








HIGHWOOD PARISH COUNCIL

MINUTES of the Parish Council Meeting held on Monday 13th January 2020 @ 7.30pm at the Village Hall, Loves Green, Highwood, Essex.

In attendance:

Cllr. D. Cameron	Cllr. S. Maclean	Cllr. A. Mitchell
Cllr. P. Latham	Cllr. T. Horsnell	Cllr. C. Sargent
	Karen Kuderovitch - Clerk	

A decision made **Expenditure decision**

1/20.	Declaration of Interests All Members were 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 offered members the opportunity to declare any interests and note them.
2/20.	Apologies for Absence  All Councillors present.
3/20.	Minutes  The Minutes of the Parish Council Meeting of 18 th November 2019 were approved and signed.
4/20.	Public Forum The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. 1 member of the public addressed the Council in relation to community gatherings at the Village Hall & potential Parish Council funding.
5/20.	Adoption of Policies  <ul style="list-style-type: none"> It was resolved to adopt the GDPR Privacy Policy.
6/20.	Review of Community Projects/Action Plan   <ul style="list-style-type: none"> After consideration of 3 quotations, it was resolved to appoint C. Bailey to install the following at the play area (rear of HVH): <ul style="list-style-type: none"> - Rospa bow top fencing approx. 140 metres - 1 double & 2 single gates - concrete car parking area for 3 / 4 cars - move the current baby swing to a safer location at an estimated project cost of £13,000 & VAT. After consideration of 3 quotations, it was resolved to appoint Sovereign to install the following at the play area (rear of HVH): <ul style="list-style-type: none"> - A buzz tower for smaller children - A 1.8 free standing trough slide

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">- at a total project cost of £10,000 & VAT.• After consideration of 3 quotations, <i>it was resolved</i> to order a new noticeboard from The Parish Noticeboard Company (24 x A4) at a cost of £1,100 & VAT. Clerk to obtain an installation cost.• Christmas Tree – Highwood Village Hall – reviews were positive and the tree will be repeated in 2020. Cllr. Mitchell suggested a location where the tree could be seen better.• Edney Common – future use – Clerk to enquire about using the land as a woodland area.• CCTV to be further investigated with CCC.
7/20.	<p>Essex County Council – Local Highways Panel Requests 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 Wyse Road, Highwood – Carriageway Hatching. – completed.• 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 January 2020.• 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.• LCHE165022 Metsons Lane, Highwood Upgrade bus stops - Raised kerbs and dropped crossing point - matched funding scheme cost £17,500 requested. It was resolved unanimously that this scheme be cancelled as not required. Clerk to make contact with ECC.• LCHE (awaiting number) Ingatestone Road – Speeding/dangerous unsigned bends, poor sight lines - A new submission has been made awaiting allocation number.

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- LCHE (awaiting number) – 20mph advisory signage outside Highwood Primary School.

8/20.

Finance

- Clerk presented Bank Reconciliations from 1.12.19, these were agreed & the Chairman signed.
- Clerk presented Bank Statements for end Nov/Dec 19 these were agreed & the Chairman signed.
- Project Allocations were reviewed & agreed @ £63,291.00.
- It was resolved** unanimously to appoint Mayor Cuttle as the payroll administrator at a monthly cost of £25 & VAT.
- It was resolved** unanimously to appoint Heelis & Lodge as the Internal Auditor at a cost of £215 & VAT.
- Councillors reviewed and approved the following payments made/to be made:

Paid: A/C 20258735

	METHOD	AMOUNT	VAT
21.11.19 NEST Clerks Pension	D/D	35.70	
3.12.19 DR Wallace – Grounds Maintenance	BACS	87.00	
3.12.19 Chelmsford City Council	BACS	4.86	
3.12.19 K. Kuderovitch – Christmas	BACS	449.00	
3.12.19 Playsafety Limited Annual Inspection	BACS	474.00	79.00
19.12.19 K. Kuderovitch Clerks Salary Dec	BACS	369.76	
19.12.19 Highwood PTA – Grant	BACS	500.00	
19.12.19 K. Kuderovitch – Working from Home Allowance	BACS	40.00	
23.12.19 NEST Clerk's Pension	D/D	66.43	
31.12.19 Unity Bank Service Charge	D/D	18.00	
8.1.120 PKF Littlejohn – External Audit Fee 19/20	BACS	360.00	60.00
TOTAL		2,368.75	139.00
13.1.20 Highwood Village Hall – Rent	BACS	152.00	
13.1.120 Fusion Microsoft Office 365	BACS	11.40	1.90
Income			
1.11.19 Garage Rents x 3	BACS	142.26	
2.1.20 Garage Rents x 3	BACS	142.26	
TOTAL			

Unity Bank Account 20258735 as at 31st Dec 2019 = £10,517.46.

Unity Bank Account 20258887 as at 31st Dec 2019 = £69,089.20.

9/20.

Planning

19/02049/FUL Address Cedar House Loves Green Highwood Chelmsford Essex CM1 3QH Proposal Two storey rear extension with two juliette balconies, and the installation of a window to the side elevation.

PC Comments: Strongly objects; overdevelopment of the site & loss of amenity.

Clerk handed out updated Planning Document.

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10/20.	General Village Items/Information <ul style="list-style-type: none">• Spring 2020 Litter Pick – date agreed as 29th March 2020.• EALC – Unauthorised Encampment Briefing 5th Feb 2020 – Clerk attending.• Highways Issues – street lights not functioning top of Ingatestone Road.• Sale of Garages – Clerk to pursue with solicitor.• Parish Councillor new email addresses in line with GDPR – Councillors currently not operating on the new e-mail were requested to finalise.• Highwood Parish News – Clerk reported from a meeting with the Editor & would be meeting him again on 24th January 2020. The Clerk advised that the printing costs should be reviewed by Council.• Review of Rospa Report for playground – no issues.• Clerk/Councillors to be offered the opportunity to share any further information.
11/20.	THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS & PUBLIC. Land at Radley Green.

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