



HIGHWOOD PARISH COUNCIL

Minutes of the Extraordinary Parish Council Meeting held on Wednesday 5th August 2020 @ 7.30pm

THIS MEETING WAS HELD VIA ZOOM

In attendance:

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

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



A decision made



Expenditure decision

41/20.	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.
42/20.	Apologies for Absence 👍 Cllr. T. Hornsell – working. A vote was taken to accept the apology – unanimous.
43/20.	Minutes 👍 The Minutes of the Parish Council Meeting of 15 th June 2020 were approved and signed.
44/20.	Public Forum The Chairman to allow a maximum of 15 Minutes for the Public to address the Council. Cllr. John Aldridge was present to report the following: <ul style="list-style-type: none"> • Works were taking place at Chalk End – chalk & aggregate extraction. • North East By-Pass – planned for 2022 & railway 2024 – virtual exhibition on the web site (https://www.essexhighways.org/highway-schemes-and-developments/highway-schemes/chelmsford-north-east-bypass.aspx) • Essex Welfare Service – Cllr. Aldridge complimented on the continuing works to tackle loneliness & isolation. • Chelmsford City Centre – cycle paths to be introduced as an 18 month exercise to encourage cycling. • Build outs at Highwood Primary School – the ECC design team were looking at making adjustments due to safety issues – Cllr. Aldridge pledged to update the Parish Council. Parish Council to send in a report of the perceived issues. • Potholes – photos to be sent to Cllr. Aldridge.

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	Cllr. Aldridge was thanked for attending the meeting.
45/20.	Footpaths Representative 🍷 Council reviewed an application from a resident for the position and it was agreed unanimously to accept the offer. Clerk to make contact & arrange PPE.
46/20.	Review of Community Projects/Action Plan 🍷 📷 Council reviewed the Action Plan document (included CCTV/ANPR/Garage forecourts).
47/20.	Finance 🍷 📷 <p>a) It was resolved unanimously to accept the Bank Reconciliation/Bank Statements for end of June 2020.</p> <p>b) It was resolved unanimously to accept the presented 1st Quarter Budget Review – 20-21.</p> <p>c) It was resolved unanimously to accept the revised Project Allocations & virements.</p> <p>d) It was resolved unanimously to accept the report from the Internal Audit and Council with the following recommendations:</p> <ul style="list-style-type: none"> • The Cashbook for the Unity Current Account should show a £43.18 receipt for the entry on the 17/02/2020 for West Hanningfield PC giving total receipts in this account of £6,148.57. Recommendation (1): Amend Cashbook as above. • Recommendation (2): To include reference to GDPR in the Council’s Risk Assessment. • Recommendation (3): Copy of P60 to be maintained in Audit File as part of year-end process. • Recommendation (4): It is a requirement to review the effectiveness of the internal audit during the year of accounts. Heelis & Lodge were appointed as Internal Auditor at a meeting held on 13 th January 2020 (Ref: 8/20e). • Recommendation (5): It is a requirement that the External Auditor’s report be reviewed at a meeting which is to be recorded in the minutes along with any actions to be taken. <p>Additional Comments/Recommendations The Annual Parish Council meeting was held on 15/05/2019 within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders. There are no additional comments/recommendations to make in relation to this audit. I would like to record my appreciation to the Clerk to the Council for the quality of documentation presented in the Audit File</p> <p>e) It was resolved unanimously to approve prove the Annual Governance Statement for 19-20 – due to PKF Littlejohn by 31st August 2020. Clerk to arrange signature by the Chairman.</p> <p>f) It was resolved unanimously to approve the figures for the Annual Accounting Statements for 19-20 – due to PKF Littlejohn by 31st August 2020. Clerk to arrange signature by the Chairman.</p> <p>g) Clerk reported VAT refund for 19-10 received on 6th July 2020 of £2,612.04.</p> <p>h) Review of Fixed Asset Register – water boiler removed. It was resolved unanimously to accept the revised figure of £59,477.00.</p> <p>i) Councillors reviewed and approved the following payments made/to be made:</p>

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Date/Payment Details	Method	Amount £	VAT
Paid A/C 20255875			
10.6.20 K. Kuderovitch – Zoom monthly payment	BACS	14.39	2.40
15.6.20 CVS Services – Maintenance	BACS	30.00	
18.6.20 Zurich Municipal – Annual Insurance Policy	BACS	590.34	
18.6.20 Parish Noticeboard Company – 50% Notice Board	BACS	660.00	110.00
19.6.20 Clerks Salary, Pension, Tax & NIC June 2020	BACS	confidential	
30.6.20 Unity Bank Service Charge	BACS	18.00	
2.7.20 Annual Report Distribution	BACS	93.33	
6.7.20 Fusion Technology Office 365	BACS		
6.7.20 K. Kuderovitch – Printer Cartridges	BACS	82.48	
6.7.20 C. Bailey – Village Hall Footpath	BACS	1400.00	
6.7.20 S. Maclean – Web Site Hosting – Annual Fee	BACS	300.00	
14.7.20 K. Kuderovitch – Zoom monthly payment	BACS	14.39	
14.7.20 Zurich Municipal – addition of play items	BACS	167.55	
14.7.20 DR Wallace – Grounds Maintenance	BACS	225.00	
20.7.20 Playsafety – Annual Play Inspection	BACS	177.00	
20.7.20 Clerks Salary, Pension, Tax & NIC July 2020	BACS	confidential	
3.8.20 Information Commissioners Office – Annual Fee	D/D	35.00	
Income A/C 20255875			
1.7.20 Garage Rent	D/D	47.72	
1.7.20 Garage Rent	D/D	47.42	
1.7.20 Garage Rent	D/D	47.42	
3.8.20 Garage Rent	D/D	47.72	
3.8.20 Garage Rent	D/D	47.42	
3.8.30 Garage Rent	D/D	47.42	
TOTAL		285.12	
Income 20258887			
30.6.20 Unity Bank Interest	BACS	46.32	
6.7.20 HMRC VAT Refund	BACS	2612.04	
Bank Transfers			
10.6.20 From Unity No 2 account to Main	6912.00		
10.6.20 From Unity No 2 account to Main	2250.00		
10.6.20 From Unity No 2 account to Main	9600.00		
Unity Bank Account 20258735 as at 31st July 2020 = £17,072.82			
Unity Bank Account 20258887 as at 31st July 2020 = £34,440.46			
48/20.	Planning Councillors were offered to share any planning related information.		
49/20.	General Power of Competence 👍 <i>It was resolved</i> unanimously to adopt the GPOC following the Clerks qualification received in August 2019.		

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50/20.	General Village Items/Information <ul style="list-style-type: none">• Re-opening of Play Area – play area had been reopened with Covid-19 guidelines displayed. The well new play equipment has been well received.• June Annual Report – the Clerk & Councillors had received positive feedback. <i>It was resolved</i> unanimously to continue with the issue.• Request from members of the public – Play area at Edney Common – Cllr. Cameron reported a request to rent the area. The Clerk to send Cllr. Mitchell a questionnaire for distribution to Edney Common residents to gauge the views of the use of the land (i.e. continue as a play area/woodland).• Council Recess – <i>It was resolved</i> unanimously that Parish Council go into recess in August and shared any holiday dates.• Clerk/Councillors were offered the opportunity to share any further information. Cllr. Saergeant to complete a Councillor profile for the village news.
51/20.	THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS & PUBLIC. 🙅
52/20.	Personnel Committee Chairman reported.

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