



# HIGHWOOD PARISH COUNCIL

MINUTES of the Parish Council Meeting held on Monday 15<sup>th</sup> March 2021 @ 7.30pm

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

Cllr. D. Cameron (Chairman)	Cllr. S. Maclean	Cllr. A. Mitchell
Cllr. P. Latham (Vice Chairman)	Cllr. T. Horsnell	Cllr. C. Sargent
	Karen Kuderovitch - Clerk	

**THE CHAIRMAN REQUESTED MOBILE PHONES WERE SWITCHED OFF/TURNED TO SILENT MODE & REMOTE MEETING POLICY ADHERED TO**

**A decision made** **Expenditure decision**

10/21.	<b>Declaration of Interests/Recording at Meetings</b> 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.	<b>Apologies for Absence</b> A vote to be taken to accept apologies and the reasons submitted.
12/21.	<b>Minutes</b> The Minutes of the Parish Council Meeting of 18 <sup>th</sup> January 2021 were approved.
13/21.	<b>Parish Councillor Vacancy</b> Councillors reviewed an application. <b><i>It was resolved</i></b> unanimously to co-opt Mrs K. Latham – Pearmain as a Parish Councillor. Clerk to send the relevant documentation.
14/21.	<b>Public Forum</b> The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. 4 members of the public commented on their support for new play equipment at Edney Common Play Area. The Chairman thanked them for attending.
15/21.	<b>Cllr. J. Aldridge – Essex County Council</b> Cllr. Aldridge reported: <ul style="list-style-type: none"> <li>• To encourage everyone to adhere to Covid rules to avoid a further wave</li> <li>• Army &amp; Navy flyover – no plans at present to replace, options being considered for 2/3 years time.</li> <li>• A second grant opportunity for a share of £10,000 for a community project in next years ECC budget (apply after 1<sup>st</sup> April 2021)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Local Highways Panel – budget increased from £500,000K to £700,000K for potential schemes.</li> <li>• Possibility of a road revision at Shire Hall – pedestrian square to be created.</li> <li>• Funding to provide 600 more jobs for 16-24 year olds.</li> <li>• Community Governance Review – response required by Parish Council.</li> <li>• Pot holes – 500 repaired in January – 800 in February.</li> <li>• Traffic calming measures outside the primary school – after discussion it was resolved to request better signage and investigate the possibility of a Speed Indicator Device.</li> </ul>
16/21.	<p><b>Review of Community Projects/Action Plan for 21/22</b> 🇬🇧 📷</p> <p>Council reviewed the revised document &amp; council agreed comments in respect of LCHE162038. Clerk to as for better signage and to investigate the possibility of a Speed Indicator Device and to submit a Local Highways Panel request for 20mph outside the primary school.</p>
17/21.	<p><b>Review of Policies/Delegation of powers</b> 👍</p> <p><b><i>It was resolved</i></b> unanimously to approve the following:</p> <ol style="list-style-type: none"> <li>a) Standings Orders</li> <li>b) GDPR Policy</li> <li>c) Media Policy</li> <li>d) Safeguarding Policy</li> <li>e) Retention Policy</li> <li>f) Reserves Policy</li> <li>g) Grant Policy</li> <li>h) GDPR Policy</li> <li>i) Training Policy</li> <li>j) Reserves Policy</li> <li>k) Code of Conduct</li> <li>l) Equality &amp; Diversity</li> <li>m) Financial Regulations/RA</li> <li>n) Scheme of Delegation (Planning)</li> <li>o) Email Policy</li> <li>p) Complaints Procedure</li> <li>q) Grievance Policy</li> </ol>
18/21.	<p><b>Finance</b> 🇬🇧 📷</p> <ol style="list-style-type: none"> <li>a) Clerk presented Bank Reconciliation/Bank Statements for end of January/February 2021 which were approved.</li> <li>b) Clerk reported on projected end of year balances for Unity Accounts.</li> <li>c) Project Allocations were reviewed &amp; virements made.</li> <li>d) Councillors considered 3 quotations to install new play equipment to the Edney Common Play Area. After discussion, <b><i>it was resolved</i></b> unanimously to accept the quotation from Sovereign for a Thumper Tower @ £5,925.91 plus vat (£8,962.13) (subject to a site survey which could incur additional costs which were also approved).</li> </ol>

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- e) Councillors considered grant applications for St. Paul's churchyard maintenance (£600) & magazine printing costs (£1,200). **It was resolved** unanimously to approve the grants (conditions attached to magazine printing grant that the Parish Council have 8 pages made available for their information included in the grant).
- f) **It was resolved** unanimously to appoint Heelis & Lodge for the Internal Audit for 20/21.
- g) Approval of payments made/ to be made:

Date	Payment to	Reason	Amount	VAT
8.3.21	PKF Littlejohn	External Audit	240.00	40.00
11.3.21	Fusion	Office 365	22.80	3.80
18.3.21	Clerks Salary Tax, NIC & Pension		confidential	
22.3.21	L. Bailey	Garage Forecourt Resurfacing	6100.00	
23.3.21	Top to Toe	Poppys	40.00	
23.3.21	Top to Toe	Maintenance	227.00	
25.3.21	Public Works Loan		5169.08	
25.3.21	Earth Anchors	2 x Benches	1730.40	288.40
26.3.21	Top to Toe	Maintenance	91.00	
29.3.21	Arbutnot Latham (Sovereign)	Thumper Play Tower	8962.13	1493.69
31.3.21	Unity Bank	Service Charge	18.00	

19/21.

## Local Council Award Scheme

**It was resolved** unanimously:

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
13. Evidence of Consulting the Community 5
14. Publicity Advertising Council Activities

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	<p>15. Evidence of Participating in Town and Country Planning The council also confirmed that it has:</p> <p>(b) the following items of the Foundation Level have been achieved:</p> <ul style="list-style-type: none"> <li>• A Risk Management scheme</li> <li>• A Register of Assets</li> <li>• Contracts for all members of staff</li> <li>• Up-to-date insurance policies that mitigate risks to public money</li> <li>• Disciplinary and Grievance Procedure</li> <li>• A Training Policy</li> <li>• A Record of all training</li> <li>• The Clerk has achieved 12 CPD points in the last year.</li> </ul> <p>Council to resolve to agree the fees associated with the application (£100).</p>
20/21.	<p><b>Planning</b> 📌 <b>21/00250/FUL</b> Address: 1 Portland Cottages Chelmsford Road Blackmore Ingatestone Description of works: Demolition of existing stable &amp; storage buildings. Construction of one single-storey dwellinghouse with associated new formation of access, parking &amp; landscaping. (Resubmission following refused scheme 19/01069/FUL). PC Comments: The Parish Council strongly objects to this application:</p> <p>The National Planning Policy Framework (NPPF) and Policy DC1 seek to preserve the openness of the Green Belt. New buildings within the Green Belt are regarded as inappropriate development except where they fall within one of the prescribed purposes. Inappropriate development is, by definition, harmful to the Green Belt and should not be approved except in very special circumstances. Paragraph 145 (g) of the NPPF and Policy DC1 list the forms of development that are not considered to be appropriate. This includes the partial or complete redevelopment of previously developed sites (brownfield land), which would not have a greater impact on the openness of the Green Belt.</p> <p>The proposed dwelling by virtue of its positioning, size and scale would be visually more prominent than the existing outbuildings. Additionally the new residential use and associated paraphernalia on the site would introduce more intensive activities than the existing ancillary outbuildings. Overall the new bungalow would have a greater impact on the openness than the existing outbuildings and would cause harm to the openness of the Green Belt. The proposal would be inappropriate development which is not outweighed by very special circumstances. This would be contrary to the aims of paragraph 145g of the NPPF and policy DC1 of the Core Strategy.</p> <p>Reason 2 Paragraphs 7 and 8 of the National Planning Policy Framework (NPPF) sets out the dimensions of sustainable development: economic, social and environmental. Paragraph 11 of the NPPF sets out the approach to the presumption in favour of sustainable development. Policy CP1 of the adopted Core Strategy and Development Control Policies Development Plan Document reflects the sustainability objectives of the NPPF.</p> <p>WEB PBCS090 19/01069/FUL REFULZ</p> <p>The development is contrary to the Council's development plan. It would lie outside of any Defined Settlement and would conflict with the Council's Borough-wide spatial strategy and policies managing development in the Green Belt. The proposed development would introduce new development in currently open garden and would have a harmful impact on the natural environment.</p> <p>The principles of sustainable development are not fulfilled, and the development does not amount to sustainable development of the purposes of paragraphs 7, 8 and 11 of the Framework and Policy CP1 of the adopted Core Strategy and Development Control Policies Development Plan Document</p> <p><b>21/00379/CLEUD</b></p>

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	<p>Address: Valdez Highwood Road Edney Common Chelmsford Description of works: Occupation of dwelling Valdez, in breach of occupancy condition regarding employment in agriculture. <b>PC Comment: No comments</b> <b>21/00328/FUL</b></p> <p>Address: Valdez Highwood Road Edney Common Chelmsford Description of works: Side &amp; rear 2 storey extensions, front porch extensions, front dormer, monopitch roof over new &amp; existing dormer <b>PC Comment: No comments</b></p> <p>Councillors were offered to share any planning related information. Clerk to produce a Planning report for 2020/2021 &amp; email to Councillors.</p>
21/21.	<p><b>General Village Items/Information</b></p> <ul style="list-style-type: none"><li>• Wildlife signage/escaping – Clerk to investigate signage with ECC.</li><li>• Highwood Newsletter – Clerk relayed a response in connection with publishing the newsletter on the web site.</li><li>• Bus stop road markings within 30ft – Clerk to report.</li><li>• Speeding through the village – <b>it was resolved</b> unanimously for costings for a speed indicator device to be investigated.</li><li>• Tree donations to Edney Common – not required at present. Clerk to advertise the availability of free trees.</li><li>• Parish Council Newsletter – consideration of a quarterly/6 monthly newsletter – to be considered at a future meeting.</li><li>• Recording meetings to put on the website – <b>it was resolved</b> not to proceed.</li><li>• Clerk/Councillors to be offered the opportunity to share any further information/suggestions.<ul style="list-style-type: none"><li>- Street light not working Ingatestone Road – Clerk to report again.</li></ul></li></ul>

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