



HIGHWOOD PARISH COUNCIL



MINUTES of the Parish Council Meeting held on Monday 16th September 2019 @ 7.30pm at the Village Hall, Loves Green, Highwood, Essex.

THE CHAIRMAN REQUESTED MOBILE PHONES WERE SWITCHED OFF/TURNED TO SILENT MODE

A decision made  **Expenditure decision**

In attendance:

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

33/19. 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 to members the opportunity to declare any interests and note them.

34/19. Apologies for Absence

Full Council present.

35/19. Minutes

The Minutes of the Parish Council Meeting of 24th June 2019 were approved and signed.

36/19. Public Forum

The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. None present.

37/19. Clerk’s Report

Due to Clerk’s holiday – report details to be included in these minutes.

38/19. Adoption of Policies ***It was resolved*** to adopt the following:

- Standing Orders
- Financial Regulations Model 2019
- Financial Risk Assessment
- E-Mail Policy
- Grant Policy
- Publication Scheme

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"> • Retention Policy • Grievance Policy • Personnel Committee Terms of Reference • Media Policy • Safeguarding Policy • Equality & Diversity Policy
39/19.	<p>Review of Community Projects <input type="checkbox"/> </p> <ul style="list-style-type: none"> • Defibrillator – Cllr. Maclean reported an issue with the cabinet door, being investigated. • Additional Play Equipment – it was resolved to pursue quotes for additional play equipment, in particular for younger children, a slide and a zip wire. • Table Tennis Table – project completed and being used. • Christmas – it was resolved to allocate £1,000 on a Christmas tree/decorations – Cllr. Maclean to ask Highwood Village Hall to assist financially.
40/19.	<p>Essex County Council – Local Highways Panel Requests</p> <p>Council to review current schemes/potential new schemes.</p> <p>Clerk had made contact with Essex County Council to ask for an update in respect of LHP Nos LCHE142020 Pedestrian Footway Highwood Road, Edney Common to Loves Green, LCHE 162039 Speed of Traffic Highwood Road/Edney Common, LCHE162038 Speed of Traffic Highwood Road/Loves Green.</p>
41/19.	<p>Neighbourhood Watch <input type="checkbox"/> </p> <p>Cllr. Cameron reported that signs had been donated and would be erected.</p>
42/19.	<p>Essex Police – Community Special Constables</p> <p>Clerk reported the scheme was on hold, it was resolved for Highwood PC to be added to the waiting list for future consideration. Clerk to contact neighbouring Parish Councils with a view to sharing resources.</p>
43/19.	<p>Review of Web Site/Facebook</p> <p>Councillors reviewed and the Clerk to create a web site policy.</p>
44/19.	<p>Finance <input type="checkbox"/> </p> <ol style="list-style-type: none"> It was resolved to accept Accounts from 1.4.19 to date – signed by the Chairman. It was resolved to accept Unity Bank Statements from 1.4.19 to date – signed by the Chairman. Clerk to present Bank Reconciliations from 1.4.19 to date for signature. Deferred. Project Allocations to be reviewed. After discussion, it was resolved to accept the virements discussed (see separate Finance information).

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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 metreage 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.

- e) **It was resolved** to accept the quote from Top to Toe for table tennis table installation for £160.00.
- f) **It was resolved** to move £7757.50 from Unity No 2 Account (projects) to Unity Main Account being the balance of 50% Precept payment.
- g) **It was resolved** to order a Remembrance Sunday wreath approx. £30.
- h) Councillors reviewed and approved the following payments made/to be made:

Date/Payment Details	Method	Amount £	VAT
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		4883.39	
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	
2.9.19 Garage Rent	D/D	47.42	
TOTAL		332.54	

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	Bank Transfer			
	18.9.19 From Unity No 2 account to Main	1774.01		
	18.9.19 From Unity No 2 account to Main	7757.50		
	15.10.19 From Unity No 2 account to Main	7757.50		
45/19.	<p>Planning 19/01411/FUL Address Mill Lodge Ongar Road Cooksmill Green Chelmsford Essex CM1 3SR Proposal: Construction of a detached cart lodge. PC: Supported</p> <p>19/01378/FUL Ivy Cottage Loves Green Highwood Chelmsford Description of works: Demolition of existing dwelling and garage. Construction of replacement detached dwelling and garage. PC: Supported</p>			
46/19.	<p>General Village Items/Information</p> <ul style="list-style-type: none"> • Agreement of Meeting dates for 2019/2020. Next meeting 18th November 2019. 2020 dates 13/1,9/3,11/5,13/7,14/9,9/11. • Open spaces – footpath officer position. It was resolved to advertise for an employed joint position of litter picker & footpaths inspector – full details to be agreed. Clerk to check insurance policy to see if tree survey is required to be undertaken. • Highways Issues – after discussion, it was resolved to start enquiring about the possibility of Ingatestone Road being reduce to a 40mph limit. Clerk to provide Councillors with information on Local Highways Panel procedures. It was resolved to pursue the installation of 20mph outside the village school. • Sale of Garages – Clerk to investigate status. • In house training – it was resolved to hold an in-house training session Early 2020. • Contact from residents – speeding – Clerk to respond with information. • Clerk/Councillors to be offered the opportunity to share any further information: <ol style="list-style-type: none"> a) A request for presence at Parish Council Meetings from ECC/CCC representatives. 			
47/19.	<p>Due to the confidential nature of the business to be transacted – a vote to be taken to exclude Press & Public <input type="checkbox"/></p> <p>Employment of a Clerk – contract was signed by the Chairman.</p>			

Karen Kuderovitch –Clerk to the Council

19.9.2019

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