



HIGHWOOD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 14th September 2020 @ 7.30pm

THIS MEETING WAS HELD VIA ZOOM

In attendance:

| | |
|------------------------------|-------------------------------|
| Cllr. D. Cameron (Chair) | Cllr. C. Sargent |
| Cllr. P. Latham (Vice Chair) | Cllr. J. Aldridge (ECC) |
| Karen Kuderovitch - Clerk | Cllr. N. Chambers (apologies) |

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

A decision to be made **Expenditure decision**

| | |
|--------|---|
| 53/20. | Declaration of Interests/Recording at Meetings 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. Councillors/Members of the Public to declare their intention to record the Meeting. |
| 54/20. | Apologies for Absence Cllr. A.Mitchell – unwell – it was resolved to accept the apology. Cllr. T. Horsnell – no apologies received. |
| 55/20. | Minutes The Minutes of the Parish Council Meeting of 5 th August 2020 were approved. |
| 56/20. | Public Forum The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. Cllr. John Aldridge shared the following information: <ul style="list-style-type: none"> • The build out by the Primary School – Cllr. Aldridge relayed he had supported the concerns surrounding the positioning to Essex County Council. • Chelmsford City Scooter Pilot Scheme - A scheme was being proposed to help reduce traffic and be able to use the cycle lanes & roads. Essential head protection must be worn. |

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

email: clerk@highwoodpc.org www.highwoodpc.org





HIGHWOOD PARISH COUNCIL

| | <ul style="list-style-type: none"> • Covid 19 – urged the Parish Council to continue to share the information to keep people safe. • Local Government White Paper – a major proposition for change – devolution. A suggestion to change to 4 combined authorities under an elected Mayor. NALC/EALC will make representations to government. A review of boundaries & lots of responsibility to developers, a possible change in Community Infrastructure Levy arrangements. • A new development at Warren Farm in Writtle. • Footpath Village Hall to Sparrows Close -Clerk to report the issues. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|----------------------|--------|----------|-----|--------------------------|--|--|--|---|------|--------------|--|--------------------------------|------|--------|-------|--|------|-------|------|---|------|--------|--|---------------|--|--|--|----------------------|------|-------|--|----------------------|------|-------|--|----------------------|------|-------|--|-----------------------|--|--|--|---|------|----------|--|
| 57/20. | <p>Essex Association of Local Councils – Local Council Award Scheme 🍷</p> <p>The Clerk requested permission to commence the preparation works in order that Highwood Parish Council could apply for the Foundation Level. It was resolved for the Clerk to proceed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 58/20. | <p>Review of Community Projects/Action Plan 🍷 📄</p> <p>Council reviewed the Action Plan document.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 59/20. | <p>Finance 🍷 📄</p> <ol style="list-style-type: none"> Clerk presented the Bank Reconciliation/Bank Statements for end of July/August 2020 and these were accepted. Project Allocations were reviewed & the following virements made: A suggestion was made for 2 benches to be sited at the play area. It was resolved to allocate £1,000 for 2 benches from the project allocation. It was resolved for a virement of £2,000 from Play area repairs to garage forecourt project. Clerk reported the PFK Littlejohn External Audit was being processed. Council considered 2 quotations for garage forecourt works in Sparrows Close. After discussion it was resolved to award the contract to Chris Bailey at a cost of £6,100 with the request that 2 bench bases were included in the price. Clerk to contact residents of Sparrows Close. The Clerk had sent via e-mail a Finance Report which was approved. Councillors reviewed and approved the following payments made/to be made: <table border="1"> <thead> <tr> <th>Date/Payment Details</th> <th>Method</th> <th>Amount £</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td colspan="4">Paid A/C 20255875</td> </tr> <tr> <td>20.8.20 Clerks Salary Tax NIC & Pension</td> <td>BACS</td> <td>confidential</td> <td></td> </tr> <tr> <td>4.9.20 Applied Image - Signage</td> <td>BACS</td> <td>293.10</td> <td>19.60</td> </tr> <tr> <td>4.9.20 Fusion Technology Office 365 x 6 months</td> <td>BACS</td> <td>68.40</td> <td>1.40</td> </tr> <tr> <td>9.9.20 DR Wallace - Grounds Maintenance</td> <td>BACS</td> <td>242.00</td> <td></td> </tr> <tr> <td colspan="4">Income</td> </tr> <tr> <td>1.9.20 – Garage Rent</td> <td>BACS</td> <td>47.74</td> <td></td> </tr> <tr> <td>1.9.20 – Garage Rent</td> <td>BACS</td> <td>47.42</td> <td></td> </tr> <tr> <td>1.9.20 – Garage Rent</td> <td>BACS</td> <td>47.42</td> <td></td> </tr> <tr> <td colspan="4">Bank Transfers</td> </tr> <tr> <td>20.8.20 From Unity Main A/C to Unity No 2 A/c</td> <td>BACS</td> <td>5,000.00</td> <td></td> </tr> </tbody> </table> | Date/Payment Details | Method | Amount £ | VAT | Paid A/C 20255875 | | | | 20.8.20 Clerks Salary Tax NIC & Pension | BACS | confidential | | 4.9.20 Applied Image - Signage | BACS | 293.10 | 19.60 | 4.9.20 Fusion Technology Office 365 x 6 months | BACS | 68.40 | 1.40 | 9.9.20 DR Wallace - Grounds Maintenance | BACS | 242.00 | | Income | | | | 1.9.20 – Garage Rent | BACS | 47.74 | | 1.9.20 – Garage Rent | BACS | 47.42 | | 1.9.20 – Garage Rent | BACS | 47.42 | | Bank Transfers | | | | 20.8.20 From Unity Main A/C to Unity No 2 A/c | BACS | 5,000.00 | |
| Date/Payment Details | Method | Amount £ | VAT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paid A/C 20255875 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20.8.20 Clerks Salary Tax NIC & Pension | BACS | confidential | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.9.20 Applied Image - Signage | BACS | 293.10 | 19.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.9.20 Fusion Technology Office 365 x 6 months | BACS | 68.40 | 1.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.9.20 DR Wallace - Grounds Maintenance | BACS | 242.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Income | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.9.20 – Garage Rent | BACS | 47.74 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.9.20 – Garage Rent | BACS | 47.42 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.9.20 – Garage Rent | BACS | 47.42 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bank Transfers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20.8.20 From Unity Main A/C to Unity No 2 A/c | BACS | 5,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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

email: clerk@highwoodpc.org. www.highwoodpc.org





HIGHWOOD PARISH COUNCIL

| | |
|--------|--|
| | Unity Bank Account 20258735 as at 31st August 2020 = £11,312.60 Unity Bank Account 20258887 as at 31st August 2020 = £39,440.46 |
| 60/20. | Planning Reference: 20/05208/TPO Address: 12 Woodland Way Highwood Chelmsford CM1 3FF Description of works: W1 - Oak x2 - located at the rear garden - Reduce the crown of the trees by 2-2.5m and remove deadwood. Smaller Oak x1 - Fell. Reason: To maintain size and shape of trees and to promote form and structure of retained trees Councillors were offered to share any planning related information. |
| 61/20. | General Village Items/Information <ul style="list-style-type: none">• Request from members of the public – benches at play area. Resolution made.• Clerk/Councillors were offered the opportunity to share any further information/suggestions.<ul style="list-style-type: none">- Memorial benches – November Agenda.- Community Speedwatch – recorded speeds of 45mph in a 30mph zone.- Illegal motobikes in the village.- An on site meeting had taken place with Cllr. Cameron & Cllr. Latham & Event Sound & Lighting to look into CCTV provision. Further information to follow.- A request for wildlife signage – November Agenda.- Councillors looked at bench options – preferred bench from Earth Anchors agreed. |
| 62/20. | THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS VOTED TO EXCLUDE PRESS & PUBLIC. 🙅 |
| 63/20. | Personnel Committee Chairman reported. |

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

email: clerk@highwoodpc.org www.highwoodpc.org

