



HIGHWOOD PARISH COUNCIL



12th November 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 18th November 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**

47/19.	Declaration of Interests 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.
48/19.	Apologies for Absence A vote to be taken to accept apologies and the reasons submitted.
49/19.	Minutes The Minutes of the Parish Council Meeting of 16 th September 2019 to be approved and signed.
50/19.	Public Forum The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
51/19.	Clerk's Report Councillors to acknowledge report sent (attachment to the Minutes).
52/19.	Adoption of Policies <ul style="list-style-type: none"> Grant Policy (revised).
53/19.	Review of Community Projects/Action Plan <ul style="list-style-type: none"> Fencing at play area – Council to review the site plan/schedule of works Additional Play Equipment – Councillor to discuss various ideas for new play equipment & review residents suggestions. Replacement of Notice Boards. Christmas Tree/Event – Highwood Village Hall.

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

email: clerk@highwoodpc.org. www.highwoodpc.org





HIGHWOOD PARISH COUNCIL



	<ul style="list-style-type: none">• Edney Common – future use.• CCTV/ANPR
54/19.	<p>Essex County Council – Local Highways Panel Requests</p> <p>Council to review the latest information from Essex County Council on the following schemes:</p> <ul style="list-style-type: none">• LCHE191001 A414 Ongar Road West j/w Wyses Road, Highwood – Carriageway Hatching – completion date Sept 2019.• LCHE152124 – Highwood to Edney Common 50mph speed limit requested 11/2/16 RAG = G• LCHE192005 – Horse & Rider Signage Metsons Lane requested 24/4/19 RAG = G in validation• LCHE162038 Highwood Road, Loves Green - Lining and build outs Lining and build outs at School with priority flow – completion date Nov 2019.• LCHE162039 – Highwood Road, Edney Common - Lining and build outs Lining and build outs at play ground/public house with priority flow - completion date Nov 2019.• LCHE142040 - Highwood Road Edney Common to Loves Green, including St Pauls Church Pedestrian footway - 1.2m walkable verge, crossing point at Highwood Road and removal of informal layby at St Paul's Church, estimated cost £105,000 next stage detailed design. requested 31/7/2014 Parish Council may part fund.• LCHE165022 Metsons Lane, Highwood Upgrade bus stops - Raised kerbs and dropped crossing point - matched funding scheme cost £17,500 requested• LCHE192032 Ingatestone Road – Speeding - Requested 18/10/19 <p>Council to discuss submission for a new LHP Request for 20mph outside Highwood Primary School.</p>
55/19.	<p>Health & Well Being</p> <p>Councillors to review the information received from the EALC and consider hosting sessions.</p>
56/19.	<p>Disposal of Parish Council Documentation</p> <p>Clerk to report and Councillors to agree in line with Retention Policy. Council to discuss storage options.</p>
57/19.	<p>Fixed Asset Register</p> <p>Council to review and agree.</p>
58/19.	<p>Finance 🍷 📷</p> <ul style="list-style-type: none">a) Clerk to present Bank Reconciliations from 1.4.19 to date for signature.b) Clerk to present Bank Statements for end Sept/Oct 19 for signature.c) Project Allocations to be reviewed.d) Council to discuss expenditure for a play area inspection report.e) Council to review grant requests received.

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

email: clerk@highwoodpc.org www.highwoodpc.org





HIGHWOOD PARISH COUNCIL



- f) The Clerk reported receipt of a request from 3 Councillors to reverse the decision made at the Parish Council Meeting on 16.9.19 as follows:
Council considered 4 quotes for fencing/car parking provision at the play area rear to the Highwood Village Hall. After discussion, **it was resolved** by 5 votes for and 1 against to accept the quote for new fencing (£6,605 & VAT) & new car parking area (£4,950 & VAT) from B.F. Grounds Maintenance. **It was resolved** to receive a site plan from BF Grounds Maintenance to support the quote and the metrage indicated, plus the additional costs for gates, spoil removal to be supplied to Council before commencement of the project. **It was resolved** to allow a further £3,445 as a contingency amount for additional costs. A vote to be taken to proceed and reverse the decision.
- g) Council to discuss and agree the Precept Amount for the Financial Year 2020/2021- reviewing the documentation provided by the Clerk.
- h) Councillors to review and approve the following payments made/to be made:

Paid:

18.9.19 Chelmsford City Council Election Expenses	BACS	77.00	
18.9.19 CVS Services – Table Tennis Table Installation	BACS	160.00	
18.9.19 K. Kuderovitch – Locum Clerk	BACS	242.00	
25.9.19 Public Works Loan	BACS	5169.08	
30.9.19 Unity Bank Service Charge	BACS	18.00	
7.10.19 DR Wallace – Grounds Maintenance	BACS	329.00	
7.10.19 Cllr P.Latham – Table Tennis Supplies	BACS	29.99	
8.10.19 Viking – Stationery	BACS	232.21	38.70
15.10.19 HMRC	BACS	5.80	
18.10.19 K Kuderovich – Locum Clerk	BACS	479.12	
22.10.19 K.Kuderovitch – Working from home allowance	BACS	40.00	
28.10.19 K. Kuderovitch – 4 x Toner Cartidges	BACS	104.37	17.40
TOTAL		6886.57	56.10
Income			
1.10.19 Garage Rent	D/D	47.72	
1.10.19 Garage Rent	D/D	47.42	
1.10.19 Garage Rent	D/D	47.42	
1.11.19 Garage Rent	D/D	47.72	
1.11.19 Garage Rent	D/D	47.42	
1.11.19 Garage Rent	D/D	47.42	
TOTAL		332.54	

TOTAL**Bank Transfers – Unity No 2 to Main Account**

12.8.19 £5,000 18.9.19 £7757.50 17.10.19 £7757.50

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

email: clerk@highwoodpc.org. www.highwoodpc.org





HIGHWOOD PARISH COUNCIL



59/19.	<p>Planning</p> <p>19/01792/FUL - Address: 5 Highwood Cottages Ingatestone Road Highwood Chelmsford Description of works: Proposed two storey rear extension.</p> <p>19/01585/FUL - Land North Of New Barnes Cottages Ingatestone Road Highwood Chelmsford Essex Proposal Construction of new stable building with tack room, hay storage room, foals rearing area</p> <p>19/01654/FUL Address Mount Stephen Radley Green Ingatestone Chelmsford Essex CM4 0LR Proposal Front porch addition and two storey side and rear extensions. Alterations to existing fenestrations, and the installation of first floor windows to the front, and a juliette balcony to the rear. Councillors to discuss the formation of a Planning Committee.</p>
60/19.	<p>General Village Items/Information</p> <ul style="list-style-type: none">• Open spaces – footpath officer position• Spring 2020 Litter Pick• Mayors Invitation Civic Service 13th December 2019• Highways Issues• Sale of Garages• Parish Councillor new email addresses in line with GDPR.• Contact from residents – speeding• Parish Council Meeting Dates for 2020.• Clerk/Councillors to be offered the opportunity to share any further information.

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

email: clerk@highwoodpc.org. www.highwoodpc.org

