

MINUTES of the MEETING of HIGHWOOD PARISH COUNCIL held on Wednesday 12 September 2018 in the Village Hall at 7.30 pm

Present:
 Councillors Cllr David Cameron (in the Chair)
 Peter Fishwick Trevor Horsnell
 Peter Latham Steve Maclean Anne Mitchell
 Carl Sargent

In attendance Louise Fuller (Clerk)
 City Cllr Nicolette Chambers (to min. no. 44)

40/2018-19 APOLOGIES FOR ABSENCE
 None.

41/2018-19 CONFIRMATION OF MINUTES
 Members **APPROVED** the minutes of the meeting of the Council held on 1 August 2018 as a correct record.

42/2018-19 DECLARATIONS OF INTEREST and REQUESTS FOR DISPENSATIONS
 None.

43/2018-19 QUESTIONS FROM MEMBERS OF THE PUBLIC
 None.

44/2018-19 REPORTS

Chelmsford City Council	City Cllr Chambers reported on the Chelmsford Local Plan, which included a travellers' site at Boreham. Cllr Horsnell asked about planning matters in general. City Cllr Chambers left the meeting.
Essex County Council	No report.
Play Park (Edney Common) Village Hall	Cllr Cameron reported that all was in order.
Public Rights of Way	Cllr Maclean reported that there was a VH meeting the following week. Mandy Martin had walked all the footpaths in August and reported several issues, which will be taken up with ECC/CCC as appropriate.

45/2018-19 REPORT OF THE CLERK
 The Council **NOTED** the Clerk's report.

- 1 **Litter Pick 2019**
 Alison Shuttleworth had kindly agreed to co-ordinate the litter pick for 2019. It would take place on Sunday 24 March 2019.
- 2 **Garages in Sparrows Close**
 The council **NOTED** that all the existing tenants had requested to purchase their garages, and that all intended to use the same solicitor. To prevent matters dragging out, they should be given deadlines for responses, or the garages would be placed on the open market (initially by advertising in the parish magazine). The council would use the same solicitor's firm as it had for the purchase of the garages/grass area.

3 **Forecourt to garages in Sparrows Close**

It was **AGREED** to ask the grass-cutting contractor to spray the garage forecourt and access road to eliminate the weed growth, and to include an annual spray in the specification for future years (timing to be advised).

46/2018-9 NEW PLAY AREA, REAR OF VILLAGE HALL

The report on the new play area was NOTED. The start date for the work was 10 September 2018 and the work was expected to last about eight working days.

The price will exceed currently-held S106 funds; more funds of £18,074 for “provision of further open space/provision of play equipment/towards any other scheme which fulfils the objective of the agreement” are expected.

Cllr Latham agreed to carry out a weekly inspection of the area; the clerk would provide a list.

The grass cutting specification would be increased to fortnightly during the growing season; also, litter picking before mowing would be included. Also noted that the cost of mowing/strimming round the equipment would be higher than the current specification.

An answer on the covenant in respect of proposed car parking was still awaited despite chasers. From the planning department, as long as the surfacing was less than 2000 cubic metres, it would fall within parish councils’ permitted development rights (as it was on land owned and managed by the council). The council agreed there was no need to apply for a Certificate of Lawful Existing Use or Development.

Quotes for fencing and surfacing had not been obtained, pending responses on the planning permission and covenant for the proposed parking area. The question of allowing access to dogs or not was discussed. It was agreed to defer a decision on fencing till after a site visit, when all the equipment was installed.

It was **AGREED** to install an outdoor tennis table. Construction could be concrete or plastic; Cllr Latham would ask the table tennis club which type was preferred.

47/2018-9 S106 AGREEMENT

It was **AGREED** that the clerk could sign the S106 agreement with Chelmsford City Council.

48/2018-19 COUNCILLORS’ EXPENSES

The report on methods of defraying councillors’ expenses was noted. It was **AGREED** that the clerk would prepare a formal scheme for consideration at the next meeting.

49/2018-19 VILLAGE HALL PARKING

In response to Cllr Cameron’s request, it was **NOT AGREED** to allow the village hall to have parking space at the southern end of the council’s land at the rear of the village hall.

50/2018-19 FINANCE

50.1 Accounts for payment

The accounts for payment, online-banking and a direct debit to a total of £6,250.01, were **APPROVED** (plus a payment of £50 to the Essex Air Ambulance agreed later in the meeting).

50.2 The account balances as at 31 August 2018 were **NOTED**.

50.3 Annual Governance and Accountability Return (external audit)

It was **NOTED** that the Annual Governance and Accountability Return (AGAR) had been signed off by the external auditor as satisfactory and without any comment made.

The Conclusion of the Audit and publication of the certified AGAR would be advertised as required on noticeboards and on the council's website.

51/2018-19 HIGHWAY MATTERS REPORTED BY COUNCILLORS

1 Speeding traffic

Cllr Latham reported that more Speedwatch activity had taken place, with the same percentage of vehicles speeding. The Speed Indicator sign should be different. Cllrs Latham and Fishwick would prepare a list of questions for ECC around the speeding issues and proposed traffic management measures.

2 Speed limit for Ingatestone Road

Noted, the process for requesting a speed limit. The possibility of a speed limit in Ingatestone Road would be added to the list in no. 1 above.

3 Reduction in speed limit between Edney Common and Loves Green

Include in list above.

4 Overhanging hedges and trees at the top of Ingatestone Road/ Blackmore Road junction

Cllr Horsnell stated that this is still a problem, particularly for large slow-moving vehicles such as tractors and farm equipment.

5 Difficulties in using ECC's online reporting system

All agreed it was not easy.

52/2018-19 COMMUNICATIONS AND CORRESPONDENCE, and DISTRIBUTION BAG

1 It was **AGREED** to make a donation of £50 to the Essex and Herts Air Ambulance.

2 It was **AGREED** not to make a donation to Support 4 Sight.

53/2018-19 DOCUMENTS ON DEPOSIT

Noted.

54/2018-19 PLANNING APPLICATIONS

54.1 Parish Council Decisions

The following comments made by the parish council were **NOTED**.

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.

Comment No objection

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

Comment (from 630mm x 750mm to 900mm x 750mm). To the road-side boundary it is also proposed to retain a close boarded fence. The council has no objection to the application relating to windows. However it does object to the application to retain the close-boarded boundary fence, on the grounds that it is out of keeping with the rural nature of the village and has a detrimental visual effect on the street scene. The previous application for this property, in which the boundary treatment was a hedge, was acceptable as it suited the rural aspect of the village.

54.2 To CONSIDER the following planning application

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
Comment No objection

54.3 Other planning applications received since the agenda was prepared

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
Comment The council had no knowledge of the prior use of the site so was unable to comment.

54.4 Decisions by Chelmsford City Council

The following planning decisions by Chelmsford City Council were **NOTED**.

GRANTED

App. no. 18/00858/FUL
Location Cedar House, Loves Green
Proposal Single storey rear extension

REFUSED

App. no. 18/00965/FUL
Location Land adjacent the Green Man, Highwood Road, Edney Common
Proposal Change of use of land to provide 8 Travelling Showperson's plots and associated works including hardstanding

APPEAL SUBMITTED

App. no. 17/00278/ENFB
Appeal ref APP/W1525/C/18/3199813
Location Cowells Court, Nathans Lane
Alleged breach New access created onto the highway, gates adjacent to the highway constructed exceeding 1m in height

54.5 PLANNING CORRESPONDENCE

None.

55/2018-19 OTHER URGENT BUSINESS – for information only

Cllr Sargent reported that the hedge is overhanging the verge between Edney Common and Loves Green, reducing the width available for pedestrians.

56/2018-19 DATE OF NEXT MEETING

7.30 p.m. Wednesday 14 November 2018

The chairman tendered his apologies for the next meeting and also asked the vice chairman to do the honours on Remembrance Sunday.

57/2018-19 EXCLUSION OF PRESS AND PUBLIC

It was agreed to exclude the press and public from the following item under the Public Bodies (Admission to Meetings) Act 1960 as it contained sensitive information which the council had been asked to keep to itself.

58/2018-19 SENSITIVE MATTER

The council noted the information on Operation London Bridge, and decided to purchase a print 10x8 ref. DI/JC.

CCC would be asked for a template for a book of condolence. The book could be displayed in the village hall foyer or the church; councillors would ask the relevant bodies.

The meeting closed at 9.45 p.m.

Signed:

Date: 14 November 2018