



HIGHWOOD PARISH COUNCIL

MINUTES of the Annual Parish Council Meeting held on Monday 15th June 2020 @ 7.30pm

THIS MEETING WAS HELD VIA ZOOM

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

In attendance:

Cllr. D. Cameron (Chair)	Cllr. C. Sargeant	Cllr. J. Aldridge (ECC)
Cllr. P. Latham (Vice Chair)	Cllr. A. Mitchell	Karen Kuderovitch - Clerk



A decision made



Expenditure decision

23/20.	Election of the Chairman 👍 Cllr. D. Cameron made it known he wished to stand as Chairman. No other Councillors offered to take the position. It was resolved unanimously that Cllr. David Cameron be elected Chairman. The Clerk to e-mail the Declaration of Acceptance of Office for signature by the Chairman/Clerk.
24/20.	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 offered members the opportunity to declare any interests and note them. None declared.
25/20.	Apologies for Absence 👍 Cllr. T.Horsnell – working – Cllr. Nicolette Chambers (ECC) unavailable via Zoom. A vote to was taken to unanimously accept apologies and the reasons submitted.
26/20.	Election of the Vice Chairman 👍 Cllr. Peter Latham made it known he wished to stand as Vice Chairman. No other Councillors offered to take the position. It was resolved unanimously that Cllr. Peter Latham be elected as Vice-Chairman. The Clerk to e-mail the Declaration of Acceptance of Office for signature by the Vice-Chairman/Clerk.
27/20.	Appointment of Committee Representatives: <ul style="list-style-type: none"> Personnel Committee (including Chairman). It was resolved unanimously that Cllr. David Cameron be appointed as the Chairman, with Cllr. Latham & Cllr. Sergeant as members of the Committee.
28/20.	Minutes 👍 The Minutes of the Parish Council Meeting of 9 th March 2020 were approved and signed.
29/20.	Public Forum The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. Cllr. John Aldridge reported the following:

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	<ul style="list-style-type: none">• Regular updates being sent including parks/recycling & Covid 19 restrictions.• ECC have a major deficit (£108 million) caused partly by assisting village halls and other major projects.• Cllr. Aldridge offered the Parish Council the funding opportunity to report any footway defects in desperate need of repair.• Speed Awareness courses to be administered virtually.• Highways issues – area opposite the local school & suggestion for improvements to visibility discussed, current lay out compromises traffic using the school.
30/20.	Resignation/Parish Councillor Vacancies Clerk reported the unfortunate loss of Cllr. Steve Maclean & this meant there were 2 vacancies on the Parish Council. Clerk suggested promoting the vacancies locally.
31/20.	Highwood Village Hall/New footpath The Chairman of the Village Hall gave feedback on the 3 suggested options for the new footpath at the hall, giving the preferred contractor to complete the works & requested the project be funded by the Parish Council. <i>It was resolved</i> unanimously for the PC to fund the project.
32/20.	Adoption/Revision of Policies 👍 <ul style="list-style-type: none">• Minor Complaints Policy – <i>it was resolved</i> unanimously to adopt.• Remote Meetings Policy - <i>it was resolved</i> unanimously to adopt.
33/20.	Review of Community Projects/Action Plan 👍 📄 Council reviewed the Action Plan document. Clerk to publish on the web site. Clerk to consult with residents in connection with removal of play equipment at Edney Common and the return of the area to Woodland. The Chairman reported support for the removal from a resident. <i>It was resolved</i> unanimously for the Clerk to obtain quotations for the next meeting for the replacement of the area in front of the garage at Sparrows Close. <i>It was resolved</i> unanimously for the Clerk to seek CCTV quotes & a report for the next meeting.
34/20.	Parish Council June Annual Report 👍 📄 Clerk suggested compiling a June Annual Report to be issued to all residences in the Parish. After discussion, <i>it was resolved</i> unanimously to trial a June Annual Report & ask if it could be distributed with the Highwood Parish News. Clerk to send an example & create the report. <i>It was resolved</i> to accept the approximate printing costs of £200.
35/20.	Essex County Council Highways Issues. Councillors discussed any further highways issues. None reported.
36/20.	Finance 👍 📄 <ol style="list-style-type: none">a) Clerk reported Bank Reconciliations for end of March, April & May 2020 & these were approved.

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- b) Clerk reported Quarterly Budget Review for 4th Quarter 2019-2020 & this was approved.
- c) Clerk to reported Bank Statements for month end Mar/Apr/May 20 for agreement & these were approved.
- d) Clerk reported HPC was not registered with the Information Commissioners Office previously and a direct debit had been set up for automatic registration.
- e) Clerk reported on Internal Audit. Sent 1st June 2020 and expected to be returned in approx. 2 weeks.
- f) Project Allocations & virements were reported by the Clerk/RFO and agreed totalling £43,969.
- g) Council considered 3 quotations for the creation of a new footpath at the Highwood Village Hall. **It was resolved** unanimously to award the contract to C. Bailey @ £1,400. Clerk to liaise re removal of hedging which had mainly been completed. Thanks to be sent for the removal of the hedging.
- h) Council to agree the Fixed Asset Register – deferred. New insured items reported and the new Zurich Insurance proposal agreed at £757.89. The Clerk reported at the next renewal date cost comparison would be done. The Clerk had enquired about if an annual tree inspection was an insurance requirement.
- i) Councillors reviewed and approved the following payments made/to be made:

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	1600.00
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	

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	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	
	Income				
	1.4.20	Garage Rent	D/D	47.72	
	1.4.20	Garage Rent	D/D	47.42	
	1.4.20	Garage Rent	D/D	47.42	
	27.4.20	Chelmsford City Council 50% Precept	BACS	15,925.50	
	1.5.20	Garage Rent	D/D	47.72	
	1.5.20	Garage Rent	D/D	47.42	
	1.5.20	Garage Rent	D/D	47.42	
	1.6.20	Garage Rent	D/D	47.72	
	1.6.20	Garage Rent	D/D	47.42	
	1.6.20	Garage Rent	D/D	47.42	
	Unity Bank Account 20258735 as at 31st May 2020 = £10,429.14				
	Unity Bank Account 20258887 as at 31st May 2020 = £50,844.10				
37/20.	Planning Councillors were offered to share any planning related information. None reported.				
38/20.	General Village Items/Information <ul style="list-style-type: none"> • Streetlighting not functioning – Clerk to check the reporting. • In-House Training – would take place once Covid restrictions lifted. • Highwood Parish News – Clerk reported the newsletter was due shortly. • Clerk/Councillors were offered the opportunity to share any further information <ul style="list-style-type: none"> - Clerk reported new signs at the play area – Chairman to report on signage and Clerk to order new signs if required advising residents of current closure requirements due to Covid-19. - Cllr. Sargeant asked the Clerk to look into street lighting & if the current bulbs were on a schedule to be changed due to inefficiency. Clerk to e-mail Cllr. John Aldridge. - Cllr. Cameron reported a request from a resident in connection with notice boards. - Cllr. Latham to request overgrown hedging be addressed. 				
39/20.	THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS & PUBLIC. <ul style="list-style-type: none"> • Land at Radley Green – Clerk to write a letter explaining why meeting had not taken place. • Sale of Garages. <i>It was resolved</i> unanimously to make contact with the solicitor to pursue the sale. 				
40/20.	Personnel Committee Chairman requested a meeting – date suggested as 1st July 2020.				

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