



HIGHWOOD PARISH COUNCIL


MINUTES of the Parish Council Meeting held on Monday 24th June 2019 @ 7.30pm at the Village Hall, Loves Green, Highwood, Essex.

In attendance:

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| Cllr. P. Latham | Cllr. S. Maclean | Acting Clerk – Karen Kuderovitch |
| Cllr. D. Cameron | Cllr. T. Hornsell | |

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

A decision made Expenditure decision

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| 20/19. | Election of a Chairman <input type="checkbox"/> Cllr. Cameron indicated his desire to take the position. <i>It was resolved</i> unanimously to appoint Cllr. Cameron & he signed the Declaration of Acceptance of Office. |
| 21/19. | 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. |
| 22/19. | Apologies for Absence <input type="checkbox"/> Cllr. A. Mitchell, Cllr. C. Sargeant – none received. |
| 23/19. | Councillors Declaration of Acceptance of Office/Code of Conduct The Clerk confirmed receipt from Cllrs. Cameron, Latham, Maclean & Hornsell. Clerk to chase remaining 2. |
| 24/19. | Minutes <input type="checkbox"/> The Minutes of the Parish Council Meeting of 15 th May 2019 were approved and signed. |
| 25/19. | Public Forum The Chairman to allow a maximum of 15 Minutes for the Public to address the Council. None present |
| 26/19. | Clerk's Report Councillors to acknowledge report sent (attachment to the Minutes). |
| 27/19. | Adoption of Policies. Clerk reported that she recommended Highwood Parish Council adopt a number of key policies. Clerk to present at the next meeting. |
| 28/19. | Review of Community Projects <input type="checkbox"/>  - Defibrillator – ready to be installed – Highwood Village Hall Committee to arrange. |

Clerk: Mrs K. Kuderovitch. Postal Address: Springfields, Crows Lane, Woodham Ferrers, Essex CM3 8RR. Clerks Telephone 01245 842835

email: highwoodpc@hotmail.com Chairman Cllr. David Cameron





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29/19. - Play Equipment – Cllr. Latham continues to seek quotes for play area car parking. **It was resolved** to spend £1478.34 & VAT on an outdoor table tennis table.

Finance

- a) Approval of Annual Governance Statement for year 18/19. **It was resolved** for the Chairman to sign the forms.
- b) Approval of Annual Accounting Statements for year 18/19. **It was resolved** for the Chairman to sign the forms.
- c) **It was resolved** for the dates Tuesday 25th June – Monday 5th August for the Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return.
- d) Chairman signed the Unity Bank Statement as at 31st May 2019.
- e) Clerk to prepare Bank Reconciliations for next meeting (September).
- f) Councillors & Clerk reviewed the Internal Audit & Council report and agreed the action points from this report:

Recommendation

With reference to the above findings I recommend that the Council address the following point:-

- It is best practice to review Financial Regulations each year for continued relevance.**

- g) Project Allocation spreadsheet to be reviewed & agreed – deferred to September.
- h) It was resolved to remove Louise Fuller & Amy Middlehurst & add Karen Kuderovitch as a person to be permitted to load payments only.
- i) Clerk to report on VAT submission - deferred.
- j) Clerk to report in Internal Auditor rotation – deferred.
- k) **It was resolved** to spend £79.72 on the creation of a new web site (www.highwoodpc.org.uk) & Councillor specific e-mails to be created in line with GDPR. Thanks to Councillor Maclean for his assistance.
- l) Councillors to review and approve the following payments made/to be made:

| Date/Payment Details | Method | Amount £ | VAT |
|-------------------------------------------------|--------|----------------|--------------|
| Paid: | | | |
| 27.6.19 Mrs. K Kuderovitch Acting Clerks Salary | BACS | 528.00 | |
| 27.6.19 Nancy Powell – Internal Audit 2018-2019 | BACS | 175.00 | |
| 27.6.19 Zurich Insurance -1 6.19 - 1.6.20 | BACS | 254.96 | |
| 27.6.19 Rospa PlaySafety – Annual Inspection | BACS | 82.20 | 13.70 |
| 27.6.19 Fusion IT | BACS | 34.20 | |
| TOTAL | | 1074.36 | 13.70 |

30/19. **19/00925/FUL** - Address: Horsfrith Cottage Radley Green Ingatestone Chelmsford
Description of works: Demolition of existing single storey extensions and outbuilding. Construction of two storey side extension and single storey rear extension. Front porch. Alterations to existing

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| | <p>fenestrations and addition of Juliette balcony to rear. Raising the roof height to allow space for a bedroom and cinema room within the roof, with three rear dormers. Internal alterations.</p> <p>PC Comments: Supported</p> <p>19/00980/CLEUD - Address: Leisure Shop Ltd Wards Farm Car Sales Wards Farm Loves Green Description of works: Site being used as a car sales business.</p> <p>PC Comments: No comment</p> <p>19/00984/FUL Address: Garage Coronation Bungalow Ingatestone Road Highwood Chelmsford Description of works: Change of use from light industrial use (B1) to residential use (C3). Construction of dwelling in place of existing commercial building.</p> <p>PC Comments: It was resolved that the PC did not feel they were sufficiently qualified to comment on this application.</p> <p>19/00995/CLEUD - Address: Barn North of Wards Farm Loves Green Highwood Chelmsford Description of works: Use of existing building as a dwelling house (C3 class use). PC Comments: No comment</p> |
| 31/19. | <p>General Village Items/Information</p> <ul style="list-style-type: none">• Open spaces -play area opposite Green Man Public House• Highways Issues – Clerk to review LHP requests. Clerk to chase again the recent works by the Highways Rangers cutting back vegetation & seek the removal of a sign.• Sale of Garages – Clerk to review.• Contact from residents.• Clerk/Councillors to be offered the opportunity to share any further information. Clerk reported the EALC Microgrant – Clerk to apply for £500 towards table tennis table. |
| 32/19. | <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 – it was resolved to employ Karen Kuderovitch as the Clerk.</p> |

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