



# HIGHWOOD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 23rd November 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
Cllr. T. Horsnell	
Karen Kuderovitch - Clerk	Cllr. J. Aldridge (ECC)

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



**A decision made**



**Expenditure decision**

64/20.	<b>Declaration of Interests/Recording at Meetings</b> 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 to members the opportunity to declare any interests and note them. <b>None declared.</b> Councillors/Members of the Public to declare their intention to record the Meeting. <b>None declared.</b>
65/20.	<b>Apologies for Absence</b> 👍 All members present.
66/20.	<b>Minutes</b> 👍 The Minutes of the Parish Council Meeting of 14 <sup>th</sup> September 2020 were approved.
67/20.	<b>Public Forum</b> The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. Cllr. J. Aldridge reported: <ul style="list-style-type: none"> <li>• Covid – the tiers for Essex would be released on Thursday 26<sup>th</sup> November.</li> <li>• Essex County Council running an initiative to take in old lap tops, refurb them and donate them to schools.</li> <li>• E-scooter pilot to be launched in Chelmsford.</li> <li>• South Essex Partnership to receive £26 million for City &amp; District Councils to support infrastructure/housing &amp; businesses to assist the economy.</li> <li>• Forestry Commission pledge to plant 375,000 trees in Essex as nationally way behind. Cllr. Aldridge asked for Council to advise if any land was available for this.</li> </ul>

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	<ul style="list-style-type: none"><li>• Build outs at the school – after discussion Cllr. Aldridge was asked to request a site visit with Highways to see what could be done as the current location was unsatisfactory.</li></ul>
68/20.	<p><b>Review of Policies</b></p> <p>The following policies were reviewed and agreed with no changes:</p> <ul style="list-style-type: none"><li>• Standing orders</li><li>• Code of Conduct</li><li>• E-mail Policy</li><li>• Financial Regulations</li><li>• Retention Policy</li><li>• Safeguarding Policy</li><li>• Equality &amp; Diversity</li></ul>
69/20.	<p><b>Review of Community Projects/Action Plan</b> 🍷 📅</p> <p>To include:</p> <ul style="list-style-type: none"><li>• The responses from survey re use of Edney Common play area – it was agreed that the overall view was that the play equipment to remain. <b>It was resolved</b> unanimously for Council to look at the current equipment with a view to purchasing new items. Clerk to revisit the play area inspection report &amp; action.</li><li>• Review of the status of the Garage forecourt project – Clerk to seek a date for the project to be commenced.</li><li>• Christmas Tree at the Village Hall – due up on Tuesday 24<sup>th</sup> November.</li><li>• Consultation on CCTV/ANPR project – the Clerk gave details of a similar project in West Hanningfield and advised she would send through information for Councillors to review.</li><li>• Vacant Councillor positions (2) – Clerk to arrange advertisements locally and through the web/Facebook &amp; Parish Magazine.</li></ul>
70/20.	<p><b>Finance</b> 🍷 📅</p> <ol style="list-style-type: none"><li>a) Clerk presented Bank Reconciliation/Bank Statements for end of September/October 2020 which were agreed.</li><li>b) Councillors reviewed &amp; agreed the 1<sup>st</sup> &amp; 2<sup>nd</sup> Quarter Budget Review for 20/21.</li><li>c) Project Allocations were reviewed &amp; agreed (£42,219).</li><li>d) Clerk reported on status of the PFK Littlejohn External Audit – Clerk to respond to a query raised.</li><li>e) <b>It was resolved</b> unanimously to join Zoom on an annual basis @ £119.90.</li><li>f) The Financial Report from the Clerk was reviewed and after discussion <b>it was resolved</b> unanimously for the Precept to be submitted for £31,851 with a 0% increase from 20/21 due by 4<sup>th</sup> January 2021 to Chelmsford City Council.</li><li>g) Councillors reviewed a Grant Application from St.Paul's Church to further fund the Parish Magazine News. <b>It was resolved</b> unanimously to grant £369.49. Councillors requested 8-10 pages in the magazine to share important information with residents. Clerk to action.</li></ol>

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- h) The Clerk reported an issue with a garage door and it was agreed to investigate and repair.
- i) Councillors reviewed and approve the following payments made/to be made – to be reported at the meeting.
- j)

<b>Expenditure</b>				
<b>Date</b>	<b>Payment to/reason</b>	<b>Method</b>	<b>Amount</b>	<b>VAT</b>
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
<b>Income</b>				
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	
<b>To be paid</b>				
23.11.20	Karen Kuderovitch – Zoom 3 months	BACS	43.17	7.20
23.11.20	Earth Anchors x 2 incirbed benches (payment after delivery)	BACS	1730.00	288.40
23.11.20	Cllr. D. Cameron – Expenses for Council items	BACS	39.88	
<b>Unity Bank Account 20258735 as at 31<sup>st</sup> October 2020 = £20,019.27</b> <b>Unity Bank Account 20258887 as at 31<sup>st</sup> October 2020 = £39, 440.46</b>				

71/20.

## Planning

**Due to rescheduling of the meeting the dates for consultee comments on Planning Applications had passed.**

**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).

**Reference: 20/01624/FUL**

Address: Wellington Cottage Cooksmill Green Highwood Chelmsford

Description of works: Two storey rear extension

**Reference: 20/01590/LBC**



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	<p>Address: Wellington Cottage Cooksmill Green Highwood Chelmsford Description of works: Two storey rear extension to existing dwelling</p> <p><b>Notification of formal consultation on Writtle Neighbourhood Plan – Clerk asked for any responses by 3<sup>rd</sup> December to be sent to her.</b></p> <p>Councillors were offered to share any planning related information..</p> <p>Clerk to produce a Planning report for 2020 &amp; email to Councillors..</p>
72/20.	<p><b>General Village Items/Information</b></p> <ul style="list-style-type: none"> <li>• Wildlife signage – Clerk to pursue permission for erection of signage &amp; locations to be agreed.</li> <li>• Public Consultation &amp; Public Sector Surveys- Clerk asked for any responses by 3<sup>rd</sup> December to be sent to her.</li> <li>• Review of web site – Clerk reported the web site had been revised and still had some work to do, the changes were welcomed by Councillors.</li> <li>• Agreement of Meetings for 2021 – schedule to be advertised.</li> <li>• Parish Council Office closure 18<sup>th</sup> December 2020 – 7<sup>th</sup> January 2021.</li> <li>• Clerk/Councillors were offered the opportunity to share any further information/suggestions. <ul style="list-style-type: none"> <li>- Cllr. Mitchell requested 3 new dog bins– Clerk to investigate associated costs.</li> <li>- After discussion <b>it was resolved</b> unanimously for a letter to be sent in connection with a number of issues, including overgrown hedging</li> </ul> </li> </ul>
73/20.	<p><b>THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS &amp; PUBLIC.</b>  </p> <p>It was resolved to award the grounds maintenance contract to DR Wallace on a 3 year term. Clerk to revise the contract with an annual amount allocated of £2,000.00</p>

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