



HIGHWOOD PARISH COUNCIL

27th May 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 Annual Parish Council Meeting will be held on Wednesday 2nd June 2021 @ 7.30pm
Meeting will be held in Highwood Village Hall

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**

22/21.	Election of a Chairman Councillors to vote.
23/21.	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.
24/21.	Apologies for Absence A vote to be taken to accept apologies and the reasons submitted.
25/21.	Election of a Vice Chairman Councillors to vote.
26/21.	Minutes The Minutes of the Extraordinary Parish Council Meeting of 18 th February 2021 & Minutes of 15 th March 2021 to be approved and signed.
27/21.	Public Forum The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
28/21.	Parish Councillor Vacancy/Review of No. of Councillors Councillors to review any applications received and in accordance with the Co-option Policy, consider and vote.
29/21.	Review of Committees/Parish Councillor Roles <ul style="list-style-type: none"> • Personnel Committee – Council to approved revised Terms of Reference. • Planning Representative

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

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	<ul style="list-style-type: none"> • Play Areas Representative • Footpaths & Open Spaces Representative • Press Officer • Health & Well Being Representative • Climate Change Representative • School Liaison Representative 																																																		
30/21.	<p>CCTV/ANPR</p> <p>A presentation to be given sharing options for the villages. Councillors will have the opportunity to ask questions.</p>																																																		
31/21.	<p>Review of Community Projects/Action Plan for 21/22 📄 📱</p> <p>Council to review the revised document & associated information.</p>																																																		
32/21.	<p>Finance 👍 📱</p> <p>a) Appointment of Responsible Finance Officer. b) Clerk to report on finance for 20-21. c) Clerk to present Bank Reconciliation/Bank Statements for end of April/May 2021. d) Project Allocations to be reviewed & if necessary, virements made. e) Review of Internal Audit Report for 2021 (if received). f) Council to approve the Annual Governance Statement for 20-21 – due to PKF Littlejohn by 30th June 2021. Clerk to arrange signature by the Chairman. g) Council to approve the figures for the Annual Accounting Statements for 120-21 – due to PKF Littlejohn by 30th June. Clerk to arrange signature by the Chairman. h) Review of payments made/ to be made:</p> <table border="1"> <thead> <tr> <th></th> <th>Payment to/from</th> <th>Purpose</th> <th>Amount</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>19/20.4.21</td> <td>K.Kuderovitch</td> <td>Clerks Salary NIC, Tax & Pension April 2021</td> <td>confidential</td> <td></td> </tr> <tr> <td>30.4.21</td> <td>NALC</td> <td>Local Council Award Scheme Application</td> <td>£60.00</td> <td></td> </tr> <tr> <td>11.5.21</td> <td>Highwood PCC</td> <td>Grant Churchyard Maintenance</td> <td>£600.00</td> <td></td> </tr> <tr> <td>11.5.21</td> <td>Highwood PCC</td> <td>Grant – printing of Parish Newsletter</td> <td>£1,200.00</td> <td></td> </tr> <tr> <td>11.5.21</td> <td>DR Wallace</td> <td>Grounds Maintenance</td> <td>£196.00</td> <td></td> </tr> <tr> <td>11.5.21</td> <td>EALC</td> <td>Inv. 12217 – Cllr. Training missed VAT</td> <td>£13.00</td> <td></td> </tr> <tr> <td>11.5.21</td> <td>EALC</td> <td>Inv. 12182 – Cllr. Training</td> <td>£65.00</td> <td></td> </tr> <tr> <td>11.5.21</td> <td>Fusion Technology</td> <td>Office 365 Inv 15262</td> <td>11.40</td> <td>1.90</td> </tr> <tr> <td>13/20.5/21</td> <td>K. Kuderovitch</td> <td>Clerks Salary NIC, Tax & Pension May 2021</td> <td>confidential</td> <td></td> </tr> </tbody> </table>		Payment to/from	Purpose	Amount	VAT	19/20.4.21	K.Kuderovitch	Clerks Salary NIC, Tax & Pension April 2021	confidential		30.4.21	NALC	Local Council Award Scheme Application	£60.00		11.5.21	Highwood PCC	Grant Churchyard Maintenance	£600.00		11.5.21	Highwood PCC	Grant – printing of Parish Newsletter	£1,200.00		11.5.21	DR Wallace	Grounds Maintenance	£196.00		11.5.21	EALC	Inv. 12217 – Cllr. Training missed VAT	£13.00		11.5.21	EALC	Inv. 12182 – Cllr. Training	£65.00		11.5.21	Fusion Technology	Office 365 Inv 15262	11.40	1.90	13/20.5/21	K. Kuderovitch	Clerks Salary NIC, Tax & Pension May 2021	confidential	
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	Income-Unity Main A/C				
	1.4.21	Residents	Garages Rents x 3	£142.56	
	26.4.21	CCC	50% Precept for 21/22	£15,925.50	
	4.5.21	Residents	Garages Rents x 3	£142.56	
	Income-Deposit A/C	Essex County Council	Grant – Edney Common Play Area	£350.00	
	Bank Statements				
Unity Main A/C as at 31.5.21 = £23,370.91 Unity Deposit A/C as at 31.5.21 = £24,492.46					
To be approved:					
	2.6.21	Rospa Safety	Play Inspection Report May 2021	£181.20	£30.20
33/21.	Local Council Award Scheme 🍷 📷 Clerk to report.				
34/21.	Planning 🍷 Reference: 21/00983/LBC Address: Wards Lodge Loves Green Highwood Chelmsford Description of works: Replacement of windows to the dwelling with hardwood frames and slim double glazed units. Councillors to be offered to share any planning related information.				
35/21.	General Village Items/Information <ul style="list-style-type: none"> • Review of play area inspection report. • Wildlife signage/escaping – LHP request – ideal locations. • In house training – 7th June 2021. • Highwood Newsletter – next date for submissions. • Bus stop road markings within 30ft. • Speed Indicator Device – Clerk to report. • Parish Council Annual Report. • Upgrade of bus stop near primary school. • Clerk/Councillors to be offered the opportunity to share any further information/suggestions. 				

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