



HIGHWOOD PARISH COUNCIL



4th March 2020

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 – Clerk to the Council

The Parish Council Meeting will be held on Monday 9th March 2020 @ 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**

12/20.	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.
13/20.	Apologies for Absence A vote to be taken to accept apologies and the reasons submitted.
14/20.	Minutes The Minutes of the Parish Council Meeting of 13 th January 2020 to be approved and signed.
15/20.	Public Forum The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
16/20.	Adoption/Revision of Policies <ul style="list-style-type: none"> • Reserves Policy • Grant Policy
17/20.	Review of Community Projects/Action Plan <ul style="list-style-type: none"> • Fencing & gates at play area – Clerk to report on installation dates & final project cost. • Play Tower & Slide – Clerk to report on installation dates & final project cost. • Replacement of Notice Boards – Clerk to update on installation of main notice board & refurbishment of others – final project cost. • Edney Common – Councillors to consider removal of play equipment & the site returned to Woodland.

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"> • EALC Local Council Accreditation Scheme – Foundation Level. • CCTV – Clerk to report on Chelmsford City Council offering of monitoring of compatible CCTV and Council to discuss estimated costs.
18/20.	<p>Essex County Council – Local Highways Panel Requests/Highways Issues Clerk to report & Councillors to review the requests as follows:</p> <ul style="list-style-type: none"> • LCHE142040 - Highwood Road Edney Common to Loves GrLCHE191001 A414 Ongar Road West j/w Wykes Road, Highwood – Carriageway Hatching. • LCHE152124 – Highwood to Edney Common 50mph speed limit requested 11/2/16 RAG = G. Current 30mph speed limit Highwood to a current National speed limit on Highwood road in both directions. • 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. • 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. The Parish Council have submitted a request to Essex County Council the scheme be split into 2 phases to reduce the initial cost by splitting the application into two parts: Part 1, St. Paul's churchyard to the existing bus stop in Highwood Part 2, St. Paul's churchyard to Edney Common. • LCHE192032 Ingatestone Road – Speeding/dangerous unsigned bends, poor sight lines. <p>Councillors to discuss any highways issues.</p>
19/20.	<p>Finance 🍷 📱</p> <ol style="list-style-type: none"> a) Clerk to present Bank Reconciliation for end of February 2020. b) Clerk to present Quarterly Budget Reviews for 1/2/3rd Quarter 2019-2020. c) Clerk to present Bank Statements for end Jan/Feb 20 for signature. d) Project Allocations to be reviewed. e) Review of Public Works Loan. f) Council to agree the Fixed Asset Register/Insured items. g) Council to consider purchase of an external hard drive @ £99.

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- h) Council to consider 2 grant applications.
- i) Councillors to review and approve the following payments made/to be made:

Paid: A/C 20258735			
10.1.20 NEXT Clerks Pension	D/D	33.53	
16.1.20 Parish Notice Board Company – 50%	BACS	660.00	110.00
16.1.20 Fusion Technology Microsoft Office 365	BACS	11.40	1.90
16.1.20 Highwood Village Hall – Hire Fees	BACS	152.00	
21.1.20 K. Kuderovitch Working from Home Allowance	BACS	40.00	
21.1.20 K. Kuderovitch Salary January 2020	BACS	305.45	
21.1.20 HMRC Tax/NIC	BACS	92.00	
23.1.20 NEST Clerks Pension	BACS	27.84	
30.1.20 Sovereign Play Deposit Play Equipment 20%	BACS	2400.00	400.00
7.2.20 Zurich Municipal – Insurance additions	BACS	65.99	
7.2.20 Fusion Technology Microsoft Office 365	BACS	11.40	1.90
10.2.20 Top to Toe – Xmas Tree	BACS	95.00	
10.2.20 K. Kuderovitch – Printer Cartridges	BACS	109.18	18.20
11.2.20 FH Brundle – Fencing for Play Area	BACS	7241.90	1206.98
12.2.20 Public Works Loan	D/D	1572.67	
21.2.20 NEXT Clerks Pension	D/D	27.84	
25.2.30 HMRC Tax & NIC	BACS	76.40	
25.2.20 K. Kuderovitch February Salary	BACS	305.45	
25.2.20 K. Kuderovitch Working from Home Allowance	BACS	40.00	
TOTAL		13,268.05	1,738.98
Bank Transfers:			
20.1.20 from 20258887 Projects to Main Account		8000.00	
20.1.20 from 20258887 Projects to Main Account		2000.00	
20.1.20 from 20258887 Projects to Main Account		660.00	
20.1.20 from 20258887 Projects to Main Account		7241.90	
Income			
3.2.20 Garage Rents x 3		142.26	
17.2.20 West Hanningfield Parish Council – storage boxes	BACS	43.18	
TOTAL		185.44	

Unity Bank Account 20258735 as at 28th Feb 2020 = £15,443.21

Unity Bank Account 20258887 as at 28th Feb 2020 = £50,787.30

20/20.

Planning

20/00181/FUL

Address: Schoolfield Cottage Radley Green Road Highwood Chelmsford

Description of works: Proposed new entrance gates

Councillors to be offered to share any other planning related information.

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21/20.	General Village Items/Information <ul style="list-style-type: none">• Streetlighting not functioning, bus shelter maintenance.• Spring 2020 Litter Pick• In-House Training – April 2020 date to be agreed.• Parish Councillor new email addresses in line with GDPR.• Highwood Parish News• Clerk/Councillors to be offered the opportunity to share any further information
22/20.	THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS & PUBLIC. <ul style="list-style-type: none">• Land at Radley Green.• Sale of Garages.

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