



HIGHWOOD PARISH COUNCIL



MINUTES of the Parish Council Meeting held on Monday 9th March 2020 @ 7.30pm at the Village Hall, Loves Green, Highwood, Essex.

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

In attendance:

Cllr. D. Cameron	Cllr. T. Horsnell	
Cllr. P. Latham	Cllr. A. Mitchell	Karen Kuderovitch - Clerk

A decision made Expenditure decision

12/20.	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 to members the opportunity to declare any interests and note them. <i>Cllr. Mitchell declared an interest in a grant application 19/20 h).</i>
13/20.	Apologies for Absence Cllr. S. Maclean – working, Cllr. C. Sargent – working. A vote was taken to accept apologies and the reasons submitted.
14/20.	Minutes The Minutes of the Parish Council Meeting of 13 th January 2020 were approved and signed.
15/20.	Public Forum The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. Cllr. John Aldridge reported the following information: <ul style="list-style-type: none"> • A pothole in need of attention and £5 million allocated to fixing potholes in the budget. • Kerbstones – pilot scheme in Writtle using lorry tyres. • Chelmsford City Council review of Parish Wards. • Jamboree 1-8th August, Council may receive contact. • VE Day Fly past on 8th May, event in High Easter on 10th May.
16/20.	Adoption/Revision of Policies <ul style="list-style-type: none"> • Reserves Policy – <i>it was resolved</i> unanimously to adopt the policy. • Grant Policy – <i>it was resolved</i> unanimously to adopt the amended policy.
17/20.	Review of Community Projects/Action Plan

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">• Fencing & gates at play area – Clerk reported the fencing had been ordered and arrangements to be made to deliver. Estimated installation end March/Beginning April 2020.• Play Tower & Slide – Clerk reported on installation date of 30th March 2020.• Replacement of Notice Boards – Clerk to chase main notice board delivery date – other boards are in the process of being refurbished.• Edney Common – it was resolved unanimously that the play equipment be removed and disposed of and the site returned to Woodland. May agenda.• EALC Local Council Accreditation Scheme – Foundation Level – it was resolved unanimously for an application to be made at an approx. cost of £50 - £100. Clerk to e-mail the information regarding the benefits.• CCTV – Clerk reported that she was in discussion with Chelmsford City Council offering monitoring of compatible CCTV and Council and hoped to bring quotations to the next meeting.
18/20.	<p>Essex County Council – Local Highways Panel Requests/Highways Issues Clerk to report & Councillors to review the requests as follows:</p> <ul style="list-style-type: none">• LCHE152124 – Highwood to Edney Common 50mph speed limit requested 11/2/16 RAG = G. Current National speed limit to 30mph speed limit Highwood to a current on Highwood road in both directions – not approved at present.• LCHE192005 – Horse & Rider Signage Metsons Lane requested 24/4/19 RAG = G in validation – March Highways Panel.• LCHE162038 Highwood Road, Loves Green - Lining and build outs Lining and build outs at School with priority flow. Clerk to ask for an update.• 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. Clerk to ask for an update.• LCHE142040 - Highwood Road Edney Common to Loves Green, including St Paul's 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. March Highways Panel.• LCHE192032 Ingatestone Road – Speeding/dangerous unsigned bends, poor sight lines. Clerk to ask for an update

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Councillors discussed highways issues. Cllr. Horsnell raised the historic issue of flooding at Church Corner – Clerk asked for photos & will report to ECC. Clerk to also report a pothole highlighted by Cllr. John Aldridge. Clerk to report the poor condition of pavestones in Sparrows Close.

19/20.

Finance

- a) Clerk presented a Bank Reconciliation for end of January & February 2020, which were signed by the Chairman.
- b) Clerk presented Quarterly Budget Reviews for 1/2/3rd Quarter 2019-2020, which were agreed.
- c) Clerk presented Bank Statements for end Jan/Feb 20 for signature, which were signed by the Chairman.
- d) Project Allocations to be reviewed. Deferred to May 2020.
- e) Review of Public Works Loan – another payment due in March 2020.
- f) **It was resolved** unanimously to accept the revised the Fixed Asset Register/Insured items, totaling £35,095.00. Clerk confirmed all items were now covered at no additional premium due to the intended removal of the Edney Common play equipment.
- g) Clerk to review current storage options with Microsoft Office.
- h) Council considered 3 grant applications. **It was resolved** unanimously as follows:
 - £504 to be granted to the RCCE in respect of The Highwood hub hall hire costs.
 - Applications from St. Paul's Church - printing charges for 2019 - £1142.70 awarded. Printing charges for 2020 - £600 awarded at present, the condition that the printing costs are compared to ensure best value. Council will consider the grant again at a future date. Churchyard maintenance 2020 - £600 awarded.
 - An application from Barrow Farm was deferred due to financial information required.
- i) Councillors reviewed and approved the following payments made/to be made:

Paid: A/C 20258735

10.1.20 NEXT Clerks Pension	D/D	33.53	
16.1.20 Parish Notice Board Company – 50%	BACS	660.00	110.00
16.1.20 Fusion Technology Microsoft Office 365	BACS	11.40	1.90
16.1.20 Highwood Village Hall – Hire Fees	BACS	152.00	
21.1.20 K. Kuderovitch Working from Home Allowance	BACS	40.00	
21.1.20 K. Kuderovitch Salary January 2020	BACS	305.45	
21.1.20 HMRC Tax/NIC	BACS	92.00	
23.1.20 NEST Clerks Pension	BACS	27.84	
30.1.20 Sovereign Play Deposit Play Equipment 20%	BACS	2400.00	400.00
7.2.20 Zurich Municipal – Insurance additions	BACS	65.99	
7.2.20 Fusion Technology Microsoft Office 365	BACS	11.40	1.90
10.2.20 Top to Toe – Xmas Tree	BACS	95.00	

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	10.2.20 K. Kuderovitch – Printer Cartridges	BACS	109.18	18.20
	11.2.20 FH Brundle – Fencing for Play Area	BACS	7241.90	1206.98
	12.2.20 Public Works Loan	D/D	1572.67	
	21.2.20 NEXT Clerks Pension	D/D	27.84	
	25.2.30 HMRC Tax & NIC	BACS	76.40	
	25.2.20 K. Kuderovitch February Salary	BACS	305.45	
	25.2.20 K. Kuderovitch Working from Home Allowance	BACS	40.00	
	TOTAL		13,268.05	1,738.98
	Bank Transfers:			
	20.1.20 from 20258887 Projects to Main Account		8000.00	
	20.1.20 from 20258887 Projects to Main Account		2000.00	
	20.1.20 from 20258887 Projects to Main Account		660.00	
	20.1.20 from 20258887 Projects to Main Account		7241.90	
	Income			
	3.2.20 Garage Rents x 3		142.26	
	17.2.20 West Hanningfield Parish Council – storage boxes	BACS	43.18	
	TOTAL		185.44	
	Unity Bank Account 20258735 as at 28th Feb 2020 = £15,443.21			
	Unity Bank Account 20258887 as at 28th Feb 2020 = £50,787.30			
20/20.	<p>Planning 20/00181/FUL Address: Schoolfield Cottage Radley Green Road Highwood Chelmsford Description of works: Proposed new entrance gates PC: No comments. Councillors were offered to share any other planning related information.</p>			
21/20.	<p>General Village Items/Information</p> <ul style="list-style-type: none"> • Streetlighting not functioning, bus shelter maintenance. Clerk to report streetlight again & seek quotes for bus shelter maintenance – Ingatestone Road. • Spring 2020 Litter Pick – Sunday 29th March 2020 – 10am – midday. Arrangements finalized & budget agreed of approx. £50 for refreshments. • In-House Training – April 2020 dates to be sent from the Clerk • Parish Councillor new email addresses in line with GDPR – some Councillors reported ongoing issues with the set up. • Highwood Parish News- Clerk relayed a suggestion of Councillor profiles which was agreed. Clerk requested to seek printing quotations for the newsletter to ensure best value. • Clerk/Councillors were offered the opportunity to share any further information <ul style="list-style-type: none"> - Cllr. Horsnell reported bollards removed from a Bridleway (Old Barn Lane) – Clerk to report. 			

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22/20. **THE FOLLOWING ITEM WAS CONFIDENTIAL – COUNCILLORS TOOK A VOTE TO EXCLUDE PRESS & PUBLIC.**

- Land at Radley Green. *It was resolved* unanimously to arrange a meeting.
- Sale of Garages. *It was resolved* unanimously to write to current renters.

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