



Highwood Parish Council

66 Victoria Road, Writtle, Chelmsford CM1 3PA

7 November 2018

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 14 November 2018 in the Village Hall, Loves Green, Highwood, to transact the business shown in the agenda.

The press and public are welcome to be present.

Louise R Fuller
Clerk

A G E N D A

1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

2 CONFIRMATION OF MINUTES 

To **APPROVE** the minutes of the meeting of the parish council held on 12 September 2018 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	No report received as yet.

6 REPORT OF THE CLERK

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

1 Village Hall hire for council meetings

The village hall operates a pricing structure with five levels, ranging from local organisations through to commercial. In the past the council has been charged for its meetings at the rate for local organisations. The VH committee has decided that as from 2019, it will charge the council at the rate for commercial organisations, less a discretionary discount of 10%. This will increase the cost from £132 for 2018 to £613 less the discount = £551.70 for 2019.

I have asked the committee to reconsider this decision, as the council is non-profit-making and is not a commercial organisation; also to take into account that the council took out a loan in 2010 in order to make a grant of £200,000 towards the cost of building the new village hall, which constituted more than a third of the cost. The council is paying off the loan, the repayments of which account for nearly half the precept, and will be for another forty years; it is possible that newer participants are unaware of this.

The bill for 2019 has been received but not yet paid.

2 Garages in Sparrows Close

The vendor's and purchasers' solicitors are in contact to progress the sales.

3 S106 payments

The council has received a further £18,074.39 in respect of S106 agreements. With the money already in hand and the cost of the new play equipment so far, this leaves a balance available of approx. £16,400.

4 Planning Briefing

Cllr Fishwick attended a planning briefing given by the EALC. The council is requested to cover the cost of this and it will be included on the cheque list.

5 Play in the Park 

Every year Chelmsford City Council offers Play in the Park sessions in the Easter and summer holidays to parish councils. Minimum requirement is an outside area and access to toilets; access to an inside area is desirable as well. The cost per two-hour session is £120. email has been circulated.



In the recent past the parish council has decided not to take this up as on a previous occasion, attendance was minimal, but I wondered if this might have changed with the new play equipment installed.


6 Elections 2019 

Elections for the parish council are on Thursday 2 May 2019. The normal

meeting date would be Wednesday 8 May 2019. If there is a poll (i.e. a contested election) the successful candidates will not be known until Friday 3 May, and it will not be possible to meet the statutory requirements for sending out the agenda (it should be sent on Thursday 2 May at the latest).

Recommended: the date of the annual meeting of the council be moved to Wednesday 15 May for 2019. The Annual Parish Assembly could still be held on the same day as the Annual Meeting. The current Chairman of the council will retain that rôle until the annual meeting, regardless of what happens in respect of an election, and would give his report to the Assembly as usual.

7 **NEW PLAY AREA, REAR OF VILLAGE HALL**

- 1 Work has been completed, with a couple of outstanding items which need attention.
- 2 The invoice for the balance of the payment due has been submitted but not yet paid; the Playdale accounts department is chasing for the money.
- 3 The play area was officially opened when all the school children came down on Friday 5 October and a ribbon was cut.
- 4 Chelmsford City Council has agreed to vary the covenant to allow a small car park area. This will be done by letter rather than a full legal variation. The letter has not yet been received but the parish council can embark upon the car park works.
-  5 A site meeting of councillors met to consider fencing options. The attached diagram shows where it was agreed fencing should be erected. The plan was for metal bow top fencing and Cllr Maclean agreed to obtain quotes for this. To date he has two figures - £20,000 and £40,000.
In view of the high cost of metal bow top fencing and the length of fencing proposed, the clerk suggests that to start with, a low wooden picket fence be installed along the boundary with the village hall car park, and round the new play area car park, with self-closing gates to allow access. This is a relatively inexpensive option which will discourage dogs and prevent vehicles from entering the site. It will allow for other alternatives/extensions to be implemented in the future but at least it will be a start. Quotes are being sought.
The council is asked to consider the various fencing options.
- 6 The clerk is in the process of obtaining quotes for surfacing the car park area and these should be available in time for the meeting.
- 7 The question of signage needs to be agreed.
- 8 Outdoor table tennis table – further to the council's agreement to provide a table tennis table, agreement is needed on the material, precise location, supplier etc.

8 **COUNCILLORS' ALLOWANCES**

Further to the agreement at the last council meeting, a draft scheme of payment of councillors' allowances is attached for consideration. *Report to follow*

9 **FLAGPOLE**

The village hall has agreed that the council may erect a flagpole in the garden at the front of the hall. The cost and maintenance would be the responsibility of the council.

Cllr Maclean has obtained two quotes for a pole - £211.25, 6m with ground sleeve and flag; and £205.80, 6m with flag. Both quotes are for self-install, which Cllr Maclean says the village hall committee would be happy to undertake.

10 DEFIBRILLATOR PURCHASE

The village hall intends to install a defibrillator on the wall of the hall. Cllr Maclean has requested a grant of £600 to help with the cost.

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 31 October 2018.

11.3 Draft budget and precept for 2019/20

See attached report. *Report to follow*

12 HIGHWAY MATTERS REPORTED BY COUNCILLORS AND CLERK 

1 Speeding Traffic (standing item)

13 COMMUNICATIONS AND CORRESPONDENCE 

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

None.

14 DOCUMENTS ON DEPOSIT

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

None.

15 PLANNING APPLICATIONS

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


App. no.	18/01709/FUL
Location	The Willows, Cock Lane
Proposal	Replacement dwelling
Comment	No objection

App. no.	18/01653/FUL
Location	5 Highwood Cottages, Ingatestone Road
Proposal	Proposed ground floor rear extension
Comment	No objection

App. no.	18/01723/FUL
Location	The Croft, Cock Lane
Proposal	Single storey rear additions, one flat roof with rooflight, one pitched roof to match existing dwelling
Comment	No objection

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

None.

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. 18/01356/FUL
Location Metsons Cottage, Metsons Lane
Proposal Construction of an external timber staircase to rear of double garage to access roof space store.

App. no. 18/01502/CLEUD
Location Caravan And Chalet Radley Green Farm Radley Green
Proposal Occupation of caravan as separate dwelling and change of use of part of existing building to a separate dwelling

REFUSED

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.

e) PLANNING CORRESPONDENCE

i To **NOTE** any planning correspondence received and respond to consultations as appropriate.
None.

f) FEEDBACK ON COUNCIL RESPONSES TO PLANNING APPLICATIONS (Cllr Fishwick)

Cllr Fishwick would like clarification on the process for the council responding to planning applications, including time scales, submission of the response and knowing the outcome.

16 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.


17 DATE OF NEXT MEETING

7.30 p.m. Wednesday 9 January 2019.

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.

19 RECRUITMENT OF NEW PARISH CLERK 

 See attached report.