£0.00	£5,464.86
27/02/2026	Faster Payment Debit	B/P to: Community Action D	£49.20	£0.00	£5,415.66
27/02/2026	Faster Payment Debit	B/P to: HH Village Hall	£60.00	£0.00	£5,355.66
28/02/2026	Fee	Service Charge	£7.80	£0.00	£5,347.86

Your Account Statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Susan O'Hare
Hertford Heath Parish Council
Po Box 399
Hertford
SG13 9LA

Date: 28/02/2026

Account Name: Hertford Heath Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20512510

The credit interest rate is 2.10% AER as of your statement date.

Contact Us



Call us: **0345 140 1000**

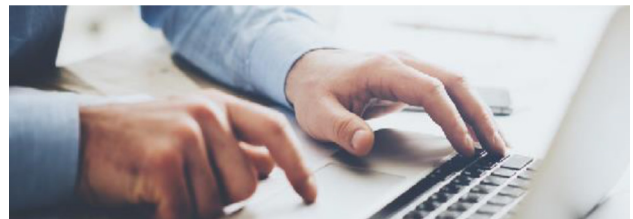


Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

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For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/01/2026		Balance brought forward	£0.00	£0.00	£49,974.22
23/02/2026	Transfer	Transfer to 20381026	£4,000.00	£0.00	£45,974.22

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Statement number 019

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Hertford Heath Parish Council

03 March 2026 (2025-2026)

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
23	Veolia Sustainability Fund	12/02/2026		Current account		Receipt - Grant for allotment cr	Veolia UK Ltd	E	1,000.00		1,000.00
109	Office expenses	16/02/2026		Current account		Payment - office expenses	Lloyds Bank Commercial C	S	-4.13	-0.82	-4.95
109	Office subscriptions	16/02/2026		Current account		Payment - office expenses	Lloyds Bank Commercial C	S	-16.64	-3.33	-19.97
109	Office subscriptions	16/02/2026		Current account		Payment - office expenses	Lloyds Bank Commercial C	S	-10.41	-2.08	-12.49
109	multipay charge	16/02/2026		Current account		Payment - office expenses	Lloyds Bank Commercial C	Z	-3.00		-3.00
109	Website	16/02/2026		Current account		Payment - office expenses	Lloyds Bank Commercial C	S	-9.99	-1.99	-11.98
119	Tax & NI Contributions	17/02/2026		Current account		Payment - Wages	Community Action Dacorur	E	-990.08		-990.08
119	Pension	17/02/2026		Current account		Payment - Wages	Community Action Dacorur	E	-862.04		-862.04
119	Clerk Pay	17/02/2026		Current account		Payment - Wages	Community Action Dacorur	E	-2,402.07		-2,402.07
119	Litter Pickers Pay	17/02/2026		Current account		Payment - Wages	Community Action Dacorur	E	-184.48		-184.48
119	Litter Pickers Pay	17/02/2026		Current account		Payment - Wages	Community Action Dacorur	E	-172.86		-172.86
120	Electricity costs	18/02/2026		Current account		Payment - electricity supply vill	E.ON Next Energy Limited	S	-9.30	-0.46	-9.76
116	Allotment Software	27/02/2026		Current account		Payment - Allotment software	Starboard Systems Limited	S	-22.00	-4.40	-26.40
115	Allotment expenditure	27/02/2026		Current account		Payment - pond maintenance	JJ's Pond Services	E	-400.00		-400.00
111	Grasscutting	27/02/2026		Current account		Payment - community garden r	Grassroots Landscapes Ltd	S	-80.00	-16.00	-96.00
112	Grasscutting	27/02/2026		Current account		Payment - community garden r	Grassroots Landscapes Ltd	S	-80.00	-16.00	-96.00
114	Streetlighting	27/02/2026		Current account		Payment - Streetlight	Ringway Infrastructure Ser	S	-710.66	-142.13	-852.79
110	Newsletter	27/02/2026		Current account		Payment - Newsletter	Zone Marketing (UK) Ltd	S	-205.60	-15.12	-220.72
118	Payroll Outsource	27/02/2026		Current account		Payment - Payroll outsource	Community Action Dacorur	S	-41.00	-8.20	-49.20
117	Playground Repairs	27/02/2026		Current account		Payment - Playground repairs	Broadmead Leisure Ltd	S	-290.00	-58.00	-348.00
113	Venue Hire	27/02/2026		Current account		Payment - village hall hire	Hertford Heath Village Hall	E	-60.00		-60.00
121	Bank Charges	28/02/2026		Current account		Payment - Bank charges	Unity Bank	E	-7.80		-7.80
Total									-5,562.06	-268.53	-5,830.59



SUE OHARE
32 HEATHGATE
HERTFORD HEATH
HERTFORD
SG13 7PJ

*Lloyds Bank
Commercial Card Services
PO Box 6061
Milton Keynes
MK7 8LE*

Tel: [0800 096 4496](tel:08000964496)

Website: www.commercialcards.co.uk/lloydsbank

Statement summary

Statement date: 02/02/2026

Card ending:**** * 7487

Balance Summary

Balance carried forward:	£0.00
Credits to your account:	£0.00
Debits to your account:	£49.39 DR
Statement balance:	£52.39 DR

Spending Since Your Last Statement

Date	Description	Foreign Exchange Details	Amount
10/01/2026	CLOUD NEXT COMPUTERS,COMPUTER PERIPHERAL EQUIPMENT, SOFTWARE		£11.98 DR
19/01/2026	Lebara Mobile Limited TELECOMMUNICATION SERV.INCLUD. LOCAL/L.DIST. CALLS,CR CARDCALLS		£4.95 DR
21/01/2026	ADOBE *ADOBE COMPUTER SOFTWARE STORES		£19.97 DR
31/01/2026	HPI INSTANT INK UK ELECTRONIC SALES		£12.49 DR
02/02/2026	MONTHLY FEE		£3.00 DR

Hertford Heath Parish Council Budget Review Report - 28th February 2026

		25/26 Budget	Actual	Budget remaining
RECEIPTS				
Precept		£110,975.00	£110,975.00	
Allotments Rent		£1,260.00	£147.75	£1,112.25
Allotment Deposits		£100.00	£150.00	-£50.00
Allotment software				
EHDC Grasscutting churchyard				
VAT repaid		£10,000.00	£5,600.93	£4,399.07
Pension repayment			£811.28	-£811.28
Lottery Funding (Wildflower Meadow)			£3,000.00	-£3,000.00
Veolia Sustainability Fund Grant			£1,000.00	-£1,000.00
Interest			£822.86	-£822.86
Total		£122,335.00	£122,507.82	-£172.82
		25/26 Budget	Actual	Budget remaining
EXPENDITURE				
Allotments				
Allotment Deposits (refund)				
Allotment Grasscutting				
Allotment expenditure			£800.00	-£800.00
Allotment Software		£264.00	£220.00	£44.00
Total		£264.00	£1,020.00	-£756.00
Communications				
Annual parish meeting		£30.00	£28.49	£1.51
Newsletter		£822.40	£822.40	
Venue Hire		£720.00	£395.00	£325.00
Website Domain		£23.32		£23.32
Website		£280.00	£186.87	£93.13
Marketing Material				
Total		£1,875.72	£1,432.76	£442.96
Contingency Plan				
Finance and Admin				
Accounts Software		£700.00	£676.80	£23.20
Audit		£850.00	£866.51	-£16.51
Bank Charges		£110.00	£93.15	£16.85
S137 Grants		£1,500.00	£1,530.00	-£30.00

Insurance		£2,000.00	£2,086.46	-£86.46
IT Support Contract		£660.00		£660.00
IT Licenses		£1,500.00	£2,137.31	-£637.31
Data guardian 365 Backup licences		£105.00		£105.00
New IT equipment		£5,000.00	£4,535.94	£464.06
IT onboarding & Set up cost		£1,200.00	£1,000.00	£200.00
Multipay charge			£27.00	-£27.00
Office expenses		£200.00	£119.12	£80.88
Payroll outsource		£532.00	£522.00	£10.00
Post office (P O Box)		£360.00	£371.50	-£11.50
Office Subscriptions		£200.00	£326.74	-£126.74
Organisation subscriptions		£1,000.00	£1,212.23	-£212.23
Telephone		£60.00	£41.30	£18.70
Training		£500.00	£612.68	-£112.68
Total		£16,477.00	£16,158.74	£318.26
Neighbourhood Plan				
Legal support		£2,500.00		£2,500.00
NHP admin support		£5,000.00		£5,000.00
NHP sundry		£2,500.00		£2,500.00
Total		£10,000.00		£10,000.00
Planning and Infrastructure				
Defibrillator		£200.00	£66.00	£134.00
Dog bins		£550.00	£494.66	£55.34
Electricity Costs			£96.45	-£96.45
Football Hut Costs		£250.00	£250.00	
Flower displays		£400.00	£200.00	£200.00
Grasscutting		£8,600.00	£8,745.10	-£145.10
Grasscutting churchyard		£1,980.00	£1,870.00	£110.00
Land registry fees		£10.00	£28.00	-£18.00
Legal rep 37 Mount Pleasant		£2,500.00		£2,500.00
Maintenance		£50.00	£310.00	-£260.00
Petanque pitch		£200.00		£200.00
Playground repairs		£200.00	£366.64	-£166.64
Playground survey (bi-monthly)		£330.00	£275.00	£55.00
Playground Inspection (annual)		£60.00	£59.57	£0.43
Registering of green spaces		£2,000.00		£2,000.00
Salt bins		£100.00		£100.00
Speedcamera maintenance		£5,285.00	£2,656.50	£2,628.50
Streetlighting		£4,800.00	£710.66	£4,089.34
Tree works				
Tree survey		£900.00		£900.00
Total		£28,415.00	£16,128.58	£11,386.42

Removal of overgrown trees behing playground

[illegible]

ITS costs going forward

Monthly figures

	Current	New costs
IT Licensing	£94.54	£154.98
Support costs		£165.00
Data Guradian		£21.00
Website domain		£5.83
	£94.54	£346.81

Difference between to two totals above for the
remainder fo the year of 25/26 equates to an
increase of £1009.08

Allotment Report – March 2026

Prepared by: Sue O'Hare, Clerk

Date: 4th March 2026

Vacant Plots

- There are currently 2 vacant plots, with one more becoming available at the end of March.

Plot Inspections – will carry out later in month.

Grant Applications

Woodland Trust – hedgerow pack – Chris Kent to update.

Veolia – composter – Chris Kent to update.

Maintenance

Two troughs have been reported as leaking. I have asked Mark Dukes, plumber to take a look.

Finances

Invoices will be ready to send out on the 1st April 2026.