



HIGHWOOD PARISH COUNCIL



MINUTES of the Annual Parish Council Meeting held on Wednesday 15 May 2019 @ 7.30pm @ the Village Hall, Loves Green, Highwood, Essex.

In attendance:

| | | |
|---------------------------------|-------------------|-------------------|
| Cllr. P. Latham | Cllr. S. Maclean | Cllr. T. Horsnell |
| Karen Kuderovitch, Acting Clerk | Cllr. T. Hornsell | Cllr. C. Sargeant |

1/19. ELECTION OF CHAIRMAN 

Cllr. Maclean indicated his desire to fulfil the role. Proposed: Cllr. P. Latham, Seconded: Cllr. Sargeant, all in favour. Cllr. Maclean signed the Declaration of Acceptance of Office and immediately took the position.

2/19. APPOINTMENT OF VICE CHAIRMAN

Cllr. P.Latham . indicated his desire to fulfil the role. Proposed: Cllr. S. Maclean Seconded: Cllr. C. Sargeant, all in favour.

3/19 APOLOGIES FOR ABSENCE

Cllr.J. Aldridge, ECC, Cllr. N. Chambers, CCC– a vote was taken to accept the apologies.

4/19. COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE 

The Clerk advised all Councillors who had not completed the forms to submit the forms to her within 2 weeks.

5/19. CONFIRMATION OF MINUTES 

The Minutes of the meeting of the Parish Council held on 13 March 2019 were approved and signed. All in favour.

6/19. DECLARATIONS OF INTEREST

6.1 Councillors to **DECLARE** any disclosable or other pecuniary interest or other interest in any items on the agenda, in accordance with the adopted Code of Conduct. Pecuniary or other interests should be declared at this time, or at any point in the meeting where they become apparent.

Councillors must inform the Monitoring Officer of Chelmsford City Council, via the Clerk, within 28 days of becoming aware of any change in their pecuniary or other interests. Members are reminded to check that the information contained on their Register of Interests forms remains up-to-date.

None declared.

6.2 DISPENSATIONS 

S31(4) states that a member may not participate in any discussion or vote upon a matter, at the meeting, in which he/she has a disclosable pecuniary interest.

Requests for dispensation must be made in writing to the Clerk.

6.2.1 To **CONSIDER** any requests for dispensation from the provisions of S31(4) of the Localism Act 2011.

6.2.2 GENERAL DISPENSATIONS

Agreement to general dispensations only lasts until the first meeting after an election. Therefore, the general dispensations granted in the previous term of office need to be renewed.

It was resolved to agree the following general dispensations to save them being considered every time the topics come up. This will enable all councillors to participate in discussions and votes on these matters, without requesting a dispensation on every occasion.

1 Payments

Where the matter relates to an allowance, payment or indemnity given to all councillors, including payments of expenses and Chairman's allowance.

- 2 Precept
Where the matter relates to the setting of the council's precept
- 3 These general dispensations to last until the annual meeting of the council following the next ordinary elections.

7/19. QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** questions from members of the public.
In accordance with the agreed procedure public questions will be taken and shall be limited to a maximum of 15 minutes or such other period as may be determined by the Chairman of the meeting. David Cameron & Anne Mitchell expressed their wish to re-join the Parish Council and asked Council to consider their co-option applications.

8/19. VACANCIES ON THE COUNCIL

The Clerk reported receipt of co-option applications from David Cameron & Anne Mitchell. A vote was taken and **it was resolved** unanimously to co-opt David Cameron. A vote was taken and **it was resolved** unanimously to co-opt Anne Mitchell. Cllr. S. Maclean resigned as Chairman. Cllr. P.Latham accepted the role as Acting Chairman.

9/19. REPORTS

To **RECEIVE** brief reports on the following matters.

| | |
|--|--|
| Play park, Edney Common | D Cameron |
| Grass has been cut in play area. | |
| Village Hall Play Area – issues with dog fouling/condition of equipment to be inspected. | Cllr P Latham |
| Footpaths/Public Rights of Way Clerk to check if it has been reported. | M Martin. reported fly tipping on FP39 |

10/19. REPORT OF THE CLERK

Council noted the report of the clerk.

- 1 **NEW IT EQUIPMENT** The new IT equipment was purchased including the Outlook 365 package as time was limited with the handover and not having IT access was delaying matters
- 2 **INTERNAL AUDIT.** Due to Clerks handover, the Internal Audit documentation had not been sent as yet for inspection. Acting Clerk to organise immediately.
- 3 **METSONS LANE.** ECC Cllr Aldridge has confirmed that a request has gone into the Local Highways Panel for a scheme validation to look at warning signs to reflect the Horse & Rider use of the lane.
- 6 **DEFIBRILLATOR CABINET.** Ordered. Clerk to send authorisation form to Unity Bank to release the payment.

SALE OF GARAGES. The Parish Council's Solicitor has been chased
ROSPA INSPECTIONS. The inspection took place and the report to be reviewed at the next meeting.

VILLAGE HALL PLAY AREA

The Council discussed the request from a user of the facility for additional equipment for younger users. Cllr. Latham to investigate quotes. The Clerk to send details of recommended companies. June agenda.

11/19. FINANCE

11.1 Accounts for payment

It was resolved to approve the accounts for payment as follows:

| Payment method | Payee | Reason | Amount | VAT |
|----------------|---------------------|-----------------|---------|-----|
| BACS | L Fuller | April Salary | £130.40 | |
| BACS | A Middlehurst | April Salary | £252.95 | |
| BACS | A.Middlehurst | Mileage | £64.80 | |
| BACS | HMRC Cumbernauld | PAYE | £32.80 | |
| BACS | EALC | Affiliation fee | £168.76 | |

| | | | | |
|------|-------------|------------------------------|----------|---------|
| BACS | NALC | Affiliation fee | £38.71 | |
| BACS | D W Wallace | Grass Cutting contract April | £186.00 | |
| BACS | D.W.Wallace | Grass Cutting contract March | £93.00 | |
| BACS | Safety Tec | Defibrillator Cabinet | £435.65 | £81.65 |
| BACS | Fusion | ITLap top/printer/Clerk | £1084.51 | £180.70 |
| | | | | |

Income – April £142.26 garage rental.

11.2 Council noted the account balances as at 1 May 2019.

| | |
|-----------------------------|------------|
| Unity Trust Current Account | £1,093.08 |
| Unity Trust Deposit Account | £78,399.07 |

11.3 *It was resolved* to accept the council's risk assessment and management document.



11.4 ANNUAL RETURN 2018/19



Councillors are asked to note that the date on which the External Audit must be approved by the Parish Council is 1st July 2019.

As this Parish Council's gross income and gross expenditure was above £25,000 but less than £200,000 this Council is required to complete a Basic Level Review. The following items were deferred :

- a) Carry out a review of the effectiveness of the system of internal control
- b) Consider the findings of this review
- c) Prepare the Annual Governance Statement (Section 1)
- d) Approve the Annual Governance Statement by way of **RESOLUTION**
- e) Consider the Accounting Statements (Section 2)
- f) Approve the Accounting Statements by way of **RESOLUTION**
- g) Ensure that both the Annual Governance Statement and Accounting Statements is signed and dated by the person presiding at the meeting.



To also **NOTE** the period of public rights and publication of the unaudited annual return is between 25th June 2019 and 5th August, and that the relevant notices will be erected prior to this date. In addition, smaller authorities must publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

The Clerk reported that draft External Audit figures had been prepared by the outgoing Locum Clerk, and that these would need to be checked before Council approval. Clerk to contact Louise Fuller and request the figures are checked, for agreement at the next Council Meeting. The Clerk reported the Internal Audit needed to be dealt with immediately.

12/19. HIGHWAY MATTERS REPORTED BY COUNCILLORS

1. Speeding Traffic (standing item) – Training dates are advised from CSW and will be circulated. Matt Hine when contacted will try and send an officer if available.
2. Signage – The Council requested the Clerk to approach ECC to consider to alter information signage on the A414 relevant to the Parish & to cut back vegetation. Clerk to request assistance from the Highway Rangers.

13/19. COMMUNICATIONS AND CORRESPONDENCE

The Clerk reported the response from The Rustic Pub Company giving details of a future plan to extend car parking facilities.

14/19. DISTRIBUTION BAG

None

15/19. DOCUMENTS ON DEPOSIT

None.

16/19. PLANNING APPLICATIONS

- a) To *NOTE* the parish council's comments made on planning applications between meetings.

App. no. 19/00485/FUL
Location Woodland House Loves Green
Proposal Retrospective application for close boarded boundary fence.

Comment No objection
App. no. 19/00259/FUL
Location Land At Oak Tree Farm Ingatestone Road Highwood Chelmsford Essex

Proposal Erection of an infill chalet dwelling.
Comment The Parish Council objects to this application on the grounds of green belt restrictions and the proposed dwelling spoiling the openness of the area. The Parish Council would also advise that it does not consider this application to be infill.

REFUSED

App. no. 19/00389/FUL
Location Land North East of The Old Vicarage, Wyse Road
Proposal Construction of riding surface.
Comment The Parish Council does not object to this application but does register the following concerns:-

The location and size of the riding surface within the existing paddocks indicates that this cannot be used for both private grazing or private riding use.

The entry from Wyse Road and turning space for vehicles could indicate a possible commercial enterprise but the planning application does not show the intended use.

Due to the massive reduction of any grazing the Parish Council would request that if possible a 'non commercial use' condition be put in place.

APPROVED

- b) Council considered the following planning applications. 

Reference: 19/00748/FUL


Address: Barrow Farm Blackmore Road Highwood Chelmsford

Description of works: Part two storey, part single storey side and rear extensions.

Alterations to dormer roofs to side elevation and additional roof light to the rear.

Construction of paved courtyard with cart lodge.

PC Comments: Supported

- c) To *CONSIDER* any other planning applications received since the agenda was prepared. 

None

e) PLANNING CORRESPONDENCE

Council noted the following planning correspondence received and respond to consultations as appropriate.

1. An appeal notice has been received for Field Opposite Barrow Farm Metsons Lane. Retrospective application for the siting of mobile home within the Radical Bikes site, for occupation by employees. 18/01990/FUL

2. An appeal notice has been received for Land Adjacent The Green Man Highwood Road. Change of use of land to provide 8 Travelling Showperson's plots and associated works including hardstanding. 18/00965/FUL

17/19. OTHER URGENT BUSINESS – for information only

Note: no decisions may be taken during this item as the required statutory notice of the business will not have been given.

18/19. EXCLUSION OF PRESS AND PUBLIC 

None present not required.

RECRUITMENT OF NEW PARISH CLERK 

The Clerk offered her services until the next Parish Council Meeting @ £22 per hour inclusive of travelling time, use of home as office, use of printer, internet & home no 01245 842935. **It was resolved** to accept these conditions and review at the June meeting. The Acting Clerk took the lap top, keys & a number of files.

19/19. DATE OF NEXT MEETING

8p.m. Monday 24th June 2019.