



# HIGHWOOD PARISH COUNCIL



2nd September 2019

The Public and Press are invited (Public Bodies Admission to Meetings Act 1960) and all Councillors are summoned, to attend the forthcoming meeting of Highwood Parish Council, where the under-mentioned business is proposed to be transacted.



*Karen Kuderovitch* – Acting Clerk to the Council

The Parish Council Meeting will be held on Monday 16<sup>th</sup> September 2019 @ 7.30pm at the Village Hall, Loves Green, Highwood, Essex.

**THE CHAIRMAN TO REQUEST MOBILE PHONES ARE SWITCHED OFF/TURNED TO SILENT MODE**

## AGENDA

 **A decision to be made**  **Expenditure decision**

33/19.	<b>Declaration of Interests</b> All Members to be reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it. The Chairman to members the opportunity to declare any interests and note them.
34/19.	<b>Apologies for Absence</b>  A vote to be taken to accept apologies and the reasons submitted.
35/19.	<b>Minutes</b>  The Minutes of the Parish Council Meeting of 24 <sup>th</sup> June 2019 to be approved and signed.
36/19.	<b>Public Forum</b> The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
37/19.	<b>Clerk's Report</b> Councillors to acknowledge report sent (attachment to the Minutes).
38/19.	<b>Adoption of Policies</b> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations Model 2019</li> <li>• Financial Risk Assessment</li> <li>• E-Mail Policy</li> <li>• Grant Policy</li> <li>• Publication Scheme</li> <li>• Retention Policy</li> </ul>

Clerk: Mrs K. Kuderovitch. Postal Address: Springfields, Crows Lane, Woodham Ferrers, Essex CM3 8RR. Clerks Telephone (Thursdays & Fridays 9am – 1pm) 01245 842953

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	<ul style="list-style-type: none"> <li>• Grievance Policy</li> <li>• Personnel Committee Terms of Reference</li> <li>• Media Policy</li> <li>• Safeguarding Policy</li> <li>• Equality &amp; Diversity Policy</li> </ul>																																								
39/19.	<b>Review of Community Projects</b> 👍 📷 <ul style="list-style-type: none"> <li>• Defibrillator</li> <li>• Additional Play Equipment</li> <li>• Table Tennis Table</li> </ul>																																								
40/19.	<b>Essex County Council – Local Highways Panel Requests</b> Council to review current schemes/potential new schemes.																																								
41/19.	<b>Neighbourhood Watch</b> 👍 📷 Council to consider purchasing signage.																																								
42/19.	<b>Essex Police – Community Special Constables</b> Council to consider the scheme.																																								
43/19.	<b>Review of Web Site/Facebook</b> Council to review the content.																																								
44/19.	<b>Finance</b> 👍 📷 a) Clerk to present Accounts from 1.4.19 to date. b) Clerk to present Unity Bank Statements from 1.4.19 to date for signature. c) Clerk to present Bank Reconciliations from 1.4.19 to date for signature. d) Project Allocations to be reviewed. e) Council to consider 3 quotes for fencing/car parking provision at the play area rear to the Highwood Village Hall. f) Council to consider a quote for concrete pads for table tennis table. g) Councillors to review and approve the following payments made/to be made: <table border="1" data-bbox="279 1394 1533 1774"> <thead> <tr> <th>Date/Payment Details</th> <th>Method</th> <th>Amount £</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td colspan="4"><b>Paid:</b></td> </tr> <tr> <td>28.6.19 HMRC – L. Fuller</td> <td>BACS</td> <td>11.40</td> <td></td> </tr> <tr> <td>28.6.19 L.Fuller – Salary</td> <td>BACS</td> <td>45.17</td> <td></td> </tr> <tr> <td>30.6.19 Unity Bank Service Charge</td> <td>D/D</td> <td>18.00</td> <td></td> </tr> <tr> <td>8.7.19 DR Wallace Grounds Maintenance</td> <td>BACS</td> <td>93.00</td> <td></td> </tr> <tr> <td>12.7.19 DR Wallace Grounds Maintenance</td> <td>BACS</td> <td>180.00</td> <td></td> </tr> <tr> <td>19.7.19 Cllr S. Maclean reimbursement for web set up</td> <td>BACS</td> <td>79.92</td> <td></td> </tr> <tr> <td>25.7.19 K. Kuderovitch – Acting Clerk</td> <td>BACS</td> <td>286.00</td> <td></td> </tr> <tr> <td>9.8.19 DR Wallace Grounds Maintenance</td> <td>BACS</td> <td>205.00</td> <td></td> </tr> </tbody> </table>	Date/Payment Details	Method	Amount £	VAT	<b>Paid:</b>				28.6.19 HMRC – L. Fuller	BACS	11.40		28.6.19 L.Fuller – Salary	BACS	45.17		30.6.19 Unity Bank Service Charge	D/D	18.00		8.7.19 DR Wallace Grounds Maintenance	BACS	93.00		12.7.19 DR Wallace Grounds Maintenance	BACS	180.00		19.7.19 Cllr S. Maclean reimbursement for web set up	BACS	79.92		25.7.19 K. Kuderovitch – Acting Clerk	BACS	286.00		9.8.19 DR Wallace Grounds Maintenance	BACS	205.00	
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	9.8.19 Fusion Technology Microsoft Office 365 Business	BACS	11.40	
	9.8.19 L.Fuller – final salary payment	BACS	23.78	
	12.8.19 Public Works Loan	D/D	1572.71	
	13.8.19 Table Tennis Table	BACS	1774.01	
	28.8.19 K. Kuderovitch – Acting Clerk	BACS	583.00	
	<b>TOTAL</b>		<b>4883.39</b>	
	<b>Income</b>			
	1.7.19 Garage Rent	D/D	47.72	
	1.7.19 Garage Rent	D/D	47.42	
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	1.8.19 Garage Rent	D/D	47.72	
	1.8.19 Garage Rent	D/D	47.42	
	1.8.19 Garage Rent	D/D	47.42	
	2.9.19 Garage Rent	D/D	47.72	
	2.9.19 Garage Rent	D/D	47.42	
	2.9.19 Garage Rent	D/D	47.42	
	<b>TOTAL</b>		<b>427.68</b>	
	<b>Bank Transfer</b>			
	12.8.19 From Unity No 2 account to Main	5000.00		
45/19.	<p><b>Planning</b>            19/01411/FUL Address Mill Lodge Ongar Road Cooksmill Green Chelmsford Essex CM1 3SR            Proposal: Construction of a detached cart lodge.            19/01378/FUL Ivy Cottage Loves Green Highwood Chelmsford</p> <p>Description of works: Demolition of existing dwelling and garage. Construction of replacement detached dwelling and garage.</p>			
46/19.	<p><b>General Village Items/Information</b></p> <ul style="list-style-type: none"> <li>• Agreement of Meeting dates for 2019/2020</li> <li>• Open spaces – footpath officer position</li> <li>• Highways Issues</li> <li>• Sale of Garages</li> <li>• In house training</li> <li>• Contact from residents - speeding</li> <li>• Clerk/Councillors to be offered the opportunity to share any further information.</li> </ul>			
47/19.	<p><b>Due to the confidential nature of the business to be transacted – a vote to be taken to exclude Press &amp; Public</b> 👉            Employment of a Clerk.</p>			

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