



# HIGHWOOD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 18<sup>th</sup> January 2021 @ 7.30pm

**THIS MEETING WAS BE HELD VIA ZOOM/PHONE**

## 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 WERE SWITCHED OFF/TURNED TO SILENT MODE**

## AGENDA

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

1/21.	<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. None declared. Councillors/Members of the Public to declare their intention to record the Meeting. None declared.
2/21.	<b>Apologies for Absence</b> All Councillors present.
3/21.	<b>Minutes</b> The Minutes of the Parish Council Meeting of 23 <sup>rd</sup> November 2020 were approved.
4/21.	<b>Parish Councillor Vacancy</b> Councillors reviewed an application and, in accordance with the Co-option Policy, <b>it was resolved</b> unanimously to accept the application. Cllr. Steve Maclean to be contacted to complete the necessary forms.
5/21.	<b>Public Forum</b> The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. Cllr. J. Aldridge (ECC) shared the following information: <ul style="list-style-type: none"> <li>• Covid report on current situation in Essex and vaccination centres/statistics.</li> <li>• Laptops had been distributed by ECCC to a number of schools together with the continuation of free school meals for half term.</li> </ul>

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	<ul style="list-style-type: none"><li>• Major flooding in Essex. Councillors discussed local flooding issues/blocked drains &amp; ditches with Cllr. Aldridge and the Clerk to request assistance and send Cllr. Aldridge the details.</li><li>• The Post Office were experiencing staff shortages having an effect on postal deliveries.</li><li>• The E-Scooter 18 months trial project had been approved in Chelmsford – funded by Central Government.</li><li>• Parking &amp; safety issues were discussed near the woods at Barrow Farm as the site had become very popular over the lockdown periods. Clerk to submit a Local Highways Panel request to include a speed reduction request from 60mph – 40mph and ask Cllr. Aldridge to support.</li><li>• The traffic calming outside the Primary School was discussed and Cllr. Aldridge awaiting information from the Design Team to pursue to see if any changes could be made. Local consultation with the school/residents had taken place with the general consensus being they were sited in the wrong location.</li></ul>
6/21.	<p><b>Review of Community Projects/Action Plan for 21/22</b> 📌 📅</p> <p><b>To include:</b></p> <ul style="list-style-type: none"><li>• Consideration of new play equipment at Edney Common – <b>it was resolved</b> unanimously to survey again for ideas of the type of play equipment residents would like to see. Clerk to then obtain 3 quotations for the March meeting.</li><li>• Installation of 2 new benches at the play area behind Highwood Village Hall – the bases would be laid by end of January/early February ready for the benches to be installed at the same time as the garage forecourt project. A local user advised of the ideal location.</li><li>• Sale of garages – once the garage forecourt had been completed the Clerk would continue and make contact with the residents to pursue.</li><li>• Clerk to review and publish the updated plan.</li></ul>
7/21.	<p><b>Finance</b> 📌 📅</p> <ol style="list-style-type: none"><li>a) Clerk presented Bank Reconciliation/Bank Statements for end of November/December 2020 which were agreed. Unity Main account balance as at 31<sup>st</sup> Dec 2020 = £18,456.03. Unity Project Account balance as at 31<sup>st</sup> Dec 2021 = £39,440.46</li><li>b) Councillors reviewed &amp; agreed the 3rd Quarter Budget Review for 20/21 – Clerk reported no issues.</li><li>c) Project Allocations were reviewed &amp; agreed.</li><li>d) Councillors considered a quotation for works to the Edney Common Play Area and <b>it was resolved</b> unanimously to proceed with cleaning &amp; hedge trimming of current equipment.</li><li>e) Clerk confirmed submission of the 21/22 Precept to Chelmsford City Council.</li><li>f) Council considered purchase of new dog bins &amp; agreed locations (woods &amp; Pauls Lane). The cost of 4 bins was agreed at approx. £800. Clerk to make contact with Chelmsford City Council to request annual costs for emptying of the bins. Clerk to also seek dog fouling signage.</li></ol>

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	<p>g) Review of payments made/ to be made (to be presented at the meeting). Councillors confirmed receipt of a Finance Report. No further payments to be reported.</p>
8/21.	<p><b>Planning</b> Councillors were offered to share any planning related information. Clerk produced a Planning report for 2020/21 which was reviewed.</p>
9/21.	<p><b>General Village Items/Information</b></p> <ul style="list-style-type: none"><li>• Church Farm hedge / drainage – Councillors discussed the issues and Clerk to investigate possibilities with ECC and report back.</li><li>• Edney Common hedge adjacent to play area. Clerk to make a request to the Highways Rangers for cutting back overgrown areas.</li><li>• Edney Common road signs – Clerk to follow up the report.</li><li>• Dog Fouling Signs – Clerk to investigate cost.</li><li>• Foot Path Erosion – Clerk to investigate possibilities.</li><li>• Litter Picking Equipment – Clerk to supply Cllr. Sargeant with a set (foc).</li><li>• Cats eyes were reporting missing from Edney Common to Loves Green – Clerk to action.</li><li>• Wildlife signage – Clerk to investigate further.</li><li>• Street Lighting – Clerk to investigate (opposite Cedar House).</li><li>• Footpaths – it was reported the paths opposite the village hall were in poor condition – Clerk to investigate &amp; report.</li><li>• Pavement defects in Sparrows Close – Clerk to chase.</li><li>• Highwood Newsletter – the Clerk reported that the Parish Council had been granted 8 pages but at additional cost. Councillors discussed this and in view of the fact the Parish Council funds the printing of the Newsletter an agenda item would be set for the Parish Council to consider issuing their own quarterly newsletter with a wide range of useful Council related information.</li><li>• Clerk/Councillors were be offered the opportunity to share any further information/suggestions.</li></ul>

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