



# HIGHWOOD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 18<sup>th</sup> November 2019 @ 7.30pm at the Village Hall, Loves Green, Highwood, Essex.

## In attendance:

|                               |                                |                  |
|-------------------------------|--------------------------------|------------------|
| Cllr.P. Latham (Acting Chair) | Cllr. S. Maclean               | Cllr. A.Mitchell |
| Karen Kuderovitch - Clerk     | Cllr. T. Horsnell              | Cllr. C. Sargent |
| Cllr. J. Aldridge (ECC)       | Cllr. Nicolette Chambers (ECC) |                  |



## A decision made



## Expenditure decision

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 47/19. | <p><b>Declaration of Interests</b></p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 48/19. | <p><b>Apologies for Absence</b> 👍</p> <p>Cllr. D. Cameron – holiday. A vote was taken to accept apologies and the reasons submitted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 49/19. | <p><b>Minutes</b> 👍</p> <p>The Minutes of the Parish Council Meeting of 16<sup>th</sup> September 2019 were approved and signed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 50/19. | <p><b>Public Forum</b></p> <p>The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. On direction the Chairman moved Agenda item 54/19. to be included in the Public Session allowing Cllr. Aldridge &amp; Cllr. Chambers to address the Council, summarized as follows:</p> <p>Cllr. Aldridge offered advice on the LHP's listed below currently in the ECC system and shared information on the proposed changed to the Army &amp; Navy Flyover. Cllr. Chambers shared information pertaining to review of polling stations, attendance at the Chelmsford Policy Board, the Emerging Plan (no changed to greenbelt policy) &amp; information on a public hearing on 3<sup>rd</sup> December in relation to the site at The Green Man. Cllrs. Aldridge &amp; Chambers confirmed their attendance at the next Catch Up Café. Cllr. Sargeant asked about the provision of current park &amp; ride facilities.</p> <ul style="list-style-type: none"> <li>• LCHE191001 A414 Ongar Road West j/w Wyse Road, Highwood – Carriageway Hatching – completion date Sept 2019.</li> </ul> |

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|        | <ul style="list-style-type: none"><li>• 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.</li><li>• LCHE192005 – Horse &amp; Rider Signage Metsons Lane requested 24/4/19 RAG = G in validation</li><li>• LCHE162038 Highwood Road, Loves Green - Lining and build outs Lining and build outs at School with priority flow – completion date Nov 2019.</li><li>• 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.</li><li>• 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. <b>It was resolved</b> to request to Essex County Council the scheme be split into 2 phases to reduce the initial cost by splitting the application into two parts:<br/>Part 1, St. Paul's churchyard to the existing bus stop in Highwood<br/>Part 2, St. Paul's churchyard to Edney Common.</li><li>• LCHE165022 Metsons Lane, Highwood Upgrade bus stops - Raised kerbs and dropped crossing point - matched funding scheme cost £17,500 requested. After discussion, <b>it was resolved</b> for this LHP to remain in the system &amp; the Council apply for new bus shelters at key locations.</li><li>• LCHE192032 Ingatestone Road – Speeding - Requested 18/10/19. After discussion, <b>it was resolved</b> to amend this request to National speed limit to reduce to 40mph.</li></ul> |
| 51/19. | <b>Clerk's Report</b><br>Clerk indicated she would report throughout the meeting on this occasion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 52/19. | <b>Adoption of Policies</b> 🍷 <ul style="list-style-type: none"><li>• After discussion, <b>it was resolved</b> to adopt the revised Grant Policy. Clerk to send a revised copy to the PTA &amp; advertise the grant fund is available locally. <b>It was resolved</b> in principal, to grant £500 to the PTA on receipt of an updated application for music requirements.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 53/19. | <b>Review of Community Projects/Action Plan</b> 🍷 📺 <ul style="list-style-type: none"><li>• Fencing at play area – Council reviewed the site plan/schedule of works &amp; agreed it was acceptable to be sent to potential companies after minor alternations had been made. Specification to include 2 single gates, 1 double gate &amp; 1.2 galvanised fencing in silver. Minimum of three quotes to be sought by the Clerk.</li><li>• Additional Play Equipment – Councillor discussed a zip wire and resolved not to proceed with this idea. <b>It was resolved</b> unanimously that quotes be sought for play equipment for younger children together/including a slide.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



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|        | <ul style="list-style-type: none"><li>• <b>It was resolved</b> unanimously for the Clerk to seek quotes to replacement of notice boards. Cllr. Sargeant to inspect current ones and report to the Clerk.</li><li>• Christmas Tree/Event – Highwood Village Hall. It was resolved for an 8 foot tree with battery lights to be erected.</li><li>• Edney Common – future use. After discussion, it was resolved to ask residents for suggestions.</li><li>• CCTV/ANPR – <b>it was resolved</b> not to pursue at this time.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 54/19. | <b>Essex County Council – Local Highways Panel Requests</b><br>Covered in item 50/19. <ul style="list-style-type: none"><li>• <b>It was resolved</b> for the Clerk to submit an LHP Request for 20mph outside Highwood Primary School.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 55/19. | <b>Health &amp; Well Being</b><br>After discussion, <b>it was resolved</b> unanimously not to proceed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 56/19. | <b>Disposal of Parish Council Documentation</b><br>Clerk reported on documents currently held. <b>It was resolved</b> for the Clerk to dispose of documents in line with the Retention Policy. It was resolved to accept the offer from Woodham Ferrers & Bicknacre Parish Council of storage of 3 boxes @ £12 a month. Cllr. Hornsell requested advice on payment for storage of Parish Council salt supplies. Clerk to advise.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 57/19. | <b>Fixed Asset Register</b><br><b>It was resolved</b> unanimously to defer to the next meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 58/19. | <b>Finance</b>   <ul style="list-style-type: none"><li>a) Clerk presented Bank Reconciliations from 1.4.19 which the Chairman signed.</li><li>b) Clerk presented Bank Statements for end Sept/Oct 19 which the Chairman signed.</li><li>c) Project Allocations spreadsheet was reviewed and agreed.</li><li>d) <b>It was resolved</b> unanimously to spend £395 &amp; VAT for a play area inspection from Rospa Playsafety.</li><li>e) Council reviewed a grant request – Clerk to advise of new grant policy &amp; invite a new application.</li><li>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:<br/>Council considered 4 quotes for fencing/car parking provision at the play area rear to the Highwood Village Hall. After discussion, <b>it was resolved</b> by 5 votes for and 1 against to accept the quote for new fencing (£6,605 &amp; VAT) &amp; new car parking area (£4,950 &amp; VAT) from B.F. Grounds Maintenance. <b>It was resolved</b> 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. <b>It was resolved</b> to allow a further £3,445 as a contingency amount for additional costs. A vote to be taken to proceed and reverse the decision.</li><li>g) <b>It was resolved</b> by a majority vote of 4 for &amp; 1 against to submit an application to Chelmsford City Council for the Precept Amount for the Financial Year 2020/2021 to be £31,851 an increase of £6,336 from 19/20 and a cost per house pre annum of £26.</li></ul> |

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- h) Clerk to contact Highwood Village Hall for invoices & to discuss hire rates.  
 i) Councillors reviewed and approved the following payments made/to be made:

| <b>PAID</b>                                              |      |         |       |
|----------------------------------------------------------|------|---------|-------|
| 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 Kuderovitch – 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 |
| 28.10.19 Viking – Storage Boxes                          | BACS | 134.24  | 22.04 |
| 13.11.19 Fusion Technology Inv 11256                     | BACS | 11.40   | 1.90  |
| 13.11.19 Fusion Technology Inv 11425                     | BACS | 11.40   | 1.90  |
| 13.11.19 Fusion Technology Inv 11606                     | BACS | 11.40   | 1.90  |
| 13.11.19 DR Wallace - Grounds Maintenance                | BACS | 156.00  |       |
| 18.11.19 Mrs K Kuderovitch – November Salary             | BACS | 359.88  |       |
| 18.11.19 Mrs K Kuderovitch – Working from home allowance | BACS | 40.00   |       |
| 18.11.19 HMRC – Clerks Tax/NIC November                  | BACS | 89.80   |       |
| <b>TO BE PAID</b>                                        |      |         |       |
| 18.11.19 PKF Littlejohn – External Audit 18/19           | BACS | 360.00  | 60.00 |
| 18.11.19 Poppy Appeal                                    | BACS | 25.00   |       |
| <b>Income</b>                                            |      |         |       |
| 1.11.19 Garage Rents x 3                                 | BACS | 142.26  |       |
|                                                          |      |         |       |
| <b>Bank Transfers – Unity No 2 to Main Account</b>       |      |         |       |
| 12.8.19 £5,000 18.9.19 £7757.50 17.10.19 £7757.50        |      |         |       |

59/19. **Planning**  
 19/01792/FUL - Address: 5 Highwood Cottages Ingatestone Road Highwood Chelmsford  
 Description of works: Proposed two storey rear extension.  
**PC:No comments**

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  
**Action: Clerk to discuss with rep from Chelmsford City Council. Cllr. Sargeant requested the Clerk seek advice of any legal action relating to planning applications.**

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.

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|        | <p>Councillors to discuss the formation of a Planning Committee.<br/><b>PC:No comments</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 60/19. | <p><b>General Village Items/Information</b></p> <ul style="list-style-type: none"><li>• Open spaces – footpath officer position – no response</li><li>• Spring 2020 Litter Pick – date to be arranged by Cllr. Mitchell suggested 29<sup>th</sup> March 2020. Clerk to assist with Health &amp; Safety requirements.</li><li>• Mayors Invitation Civic Service 13<sup>th</sup> December 2019 – no attendees.</li><li>• Highways Issues – Speedwatch signs to be requested and location/fitting by Councillors.</li><li>• Sale of Garages – Clerk to make contact with solicitor to ascertain current status.</li><li>• Parish Councillor new email addresses in line with GDPR. Cllr. Maclean offered assistance to those Councillors still needing to change their e-mails.</li><li>• Contact from residents – speeding</li><li>• Parish Council Meeting Dates for 2020 – Clerk to e-mail.</li><li>• Clerk/Councillors to be offered the opportunity to share any further information. Cllr. Horsnell reported fly tipping on a bridleway, Cllr. Mitchell to send photos &amp; information to the Clerk. Cllr. Sargeant reported Paul Lane environment issue with black oil being found. Cllr. Sargeant to supply Clerk with more details.</li><br/><li>• Next meeting was confirmed as January 13<sup>th</sup> 2020.</li></ul> |

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