



HIGHWOOD PARISH COUNCIL

17th November 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 23rd November 2020 @ 7.30pm

THIS MEETING WILL BE HELD VIA ZOOM/PHONE

Meeting ID: 954 446 4385

Passcode: 0GbCgT

Dial by your location:

0330 088 5830 United Kingdom

0131 460 1196 United Kingdom

0203 481 5237 United Kingdom

Meeting ID: 954 446 4385

Passcode: 318760

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

AGENDA



A decision to be made



Expenditure decision

64/20.	Declaration of Interests/Recording at Meetings 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. Councillors/Members of the Public to declare their intention to record the Meeting.
65/20.	Apologies for Absence A vote to be taken to accept apologies and the reasons submitted.
66/20.	Minutes The Minutes of the Parish Council Meeting of 14 th September 2020 to be approved and signed.
67/20.	Public Forum The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
68/20.	Review of Policies <ul style="list-style-type: none"> • Standing orders • Code of Conduct • E-mail Policy • Financial Regulations

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	<ul style="list-style-type: none"> • Retention Policy • Safeguarding Policy • Equality & Diversity 																																																																																																																			
69/20.	<p>Review of Community Projects/Action Plan 🍷 📱</p> <p>To include:</p> <ul style="list-style-type: none"> • Review the responses from survey re use of Edney Common play area. • Review of the status of the Garage forecourt project. • Schedule of the erection of the Christmas Tree at the Village Hall. • To consider a consultation on CCTV/ANPR project. • To promote the vacant Councillor positions. 																																																																																																																			
70/20.	<p>Finance 🍷 📱</p> <p>a) Clerk to present Bank Reconciliation/Bank Statements for end of September/October 2020.</p> <p>b) Councillors to review 1st & 2nd Quarter Budget Review for 20/21.</p> <p>c) Project Allocations to be reviewed & if necessary, virements made.</p> <p>d) Clerk to report on status of the PFK Littlejohn External Audit.</p> <p>e) Council to consider joining Zoom on an annual basis @ £119.90.</p> <p>f) The Financial Report from the Clerk to be reviewed and a decision to be made on the Precept submission to Chelmsford City Council for the Precept for the financial year 21-22 due by 4th January 2021.</p> <p>g) Councillors to review and approve the following payments made/to be made – to be reported at the meeting.</p> <table border="1"> <thead> <tr> <th colspan="5">Expenditure</th> </tr> <tr> <th>Date</th> <th>Payment to/reason</th> <th>Method</th> <th>Amount</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>16.9.20</td> <td>NEST Clerks Pension - Sept</td> <td>D/D</td> <td>confidential</td> <td></td> </tr> <tr> <td>21.9.20</td> <td>Clerks Salary & TAX/NIC – Sept 2020</td> <td>BACS</td> <td>confidential</td> <td></td> </tr> <tr> <td>25.9.20</td> <td>Public Works Loan – repayment</td> <td>D/D</td> <td>5,169.08</td> <td></td> </tr> <tr> <td>30.9.20</td> <td>Unity Bank Service Charge</td> <td>D/D</td> <td>18.00</td> <td></td> </tr> <tr> <td>2.10.20</td> <td>Mayor Cuttle – Payroll Services</td> <td>BACS</td> <td>90.00</td> <td></td> </tr> <tr> <td>2.10.20</td> <td>RCCE – Highwood Hub Grant</td> <td>BACS</td> <td>504.00</td> <td></td> </tr> <tr> <td>9.10.20</td> <td>NEST Clerks Pension – Oct</td> <td>D/D</td> <td>confidential</td> <td></td> </tr> <tr> <td>21.10.20</td> <td>Clerks Salary & TAX/NIC – Oct 2020</td> <td>BACS</td> <td>confidential</td> <td></td> </tr> <tr> <td>6.11.20</td> <td>Fusion Technology</td> <td>BACS</td> <td>11.40</td> <td>1.90</td> </tr> <tr> <td>6.11.20</td> <td>DR Wallace</td> <td>BACS</td> <td>180.00</td> <td></td> </tr> <tr> <td>6.11.20</td> <td>K. Kuderovitch – Zoom x 3 months</td> <td>BACS</td> <td>43.17</td> <td>7.20</td> </tr> <tr> <th colspan="5">Income</th> </tr> <tr> <td>28.9.20</td> <td>CCC 50% Precept 20/21</td> <td>BACS</td> <td>15,925.50</td> <td></td> </tr> <tr> <td>1.10.20</td> <td>Garage Rent</td> <td>BACS</td> <td>47.42</td> <td></td> </tr> <tr> <td>1.10.0</td> <td>Garage Rent</td> <td>BACS</td> <td>47.42</td> <td></td> </tr> <tr> <td>1.10.20</td> <td>Garage Rent</td> <td>BACS</td> <td>47.72</td> <td></td> </tr> <tr> <td>2.11.20</td> <td>Garage Rent</td> <td>BACS</td> <td>47.42</td> <td></td> </tr> <tr> <td>2.11.20</td> <td>Garage Rent</td> <td>BACS</td> <td>47.42</td> <td></td> </tr> <tr> <td>2.11.20</td> <td>Garage Rent</td> <td>BACS</td> <td>47.72</td> <td></td> </tr> <tr> <td>To be paid</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>23.11.20</td> <td>Karen Kuderovitch – Zoom 3 months</td> <td>BACS</td> <td>43.17</td> <td>7.20</td> </tr> </tbody> </table>	Expenditure					Date	Payment to/reason	Method	Amount	VAT	16.9.20	NEST Clerks Pension - Sept	D/D	confidential		21.9.20	Clerks Salary & TAX/NIC – Sept 2020	BACS	confidential		25.9.20	Public Works Loan – repayment	D/D	5,169.08		30.9.20	Unity Bank Service Charge	D/D	18.00		2.10.20	Mayor Cuttle – Payroll Services	BACS	90.00		2.10.20	RCCE – Highwood Hub Grant	BACS	504.00		9.10.20	NEST Clerks Pension – Oct	D/D	confidential		21.10.20	Clerks Salary & TAX/NIC – Oct 2020	BACS	confidential		6.11.20	Fusion Technology	BACS	11.40	1.90	6.11.20	DR Wallace	BACS	180.00		6.11.20	K. Kuderovitch – Zoom x 3 months	BACS	43.17	7.20	Income					28.9.20	CCC 50% Precept 20/21	BACS	15,925.50		1.10.20	Garage Rent	BACS	47.42		1.10.0	Garage Rent	BACS	47.42		1.10.20	Garage Rent	BACS	47.72		2.11.20	Garage Rent	BACS	47.42		2.11.20	Garage Rent	BACS	47.42		2.11.20	Garage Rent	BACS	47.72		To be paid					23.11.20	Karen Kuderovitch – Zoom 3 months	BACS	43.17	7.20
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	23.11.20	Earth Anchors x 2 incirped benches (payment after delivery)	BACS	1730.00	288.40
Unity Bank Account 20258735 as at 31st October 2020 = £20,019.27 Unity Bank Account 20258887 as at 31st October 2020 = £39, 440.46					
71/20.	<p>Planning Reference: 20/01636/FUL Address: Land North of New Barnes Cottages Ingatestone Road Highwood Chelmsford Description of works: Retrospective application for the construction of new stable building with tack room, hay storage room, foals rearing area, (Altered scheme to that previously approved under application 19/01585/FUL).</p> <p>Reference: 20/01624/FUL Address: Wellington Cottage Cooksmill Green Highwood Chelmsford Description of works: Two storey rear extension</p> <p>Reference: 20/01590/LBC Address: Wellington Cottage Cooksmill Green Highwood Chelmsford Description of works: Two storey rear extension to existing dwelling</p> <p>Notification of formal consultation on Writtle Neighbourhood Plan</p> <p>(Regulation 14, Town and Country Planning, England, Neighbourhood Planning Regulations)</p> <p>Councillors to be offered to share any planning related information. Clerk to produce a Planning report for 2020.</p>				
72/20.	<p>General Village Items/Information</p> <ul style="list-style-type: none"> • Wildlife signage. • Public Consultation & Public Sector Surveys. • Review of web site. • Agreement of Meetings for 2021. • Christmas office closure. • Clerk/Councillors to be offered the opportunity to share any further information/suggestions. 				
73/20.	<p>THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS & PUBLIC.  </p> <p>Review of grounds maintenance contract.</p>				

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