



HIGHWOOD PARISH COUNCIL

11th March 2021.

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 15th March 2021 @ 7.30pm

THIS MEETING WILL BE HELD VIA ZOOM/PHONE

Meeting ID: 713 917 0239

Passcode: 403732

THE CHAIRMAN TO REQUEST MOBILE PHONES ARE SWITCHED OFF/TURNED TO SILENT MODE & REMOTE MEETING POLICY ADHERED TO

AGENDA

A decision to be made **Expenditure decision**

10/21.	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.
11/21.	Apologies for Absence A vote to be taken to accept apologies and the reasons submitted.
12/21.	Minutes The Minutes of the Parish Council Meeting of 23 rd November 2020 to be approved and signed.
13/21.	Parish Councillor Vacancy Councillors to review any application received and in accordance with the Co-option Policy, consider and vote.
14/21.	Public Forum The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
15/21.	Cllr. J. Aldridge – Essex County Council Cllr. Aldridge to report.
16/21.	Review of Community Projects/Action Plan for 21/22 Council to review the revised document & council to agree comments in respect of LCHE162038.

Clerk: Mrs K. Kuderovitch. Postal Address: Springfields, Crows Lane, Woodham Ferrers, Essex CM3 8RR. Clerks Telephone 01245 842953

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17/21.	Review of Policies/Delegation of powers 🇬🇧 a) Standings Orders b) GDPR Policy c) Media Policy d) Safeguarding Policy e) Retention Policy f) Reserves Policy g) Grant Policy h) GDPR Policy i) Training Policy j) Reserves Policy k) Code of Conduct l) Equality & Diversity m) Financial Regulations n) Scheme of Delegation (Planning)
18/21.	Finance 🇬🇧 📷 a) Clerk to present Bank Reconciliation/Bank Statements for end of January/February 2021. b) Clerk to report on projected end of year balances for Unity Accounts. c) Project Allocations to be reviewed & if necessary, virements made. d) Councillors to consider 3 quotations to install new play equipment to the Edney Common Play Area. e) Councillors to consider grant applications for St. Paul's churchyard maintenance (£600) & magazine printing costs (£1,200). f) Council to appoint Internal Auditor for 20/21. g) Review of payments made/ to be made (to be presented at the meeting):
19/21.	Local Council Award Scheme 🇬🇧 📷 Council to resolve: That it publishes online: (a) the Parish Council had achieved items 1 – 15 of the Foundation Level and that all documentation relating to these items can be found of the Parish Council website: 1. Standing Orders & Financial Regulations 2. Code of Conduct 3. Publication Scheme 4. The last Annual Return 5. Transparent Information about Council Payments 6. A calendar showing all meetings 7. Minutes 8. Current Agendas 9. The Budget & Precept information 10. Complaints Procedure 11. Council Contact details 12. Action Plan

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	<p>13. Evidence of Consulting the Community 5 14. Publicity Advertising Council Activities 15. Evidence of Participating in Town and Country Planning The council also to confirm that it has: (b) the following items of the Foundation Level have been achieved:</p> <ul style="list-style-type: none">• A Risk Management scheme• A Register of Assets• Contracts for all members of staff• Up-to-date insurance policies that mitigate risks to public money• Disciplinary and Grievance Procedure• A Training Policy• A Record of all training• The Clerk has achieved 12 CPD points in the last year. <p>Council to resolve to agree the fees associated with the application (£100).</p>
20/21.	<p>Planning 📌 21/00250/FUL Address: 1 Portland Cottages Chelmsford Road Blackmore Ingatstone Description of works: Demolition of existing stable & storage buildings. Construction of one single-storey dwellinghouse with associated new formation of access, parking & landscaping. (Resubmission following refused scheme 19/01069/FUL).</p> <p>21/00379/CLEUD Address: Valdez Highwood Road Edney Common Chelmsford Description of works: Occupation of dwelling Valdez, in breach of occupancy condition regarding employment in agriculture.</p> <p>21/00328/FUL Address: Valdez Highwood Road Edney Common Chelmsford Description of works: Side & rear 2 storey extensions, front porch extensions, front dormer, monopitch roof over new & existing dormer</p> <p>Councillors to be offered to share any planning related information. Clerk to produce a Planning report for 2020/2021.</p>
21/21.	<p>General Village Items/Information</p> <ul style="list-style-type: none">• Wildlife signage/escaping• Highwood Newsletter – Clerk to relay a response.• Bus stop road markings within 30ft.• Speeding through the village• Tree donations to Edney Common• Parish Council Newsletter – consideration of a quarterly/6 monthly newsletter• Recording meetings to put on the website• Clerk/Councillors to be offered the opportunity to share any further information/suggestions.

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