



# HIGHWOOD PARISH COUNCIL

10<sup>th</sup> March 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 Annual Parish Council Meeting will be held on Monday 15<sup>th</sup> June 2020 @ 7.30pm

**THIS MEETING WILL BE HELD VIA ZOOM – PLEASE CONTACT THE CLERK FOR LOGIN DETAILS**

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

## AGENDA

 **A decision to be made**  **Expenditure decision**

23/20.	<b>Election of the Chairman</b>  Councillors wishing to stand to make it known, a vote to be taken & the Declaration of Acceptance of Office to be sent for signature by the Clerk.
24/20.	<b>Declaration of Interests</b> 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.
25/20.	<b>Apologies for Absence</b>  A vote to be taken to accept apologies and the reasons submitted.
26/20.	<b>Election of the Vice Chairman</b>  Councillors wishing to stand to make it known, a vote to be taken.
27/20.	<b>Appointment of Committee Representatives:</b> <ul style="list-style-type: none"> <li>• Personnel Committee (including Chairman)</li> <li>• Council to consider any other representatives required</li> </ul>
28/20.	<b>Minutes</b>  The Minutes of the Parish Council Meeting of 9 <sup>th</sup> March 2020 to be approved and signed.
29/20.	<b>Public Forum</b> The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
30/20.	<b>Resignation/Parish Councillor Vacancies</b> Clerk to report.
31/20.	<b>Highwood Village Hall/New footpath</b>

Clerk: Mrs K. Kuderovitch. Postal Address: Springfields, Crows Lane, Woodham Ferrers, Essex  
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	The Chairman of the Village Hall to give feedback on the 3 suggested options for the new footpath at the hall.																																																																	
32/20.	<b>Adoption/Revision of Policies</b> 👍 <ul style="list-style-type: none"> <li>• Minor Complaints Policy</li> <li>• Remote Meetings Policy</li> </ul>																																																																	
33/20.	<b>Review of Community Projects/Action Plan</b> 👍 📅 Council to review the Action Plan document.																																																																	
34/20.	<b>Parish Council June Annual Report</b> 👍 📅 Clerk to report & Councillors to consider publishing a report and associated costs.																																																																	
35/20.	<b>Essex County Council Highways Issues.</b> Councillors to discuss any further highways issues.																																																																	
36/20.	<b>Finance</b> 👍 📅 <ol style="list-style-type: none"> <li>Clerk to present Bank Reconciliation for end of March, April &amp; May 2020.</li> <li>Clerk to present Quarterly Budget Reviews for 4<sup>th</sup> Quarter 2019-2020.</li> <li>Clerk to present Bank Statements for end Mar/Apr/May 20 for agreement.</li> <li>Clerk to report on Information Commissioners Office registration.</li> <li>Clerk to report on Internal Audit.</li> <li>Project Allocations to be reviewed.</li> <li>Council to consider 3 quotations received for the creation of a new footpath at the Highwood Village Hall.</li> <li>Council to agree the Fixed Asset Register/Insured items.</li> <li>Councillors to review and approve the following payments made/to be made:</li> </ol> <table border="1" data-bbox="259 1155 1542 1743"> <thead> <tr> <th colspan="5">Paid: A/C 20258735</th> </tr> <tr> <th></th> <th></th> <th>METHOD</th> <th>AMOUNT</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>20.3.20</td> <td>Clerks Salary &amp; Pension</td> <td>BACS</td> <td>CONFIDENTIAL</td> <td></td> </tr> <tr> <td>25.3.20</td> <td>Public Works Loan</td> <td>D/D</td> <td>5169.08</td> <td></td> </tr> <tr> <td>30.3.20</td> <td>EALC/NALC Annual Fee</td> <td>BACS</td> <td>214.33</td> <td></td> </tr> <tr> <td>31.3.20</td> <td>Highwood Parochial Church Council – Grant Churchyard Maintenance 2020</td> <td>BACS</td> <td>600.00</td> <td></td> </tr> <tr> <td>31.3.20</td> <td>Highwood Parochial Church Council – Grant Newsletter Printing Costs 2020</td> <td>BACS</td> <td>600.00</td> <td></td> </tr> <tr> <td>31.3.20</td> <td>Highwood Parochial Church Council – Grant Printing Charges 2019</td> <td>BACS</td> <td>1142.70</td> <td></td> </tr> <tr> <td>31.3.20</td> <td>Unity Bank Service Charge</td> <td>BACS</td> <td>18.00</td> <td></td> </tr> <tr> <td>6.4.20</td> <td>Fusion Technology Microsoft Office 365</td> <td>BACS</td> <td>11.40</td> <td></td> </tr> <tr> <td>6.4.20</td> <td>DR Wallace – Grounds Maintenance</td> <td>BACS</td> <td>93.00</td> <td></td> </tr> <tr> <td>22.4.20</td> <td>Clerks Salary &amp; Pension</td> <td>BACS</td> <td>CONFIDENTIAL</td> <td></td> </tr> <tr> <td>13.5.20</td> <td>Sovereign Play – Balance of 80% for Play Tower &amp; Slide</td> <td>BACS</td> <td>9600.00</td> <td></td> </tr> </tbody> </table>	Paid: A/C 20258735							METHOD	AMOUNT	VAT	20.3.20	Clerks Salary & Pension	BACS	CONFIDENTIAL		25.3.20	Public Works Loan	D/D	5169.08		30.3.20	EALC/NALC Annual Fee	BACS	214.33		31.3.20	Highwood Parochial Church Council – Grant Churchyard Maintenance 2020	BACS	600.00		31.3.20	Highwood Parochial Church Council – Grant Newsletter Printing Costs 2020	BACS	600.00		31.3.20	Highwood Parochial Church Council – Grant Printing Charges 2019	BACS	1142.70		31.3.20	Unity Bank Service Charge	BACS	18.00		6.4.20	Fusion Technology Microsoft Office 365	BACS	11.40		6.4.20	DR Wallace – Grounds Maintenance	BACS	93.00		22.4.20	Clerks Salary & Pension	BACS	CONFIDENTIAL		13.5.20	Sovereign Play – Balance of 80% for Play Tower & Slide	BACS	9600.00	
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	13.5.20	Chris Bailey – Installation of new fencing to play area	BACS	2250.00	
	20.5.20	Clerks Salary & Pension	BACS	CONFIDENTIAL	
	1.6.20	Chris Bailey – Additional car parking at play area (87 sq. metres)	BACS	6,912.00	
	3.6.20	CVS Services – Refurbishment of Notice Boards	BACS	300.00	
	4.6.20	K. Kuderovitch – Expenses Toner	BACS	55.99	
	4.6.20	D.R. Wallace – Grounds Maintenance	BACS	209.00	
	4.6.20	D.R. Wallace – Grounds Maintenance	BACS	211.00	
	<b>Income</b>				
	1.4.20	Garage Rent	D/D	47.72	
	1.4.20	Garage Rent	D/D	47.42	
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	27.4.20	Chelmsford City Council 50% Precept	BACS	15,925.50	
	1.5.20	Garage Rent	D/D	47.72	
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	<b>Unity Bank Account 20258735 as at 31<sup>st</sup> May 2020 = £10,429.14</b>				
	<b>Unity Bank Account 20258887 as at 31<sup>st</sup> May 2020 = £50,844.10</b>				
37/20.	<b>Planning</b> Councillors to be offered to share any planning related information.				
38/20.	<b>General Village Items/Information</b> <ul style="list-style-type: none"> <li>• Streetlighting not functioning.</li> <li>• In-House Training</li> <li>• Highwood Parish News</li> <li>• Clerk/Councillors to be offered the opportunity to share any further information</li> </ul>				
39/20.	<b>THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS &amp; PUBLIC.</b> <ul style="list-style-type: none"> <li>• Land at Radley Green.</li> <li>• Sale of Garages.</li> </ul>				
40/20.	<b>Personnel Committee</b> Chairman to report.				

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