



Highwood Parish Council

TECTONA, ONGAR ROAD, STONDON MASSEY, CM15 0EF

1 May 2019





To: MEMBERS OF HIGHWOOD PARISH COUNCIL

You are hereby summoned to attend the annual meeting of Highwood Parish Council to be held at 7.30 pm on Wednesday 15 May 2019 in the Village Hall, Loves Green, Highwood, to transact the business shown in the agenda.

The press and public are welcome to be present.

Aimi Middlehurst
Clerk

A G E N D A

- 1 ELECTION OF CHAIRMAN** 
To **ELECT** the Chairman of the Council for the year 2019/20.
The Chairman will then execute the Declaration of Acceptance of Office as Chairman.
- 2 APPOINTMENT OF VICE CHAIRMAN** 
To **APPOINT** the Vice Chairman of the Council for the year 2019/20.
- 3 APOLOGIES FOR ABSENCE**
To **RECEIVE** any apologies for absence.
- 4 COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE** 
If, following the election, some councillors have not yet executed the Declaration of Acceptance of Office, to **DECIDE** the date by which those declarations must be made.
- 5 CONFIRMATION OF MINUTES** 
To **APPROVE** the minutes of the meeting of the parish council held on 13 March 2019 as a correct record.
- 6 DECLARATIONS OF INTEREST**
 - 6.1** Councillors to **DECLARE** any disclosable or other pecuniary interest or other interest in any items on the agenda, in accordance with the adopted Code of Conduct.
Pecuniary or other interests should be declared at this time, or at any point in the meeting where they become apparent.
Councillors must inform the Monitoring Officer of Chelmsford City Council, via the Clerk, within 28 days of becoming aware of any change in their pecuniary

or other interests. Members are reminded to check that the information contained on their Register of Interests forms remains up-to-date.

6.2 DISPENSATIONS

S31(4) states that a member may not participate in any discussion or vote upon a matter, at the meeting, in which he/she has a disclosable pecuniary interest.

Requests for dispensation must be made in writing to the Clerk.

6.2.1 To **CONSIDER** any requests for dispensation from the provisions of S31(4) of the Localism Act 2011.

6.2.2 GENERAL DISPENSATIONS

Agreement to general dispensations only lasts until the first meeting after an election. Therefore the general dispensations granted in the previous term of office need to be renewed.

The council is asked to **AGREE** the following general dispensations to save them being considered every time the topics come up. This will enable all councillors to participate in discussions and votes on these matters, without requesting a dispensation on every occasion.

1 Payments

Where the matter relates to an allowance, payment or indemnity given to all councillors, including payments of expenses and Chairman's allowance.

2 Precept

Where the matter relates to the setting of the council's precept

3 These general dispensations to last until the annual meeting of the council following the next ordinary elections.

7 QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** questions from members of the public.

In accordance with the agreed procedure public questions will be taken and shall be limited to a maximum of 15 minutes or such other period as may be determined by the Chairman of the meeting.

8 VACANCIES ON THE COUNCIL

Following the election, the Council has three vacancies. The Council is permitted to fill these vacancies via the co-option process.

An article was placed in the parish magazine and on the noticeboards inviting applications. Details of applications received will be reported at the meeting. The Council is asked to consider these applications for co-option.

9 REPORTS

To **RECEIVE** brief reports on the following matters.

Chelmsford City Council

City Cllr N Chambers

Essex County Council

Cty Cllr J Aldridge

Play park, Edney Common

D Cameron

Village Hall Play Area

Cllr P Latham

Footpaths/Public Rights of Way

M Martin. reported fly tipping on FP39

10 REPORT OF THE CLERK

To **RECEIVE** the report of the clerk.

1 **NEW IT EQUIPMENT** The new IT equipment was purchased including the Outlook 365 package as time was limited with the handover and not having IT access was delaying matters

- 2 **INTERNAL AUDIT.** All documentation has been handed to the auditor
- 3 **METSONS LANE.** ECC Cllr Aldridge has confirmed that a request has gone into the Local Highways Panel for a scheme validation to look at warning signs to reflect the Horse & Rider use of the lane.
- 6 **DEFIBRILLATOR CABINET.** Has been ordered.

SALE OF GARAGES. The Parish Council's solicitor has been chased and a verbal update will be provided at the meeting

ROSPA INSPECTIONS. The inspection will take place during May

VILLAGE HALL PLAY AREA

The Council is asked to **CONSIDER** the request from a user of the facility for additional equipment for younger users

The Council is asked to **AGREE** an action plan to progress this project. Site visits and liaison with Contractors will be required.

11 FINANCE

11.1 Accounts for payment

To **APPROVE** the accounts for payment (list will be available at the meeting).

11.2 To **NOTE** the account balances as at 1 May 2019.

11.3 To **REVIEW** the council's risk assessment and management document. A copy has been circulated to councillors.

11.4 ANNUAL RETURN 2018/19



Councillors are asked to note that the date on which the External Audit must be approved by the Parish Council is 1st July 2019.

As this Parish Council's gross income and gross expenditure was above £25,000 but less than £200,000 this Council is required to complete a Basic Level Review. The Council will be asked to:

- a) Carry out a review of the effectiveness of the system of internal control
- b) Consider the findings of this review
- c) Prepare the Annual Governance Statement (Section 1)
- d) Approve the Annual Governance Statement by way of **RESOLUTION**
- e) Consider the Accounting Statements (Section 2)
- f) Approve the Accounting Statements by way of **RESOLUTION**
- g) Ensure that both the Annual Governance Statement and Accounting Statements is signed and dated by the person presiding at the meeting.



To also **NOTE** the period of public rights and publication of the unaudited annual return is between 17th June and 26th July, and that the relevant notices will be erected prior to this date. In addition, smaller authorities must publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

12 HIGHWAY MATTERS REPORTED BY COUNCILLORS

- 1 Speeding Traffic (standing item)
- 2 Signage – The Council is asked to **CONSIDER** approaching ECC to alter information signage on the A414 relevant to the Parish

13 COMMUNICATIONS AND CORRESPONDENCE

To **RECEIVE** such communications and correspondence as the Clerk may place before the Council.

A response has been received from The Rustic Pub Co regarding the parking at The Fox and Goose following the letter sent by the Parish Council.

14 DISTRIBUTION BAG

None

15 DOCUMENTS ON DEPOSIT

To **RECEIVE** notice of the following documents received by or deposited with the Clerk.

None.

16 PLANNING APPLICATIONS

- a) To **NOTE** the parish council's comments made on planning applications between meetings.

App. no. 19/00485/FUL
Location Woodland House Loves Green
Proposal Retrospective application for close boarded boundary fence.

Comment No objection

App. no. 19/00259/FUL
Location Land At Oak Tree Farm Ingatestone Road Highwood Chelmsford Essex

Proposal Erection of an infill chalet dwelling.
Comment The Parish Council objects to this application on the grounds of green belt restrictions and the proposed dwelling spoiling the openness of the area. The Parish Council would also advise that it does not consider this application to be infill.

REFUSED

App. no. 19/00389/FUL
Location Land North East Of The Old Vicarage Wyses Road
Proposal Construction of riding surface.

Comment The Parish Council does not object to this application but does register the following concerns:-

The location and size of the riding surface within the existing paddocks indicates that this cannot be used for both private grazing or private riding use.


The entry from Wyses Road and turning space for vehicles could indicate a possible commercial enterprise but the planning application does not show the intended use.

Due to the massive reduction of any grazing the Parish Council would request that if possible a 'non commercial use' condition be put in place.

APPROVED

- b) To **CONSIDER** the following planning application. 

None

- c) To **CONSIDER** any other planning applications received since the agenda was prepared. 

None

e) PLANNING CORRESPONDENCE

To **NOTE** any planning correspondence received and respond to consultations as appropriate.

1. An appeal notice has been received for Field Opposite Barrow Farm Metsons Lane. Retrospective application for the siting of mobile home within the Radical Bikes site, for occupation by employees. 18/01990/FUL

2. An appeal notice has been received for Land Adjacent The Green Man Highwood Road. Change of use of land to provide 8 Travelling Showperson's plots and associated works including hardstanding. 18/00965/FUL

17 OTHER URGENT BUSINESS – for information only

To **NOTE** any matter of an urgent nature which a Member or the Clerk may wish to draw to the attention of the Council, and/or request to be included on the agenda for the next meeting of the Council.

Note: no decisions may be taken during this item as the required statutory notice of the business will not have been given.

18 EXCLUSION OF PRESS AND PUBLIC 

To **RESOLVE** to exclude the press and public from the following item under the Public Bodies (Admission to Meetings) Act 1960 as it refers to staffing matters

RECRUITMENT OF NEW PARISH CLERK 

INCLUSION OF PRESS AND PUBLIC 

To **RESOLVE** to include the press and public under the Public Bodies (Admission to Meetings) Act 1960

19 DATE OF NEXT MEETING

7.30 p.m. Wednesday 10 July 2019