



HIGHWOOD PARISH COUNCIL



8th January 2020

The Public and Press are invited (Public Bodies Admission to Meetings Act 1960) and all Councillors are summoned, to attend the forthcoming meeting of Highwood Parish Council, where the under-mentioned business is proposed to be transacted.

Karen Kuderovitch – Clerk to the Council

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

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

AGENDA



A decision to be made



Expenditure decision

1/20.	Declaration of Interests All Members to be 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.
2/20.	Apologies for Absence 🍷 A vote to be taken to accept apologies and the reasons submitted.
3/20.	Minutes 🍷 The Minutes of the Parish Council Meeting of 18 th November 2019 to be approved and signed.
4/20.	Public Forum The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
5/20.	Adoption of Policies 🍷 <ul style="list-style-type: none"> GDPR Privacy Policy
6/20.	Review of Community Projects/Action Plan 🍷 📱 <ul style="list-style-type: none"> Fencing & gates at play area – Councillors to review quotes submitted and consider expenditure. Additional Play Equipment – Councillors to review quotes submitted for a play tower and a slide and consider expenditure. Replacement of Notice Boards – Councillors to review quotes submitted and consider expenditure. Christmas Tree – Highwood Village Hall – review. Edney Common – future use.

Clerk: Mrs K. Kuderovitch. Postal Address: Springfields, Crows Lane, Woodham Ferrers, Essex CM3 8RR. Clerks Telephone (Thursdays & Fridays 9am – 1pm) 01245 842953

email: clerk@highwoodpc.org. www.highwoodpc.org





HIGHWOOD PARISH COUNCIL



	<ul style="list-style-type: none"> • Mobile Security 									
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 Wyses Road, Highwood – Carriageway Hatching. • 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 Nov 2019. • 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. • LCHE???? Ingatestone Road – Speeding/dangerous unsigned bends, poor sight lines - A new submission has been made awaiting allocation number. 									
8/20.	<p>Finance 👍 📄</p> <ol style="list-style-type: none"> a) Clerk to present Bank Reconciliations from 1.12.19 to date for signature. b) Clerk to present Bank Statements for end Nov/Dec 19 for signature. c) Project Allocations to be reviewed. d) Council to consider appointing Payroll service provider and agree associated cost. e) Appointment of Internal Audit for financial year 20/21. f) Councillors to review and approve the following payments made/to be made: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Paid: A/C 20258735</td> </tr> <tr> <td style="width: 60%;"></td> <td style="width: 20%;">METHOD</td> <td style="width: 20%;">AMOUNT</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">VAT</td> </tr> </table>	Paid: A/C 20258735				METHOD	AMOUNT			VAT
Paid: A/C 20258735										
	METHOD	AMOUNT								
		VAT								

Clerk: Mrs K. Kuderovitch. Postal Address: Springfields, Crows Lane, Woodham Ferrers, Essex CM3 8RR. Clerks Telephone (Thursdays & Fridays 9am – 1pm) 01245 842953

email: clerk@highwoodpc.org. www.highwoodpc.org





HIGHWOOD PARISH COUNCIL



	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	
	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.	<p>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. Clerk to hand out updated Planning Document.</p>			
10/20.	<p>General Village Items/Information</p> <ul style="list-style-type: none"> • Spring 2020 Litter Pick • EALC – Unauthorised Encampment Briefing 5th Feb 2020. • Highways Issues. • Sale of Garages. • Parish Councillor new email addresses in line with GDPR. • Highwood Parish News • Review of Rospa Report for playground. • Clerk/Councillors to be offered the opportunity to share any further information. 			
11/20.	<p>THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS & PUBLIC. Land at Radley Green.</p>			

Clerk: Mrs K. Kuderovitch. Postal Address: Springfields, Crows Lane, Woodham Ferrers, Essex
 CM3 8RR. Clerks Telephone (Thursdays & Fridays 9am – 1pm) 01245 842953

email: clerk@highwoodpc.org. www.highwoodpc.org

