



HIGHWOOD PARISH COUNCIL

16th July 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 Wednesday 21st July 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**

36/21.	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 give members the opportunity to declare any interests and note them. Councillors/Members of the Public to declare their intention to record the Meeting.
37/21.	Apologies for Absence A vote to be taken to accept apologies and the reasons submitted.
38/21.	Minutes The Minutes of the Extraordinary Parish Council Meeting of 18 th February 2021 & Minutes of 2 nd June 2021 to be approved and signed
39/21.	Cllr. Mike Steel
40/21.	Public Forum The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
41/21.	Parish Councillor Vacancy Councillors to review any applications received and in accordance with the Co-option Policy, consider and vote.
42/21.	Reports from Representatives <ul style="list-style-type: none"> • School Liaison • Play Area • Environment
43/21.	Review of Community Projects/Action Plan for 21/22 Council to review the revised document & associated information. To consider: <ul style="list-style-type: none"> • Parish Council Annual Event

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	<ul style="list-style-type: none"> • Speedwatch Q&A for web site • Speedwatch tablets • Speed Indicator Device • Bus Shelter maintenance 																																																																																																														
44/21.	<p>Application to the Essex County Council Community Initiatives Fund 🇬🇧 📷</p> <p>Councillors to discuss possible expression of interest for a funding application for a community project.</p>																																																																																																														
45/21.	<p>Finance 🇬🇧 📷</p> <p>a) Clerk to present Bank Reconciliation/Bank Statements for end of June 2021. b) Confirmation of the date of the Public Rights to inspect Annual Return for 20-21. c) Confirmation of the General Power of Competence (held by the Clerk). d) Project Allocations to be reviewed & if necessary, virements made. e) 1st Quarter Budget Review to be reviewed. f) Review of Internal Audit Report for 2021. g) Clerk to report VAT claim for 20-21. h) Review of payments made/ to be made:</p> <table border="1"> <thead> <tr> <th>20258735</th> <th>Payment to/from</th> <th>Purpose</th> <th>Amount</th> <th>VAT</th> </tr> </thead> <tbody> <tr><td>28.5.21</td><td>ICO</td><td>Annual Subscription</td><td>35.00</td><td></td></tr> <tr><td>2.6.21</td><td>NEST</td><td>Clerks Pension</td><td>35.80</td><td></td></tr> <tr><td>3.6.21</td><td>Fusion</td><td>Office 365 Monthly</td><td>11.40</td><td>1.90</td></tr> <tr><td>3.6.21</td><td>Playsafety</td><td>Annual Inspections</td><td>181.20</td><td>30.20</td></tr> <tr><td>3.6.21</td><td>Cllr. D Cameron</td><td>Cllr. Aldridge leaving gift</td><td>70.29</td><td></td></tr> <tr><td>3.6.21</td><td>Zurich</td><td>Annual Insurance</td><td>832.80</td><td></td></tr> <tr><td>18.6.21</td><td>EALC/NALC</td><td>Annual Fee</td><td>220.44</td><td></td></tr> <tr><td>18.6.21</td><td>EALC</td><td>In House Training June</td><td>360.00</td><td>60.00</td></tr> <tr><td>18.6.21</td><td>Mayor Cuttle</td><td>Payroll Services</td><td>180.00</td><td></td></tr> <tr><td>18.6.21</td><td>Clerks Salary/Tax & NIC</td><td>confidential</td><td></td><td></td></tr> <tr><td>30.6.21</td><td>Unity Bank</td><td>Service Charge</td><td>18.00</td><td></td></tr> <tr><td>1.7.21</td><td>Heelis & Lodge</td><td>Internal Audit 20-21</td><td>250.00</td><td></td></tr> <tr><td>1.7.21</td><td>Mayor Cuttle</td><td>Payroll Services</td><td>90.00</td><td></td></tr> <tr><td>1.7.21</td><td>Cllr.P.Latham</td><td>Cllr. Aldridge plaque</td><td>56.70</td><td></td></tr> <tr><td>2.7.21</td><td>NEST</td><td>Clerks Pension</td><td>54.07</td><td></td></tr> <tr><td>9.7.21</td><td>DR Wallace</td><td>Grass Contract</td><td>384.00</td><td></td></tr> <tr><td>9.7.21</td><td>K. Kuderovitch</td><td>Web Hosting reimbursement</td><td>83.63</td><td></td></tr> <tr><td>9.7.21</td><td>Fusion Technology</td><td>Office 365</td><td>11.40</td><td>1.90</td></tr> <tr><td>9.7.21</td><td>Applied Image</td><td>Highwood Annual Report</td><td>234.00</td><td></td></tr> <tr><td>9.7.21</td><td>DR Wallace</td><td>Grass Contract</td><td>186.00</td><td></td></tr> <tr><td>9.7.21</td><td>Top to Toe</td><td>Maintenance</td><td>140.00</td><td></td></tr> </tbody> </table>	20258735	Payment to/from	Purpose	Amount	VAT	28.5.21	ICO	Annual Subscription	35.00		2.6.21	NEST	Clerks Pension	35.80		3.6.21	Fusion	Office 365 Monthly	11.40	1.90	3.6.21	Playsafety	Annual Inspections	181.20	30.20	3.6.21	Cllr. D Cameron	Cllr. Aldridge leaving gift	70.29		3.6.21	Zurich	Annual Insurance	832.80		18.6.21	EALC/NALC	Annual Fee	220.44		18.6.21	EALC	In House Training June	360.00	60.00	18.6.21	Mayor Cuttle	Payroll Services	180.00		18.6.21	Clerks Salary/Tax & NIC	confidential			30.6.21	Unity Bank	Service Charge	18.00		1.7.21	Heelis & Lodge	Internal Audit 20-21	250.00		1.7.21	Mayor Cuttle	Payroll Services	90.00		1.7.21	Cllr.P.Latham	Cllr. Aldridge plaque	56.70		2.7.21	NEST	Clerks Pension	54.07		9.7.21	DR Wallace	Grass Contract	384.00		9.7.21	K. Kuderovitch	Web Hosting reimbursement	83.63		9.7.21	Fusion Technology	Office 365	11.40	1.90	9.7.21	Applied Image	Highwood Annual Report	234.00		9.7.21	DR Wallace	Grass Contract	186.00		9.7.21	Top to Toe	Maintenance	140.00	
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	Income-Unity Main A/C				
	1.6.21	Residents	Garages x 3 rents	£142.56	
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	Bank Statements	Unity Main A/C as at 30.6.21 @ £20,965.74 Unity Deposit A/C as at 30.6.21 @ £24,492.46			
46/21.	<p>Planning 🍷 21/01166/FUL Address: Cedar House Loves Green Highwood Chelmsford Description of works: Front garage roof extension.</p> <p>21/01418/FUL Address: Glenwood Nathans Lane Writtle Chelmsford Description of works: Retrospective application for gates at the entrances of Glenwood.</p> <p>Councillors to share any further planning information.</p>				
47/21.	<p>General Village Items/Information</p> <ul style="list-style-type: none"> • Tree roots. • Parish Council Recess – August 2021. • Dates for Parish Council Meetings 2022. • Highwood Annual Report – feedback. • Bus stop road markings within 30ft. • Upgrade of bus stop near primary school. • Use of postcards in the community. • Clerk/Councillors to be offered the opportunity to share any further information/suggestions. 				
	<p>THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS & PUBLIC 🍷 📵</p>				
49/21	<ul style="list-style-type: none"> • Sale of Garages • Allotment site at Radley Green 				

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