



# Highwood Parish Council

Tectona, Ongar Road, Stondon Massey, Brentwood CM15 0EF

7 March 2019

**To: MEMBERS OF HIGHWOOD PARISH COUNCIL**

You are hereby summoned to attend a meeting of Highwood Parish Council to be held at 7.30 pm on Wednesday 13 March 2019 in the Village Hall, Loves Green, Highwood CM1 3QG to transact the business shown in the agenda.

The press and public are welcome to be present.

Aimi Middlehurst  
Clerk

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## A G E N D A

**Please note that the meeting will be suspended at 8p.m. for a presentation from Matt Hine, Operational Tasking Supervisor, Casualty Reduction Section, Essex Police. He has been asked to attend to explain how data from Speedwatch is processed, to talk about Trucam, and about the back office pressures.**

**1 APOLOGIES FOR ABSENCE**

To **RECEIVE** any apologies for absence. 

**INTRODUCTION** of new clerk, Aimi Middlehurst.

NOTE: this is the final meeting of the four-year electoral cycle. Elections to the parish council will be held on 2 May 2019.

**2 CONFIRMATION OF MINUTES** 

To **APPROVE** the minutes of the meeting of the parish council held on 9 January 2019 as a correct record.

**3 DECLARATIONS OF INTEREST**

**3.1** 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.

**3.2 DISPENSATIONS** 

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

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.

**4 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.

**5 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	Cllr D Cameron
Play area, rear of VH	Cllr P Latham
Village Hall	Cllr S Maclean
Public Rights of Way	M Martin reports that some footpaths have been sown over but hopefully will soon be reinstated as the crops grow.

**6 REPORT OF THE CLERK**

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

**1 Flagpole**

At the time of writing, the base for the flagpole had been installed, with the pole due to be erected shortly.

**2 Play area fencing, car park surfacing and signage**

This will be progressed in the handover between clerks.

**3 Table tennis table** 

Cllr Latham has researched table tennis tables and recommends Cornilleau 510 Proline Outdoor Static table tennis table. The surface is resin and comes in blue or grey, with a fixed steel net. The table is 9 x 5ft, and the minimum play area is 17 x 11ft. Cost is £679 inc. delivery and VAT. This is a local firm (Great Dunmow). The method of securing to the ground needs to be ascertained.

<https://www.table-tennis-tables.co.uk/shop/outdoor-tables/cornilleau-outdoor-table-tennis-tables/cornilleau-510-pro-outdoor-static-318866.html>

**4 Football goal posts** 

Cllr Sargent has requested a discussion on getting some football goal posts for the field behind the play area.


**5 Grass cutting contract 2019** 

D W Wallace carried out the grass cutting and other similar maintenance tasks very competently and for a good price in 2018. The firm is responsive and helpful and I recommend should continue to carry out grass cutting etc in 2019. There will be an increase in the cost due to the need to mow differently and to carry out strimming in the new play area.

The council has already agreed to fortnightly mowing of the new play area behind the village hall, and is **ASKED** if it wishes to cut the Edney Common play area fortnightly as well.

6 **Operation London Bridge – death of the monarch** 

CCC has offered to obtain a Book of Condolence for parish councils; 100 pages with space for five messages, cost £9.98. Recommend: the book be purchased.

 To co-ordinate arrangements, CCC has also asked for the information on the attached form. The council is asked to supply the information.

7 **CCC “Love where you live” parish cleansing days** 

CCC is running parish cleansing days again from April to October in 2019, where parishes can suggest particular areas that may need a tidy up. Services could include litter picking, footpath sweeping, road sweeping, removal of vegetation/weeds and graffiti removal.

The council is asked to suggest any areas to be covered, and the best time to be done.

8 **CCC Chelmsford Champion Awards** 

The council is invited to make nominations for the awards, which are given to people who go the extra mile to look after their local environment.

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

1 **IT equipment** 

It is recommended that the clerk should have a stand-alone laptop which will be the property of the council and hold all the files etc. A quote has been obtained from Fusion, a local company used to dealing with parish councils, able to provide good technical support and also to issue the necessary invoices to reclaim VAT. It is set out below.

There is a reserve available for IT equipment. The ongoing commitment to Office 365 will be met out of revenue budgets. The council is asked to **AGREE** to make this purchase. The outgoing clerk requests to keep the existing mono printer, purchased in 2010, as it will not work with the new equipment.

Lenovo V135 Laptop  
Intel Core i5 7200U / 2.5 GHz Processor  
Microsoft Windows 10 Pro 64-bit  
8 GB RAM  
256 GB SSD  
DVD-Writer  
15.6" TN 1920 x 1080 (Full HD)  
HD Graphics 620  
Wi-Fi, Bluetooth  
TPM 2.0 Chip  
1 Year RTB Warranty  
£509.08  
3 Year Warranty Upgrade

Microsoft Office 365 including Office Apps  
£9.50 Per Month

HP Colour LaserJet Pro M255nw  
colour  
laser  
A4/Legal

600 x 600 dpi  
up to 21 ppm (mono) / up to 21 ppm (colour)  
capacity: 250 sheets  
USB 2.0, LAN, Wi-Fi(n)  
£145.68  
3 Year Warranty Upgrade  
£39.00

Cartridges for the above  
£59.00 Each (3 Colours and Black) - Approx. 0.4p per page

Installation & Configuration  
£85.00 (approx. 2 Hours)  
Optional Data Encryption  
£79.00

Prices Exclude VAT @ 20%  
E&OE

**7 DEFIBRILLATOR CABINET** 

At the last meeting the council awarded £600 towards the purchase of a defibrillator (the balance coming from the British Heart Foundation). The equipment was to go on the wall of the village hall in a cabinet to be made by M Goddard. The project was initiated by Cllr Maclean, but acting as an individual, not in any official capacity. Having received the equipment, Cllr Maclean now considers it requires a specialist cabinet which is heated, weatherproof, waterproof, and has an alarm if the cabinet is opened. The cost of the cabinet is £355 plus VAT. He asks the parish council to pay for the cabinet.

**8 AMENDMENTS TO STANDING ORDERS** 

Two amendments to Standing Orders were proposed at the last meeting and, as per SO81, stood adjourned without discussion to the next ordinary meeting of the council. The council is now asked to **RESOLVE** to amend standing orders as below.

- 8.1** SO1, which refers to the night of council meetings: replace “Tuesday” with “Wednesday”
- 8.2** SO14: delete whole standing order as it restricts the total tenure of office for the Chairman and Vice Chairman to three years. This has not been implemented, certainly for the past eight years at least, and it would not be enforceable as the legislation says that the Chairman must be elected annually at the Annual Meeting of the Council and this can not be overridden. Whoever is elected as Chairman at the Annual Meeting holds that office regardless of any previous service.

**9 FINANCE**

**9.1 Accounts for payment** 

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

**9.2** To **NOTE** the account balances as at 28 February 2019.

**9.3 Internal Auditor** 

To **APPOINT** the internal auditor for 2018/19. Proposed: to appoint Mrs N Powell-Davies if she is willing to act again.

**10 HIGHWAY MATTERS REPORTED BY COUNCILLORS AND CLERK**

- 1 Speeding Traffic (standing item)
- 2 **Metsons Lane (Cllr Mitchell)**  
Complaints have been received by Cllr Mitchell about the speed of traffic going down Metsons Lane to Barrow Farm RDA. This road is public highway subject to the national speed limit (60mph). She asks if the parish council could request the highway authority to introduce a speed limit and erect signs, or permit RDA to erect signs.
- 3 **Car parking, Wyse Lane (Cllr Cameron)**  
A complaint has been received about car parking problems in Wyse Road caused by the popularity of the Fox and Goose. Cllr Cameron would like to discuss what might be done.

**11 COMMUNICATIONS AND CORRESPONDENCE** 

To **RECEIVE** such communications and correspondence as the Clerk may place before the Council.  
None.

**12 DOCUMENTS ON DEPOSIT**

To **RECEIVE** notice of the following documents received by or deposited with the Clerk.  
None.

**13 PLANNING APPLICATIONS**

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


<b>App. no.</b>	18/01978/FUL (amendment)
<b>Location</b>	The Green Man, Edney Common
<b>Proposal</b>	Demolition of existing timber building and construction of single storey rear extension
<b>Comment</b>	No objection

<b>App. no.</b>	19/00182/FUL
<b>Location</b>	Ivy Cottage, Loves Green
<b>Proposal</b>	Erection of replacement dwelling and garage
<b>Comment</b>	No objection

<b>App. no.</b>	19/00248/FUL
<b>Location</b>	The Kiln Cottage, Nathans Lane
<b>Proposal</b>	Two storey side extension
<b>Comment</b>	No objection

- b) To **CONSIDER** the following planning applications 

<b>App. no.</b>	19/00259/FUL
<b>Location</b>	Land at OakTree Farm, Ingatestone Road
<b>Proposal</b>	Erection of an infill chalet dwelling

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

- d) **DECISIONS BY CHELMSFORD CITY COUNCIL**

To **NOTE** the following planning decisions by Chelmsford City Council.

**GRANTED**

**App. no.** 18/01978/FUL & amendment  
18/01979/LBC  
**Location** The Green Man, Edney Common  
**Proposal** Demolition of existing timber building and construction of single storey rear extension

**App. no.** 18/01492/FUL  
**Location** Building chalet 2, Radley Green Farm, Radley Green Road  
**Proposal** Retrospective application for change of use of farm store to one-bedroom dwelling

**App. no.** 18/02025/LBC  
**Location** Montagues Farm, Loves Green  
**Proposal** Replacement windows to the ground and first floor, front and side elevations

**REFUSED**

**App. no.** 18/01990/FUL  
**Location** Field opposite Barrow Farm, Metsons Lane  
**Proposal** Retrospective application for the siting of mobile home within the Radical Bikes site, for occupation by employees

**App. no.** 18/01759/OUT  
**Location** Land south of Hands Farm, Radley Green Road  
**Proposal** Outline application with all matters reserved except for access for two dwellings

**WITHDRAWN**

**App. no.** 18/05223/TPO  
**Location** 12 Woodland Way  
**Proposal** (W1) - Hazel/ Hawthorn - Within site of 12 Woodland Way - Fell - Reason: In poor condition, low value to area and being a hazard to small children and pets. All coppices to be removed and shallow stump grinding carried out, native mix hedge would be installed within the woodland.

**App. no.** 18/01946/FUL  
**Location** Outbuilding north east of Highwood Cottage, Ingatestone Road  
**Proposal** Conversion of stables to dwelling house

**APPEAL DECISIONS**

**App. no.** 18/01305/FUL  
**Location** Woodland House, Loves Green  
**Proposal** The proposal comprises only the installation of a new window to the dining room (1770mm x 1050mm), the enlargement of the side living room window (from 630mm x 1050mm to 630mm x 2100mm) and enlargement of the first floor bathroom window (from 630mm x 750mm to 900mm x 750mm). To the road-side boundary it is also proposed to retain a close boarded fence.

**Decision** Split decision: the window works have been allowed. The fence has been refused.

<b>App. no.</b>	18/00018/ENF
<b>Location</b>	Cowells Court, Nathans Lane
<b>Proposal</b>	New access created onto the highway, gates adjacent to the highway constructed exceeding 1m in height
<b>Decision</b>	Appeal refused

e) **PLANNING CORRESPONDENCE**

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

None.

**14 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.

**15 DATE OF NEXT MEETING**

7.30 p.m. Wednesday 15 May 2019, preceded by the Annual Parish Assembly at 7.00pm. PLEASE NOTE this is the third Wednesday of the month, not the second as normal.