

**MINUTES of the MEETING of HIGHWOOD PARISH COUNCIL held on Wednesday 9 January 2019 in the Village Hall at 7.30 pm**

**Present:** Cllr Trevor Horsnell (in the Chair)  
**Councillors** Steve Maclean Anne Mitchell Carl Sargent (from min. no. 82)

**In attendance** Louise Fuller (Clerk)  
 Cty Cllr John Aldridge (to min. no. 82)

**78/2018-19 APOLOGIES FOR ABSENCE**

Cllrs Cameron, Fishwick and Latham.  
 It was **AGREED** to grant leave of absence to Cllr Cameron up to the elections in May 2019.  
**NOTED** that as several councillors had sent apologies for absence, the planned presentation by Matt Hine of Essex Police had been postponed to the next meeting.

**79/2018-19 CONFIRMATION OF MINUTES**

Members **APPROVED** the minutes of the meeting of the Council held on 14 November 2018 as a correct record.

**80/2018-19 DECLARATIONS OF INTEREST and REQUESTS FOR DISPENSATIONS**

None.

**81/2018-19 QUESTIONS FROM MEMBERS OF THE PUBLIC**

None.

**82/2018-19 REPORTS**

**Chelmsford** No report.

**City Council**

**Essex County Council** Cty Cllr Aldridge reported on Ofsted’s evaluation of ECC Children’s Services as outstanding, the financial settlement for 2019/20, the library services consultation and his view on the planning application at Barrow Farm. Also the Local Highways Panel.

Cllr Sargent joined the meeting.

**Play Park** No report.

**(Edney**

**Common)**

**Play Park (rear** No report.

**of village hall)**

**Village Hall**

Cllr Maclean reported that following the resignation of the VH Chairman, he had been elected interim Chairman till the next AGM. He would, in both organisations, stand back from any business which concerned the other, to prevent a conflict of interest.

The car park had been finished and lined, with 25 spaces.

**Public Rights** No report.

**of Way**

**83/2018-19 REPORT OF THE CLERK**

The Council **NOTED** the Clerk's report.

**1 Village Hall hire for council meetings**

**NOTED** that the VH committee had agreed to revert the council's designation to "local organisation" for hiring fees purposes, and that the amount for normal meetings in 2019 would be £152 (a slight increase as all fees have been increased).

**2 Flag and pole**

**NOTED** that these had been ordered and would be delivered to Cllr Maclean.

**3 Operation London Bridge**

**NOTED** that a portrait of the Queen had been obtained, also a mount, frame and a piece of black ribbon. They would be placed in the council's cupboards in the VH loft for safekeeping. Also noted that the VH committee had given permission for the portrait and a book of condolence to be placed in the foyer when the need arose.

**4 Play in the Park**

**NOTED** that the school had declined to host the scheme; no further action.

**5 Playdale invoice**

**NOTED** that the invoice had been reduced as a gesture of goodwill and had been paid.

**6 Road signs, Blackmore/Ingatstone Road junction**

**NOTED** that the signs had been cleaned and vegetation cut back very quickly.

**7 Table tennis table**

**AGREED** that following the previous decision that the surface of the table should be concrete, it now appeared other surfaces might be more suitable. Cllr Latham would research. A concrete base had been mooted although it was not clear if this was just a base for the table or the surrounding playing area as well. A quote for a base would be obtained.

**8 Fencing round play area**

The clerk had obtained information about the fencing but it required clarification before obtaining prices for supply and installation. It was **AGREED**, to avoid delay, to delegate the decision on the fencing and car park surfacing to the clerk, in consultation with councillors.

**84/2018-9 ST PAULS'S CHURCH – GRANT APPLICATION**

**84.1 MAGAZINE**

The council noted the cost of the magazine in 2018 was £1,282.87. It was **AGREED** to pay a grant of £1,220 in accordance with the council's previously agreed maximum grant.

**84.2 CHURCHYARD MAINTENANCE**

The council **NOTED** the advice from the National Association of Local Councils that it held the view that councils did not have a legal power to pay for churchyard maintenance. Other experts did not take the same stance. A conclusive answer would only be obtained through a court case. The council confirmed it was happy with the possible minuscule risk of making a grant and **AGREED** to make a grant of £600 in accordance with its previously agreed maximum, towards the actual costs in 2018 of £700.

**85/2018-19 STANDING ORDERS**

The council **NOTED** the proposed changes to the Standing Orders. In accordance with SO81, the proposal stood adjourned without discussion to the next ordinary meeting of the council.

**86/2018-19 FINANCE**

**86.1 Accounts for payment**

The accounts for payment between meetings, and now, by online-banking to a total of £17,293.95, were **APPROVED**.

**86.2** The account balances as at 31 December 2018 were **NOTED**.

**86.3 CHEQUE SIGNATORIES**

It was **AGREED** to replace Cllr Horsnell as a cheque signatory with Cllr Maclean.

**86.4 EARMARKED RESERVES**

The council considered the report on earmarked reserves and **AGREED** the following:

The reserve for the Village Hall, currently at £3,103, would be removed and the amount returned to general funds.

Other reserves would remain the same, i.e. (figures are actuals as at 31 March 2018):

Play area repairs	£4,000
Election fund	£400
Bus shelters	£766
IT	£1,000 (remove "stationery" from the title of the reserve)
S106 money from CCC	£21,497
CIL money from CCC	£491
Garages forecourt/access road mtce	£2,000 (change of title to reflect sale of garages but possible need for maintenance in future)
Play area r/o village hall	£3,680 (funds for possible new equipment in future)

**87/2018-19 HIGHWAY MATTERS REPORTED BY COUNCILLORS**

**1 Speeding traffic**

No report.

**88/2018-19 COMMUNICATIONS AND CORRESPONDENCE, and DISTRIBUTION BAG**

None.

**89/2018-19 DOCUMENTS ON DEPOSIT**  
None.

**90/2018-19 PLANNING APPLICATIONS**

**90.1 Parish Council Decisions**

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

- App. no.** 18/01978/FUL  
18/01979/LBC
- Location** The Green Man, Edney Common
- Proposal** Demolition of existing timber building and construction of single storey rear extension
- Comment** No objection
- 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
- Comment** The council objects to this application as the site is outside the village envelope; the proposal would be infilling on green belt land.
- 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
- Comment** The council objects to this application as it is inappropriate development in the green belt and would set a precedent. There is no change in the site which would affect the reasons given for refusal by CCC of the previous application. Other businesses operate without the need for on-site 24-hour security and there must be other methods to achieve these ends.
- 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.
- Comment** The council objects to this application. When the planning application for Woodland Way (known then as The Nest) was submitted, there was considerable local concern about the loss of the woodland. It was a condition of the approval that the woodland be retained and there is no reason why this should now be varied. If in poor condition, the trees/shrubs can be rejuvenated by hard pruning/coppicing. The owners bought the property knowingly with woodland present; it seems unlikely that it poses a threat to small children and pets and this appears to have been put up as a spurious reason for removal of inconvenient vegetation. The suggestion of planting hedging within the woodland has been made as a sop to objections but is meaningless as there will already be woody plants growing there; hedges go along the outside of the wood.

Maybe the clue is in the name “Woodland Way” which would cease to have much meaning if all the properties grubbed out the woodland.

**90.2 To CONSIDER the following planning application**

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

**90.3 Other planning applications received since the agenda was prepared**

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

**90.4 Decisions by Chelmsford City Council**

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

**GRANTED**

**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

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

**REFUSED**

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

**90.5 PLANNING CORRESPONDENCE**

None.

**91/2018-19 OTHER URGENT BUSINESS – for information only**

None.

**92/2018-19 DATE OF NEXT MEETING**

7.30 p.m. Wednesday 13 March 2019

**93/2018-19 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 personnel matters.

**94/2018-19 RECRUITMENT OF NEW PARISH CLERK**

The council noted the confidential report, but the clerk informed the meeting that the successful candidate had withdrawn.

It was **AGREED** to pay the clerk 50 hours overtime which she had amassed to 31 December 2018; also annual leave untaken. With the new situation

concerning clerk recruitment, her leaving date would be deferred.

**95/2018-19 PAY AWARD FROM 1 APRIL 2019**

The council **NOTED** that a pay award had been agreed nationally to apply from 1 April 2019, and this would be implemented in Highwood as per employment contract.

The meeting closed at 9.00 p.m.

**Signed:**

**Date:** 13 March 2019