



# HIGHWOOD PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Wednesday 2<sup>nd</sup> June 2021 @ 7.30pm  
**Meeting was held in Highwood Village Hall**

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

### In attendance:

Cllr. D. Cameron (Chair)	Cllr. S. Maclean	Cllr. K.Latham-Pearmain
Cllr.P. Latham (Vice Chair)	Cllr. C. Sargent	Cllr. M. Steel (ECC)
Karen Kuderovitch - Clerk		



### A decision made



### Expenditure decision

22/21.	<b>Election of a Chairman</b> The current Chairman indicated he would be standing down as Chairman. <i><b>It was resolved</b></i> unanimously that Cllr. Peter Latham be elected as the Chairman. The Chairman signed the Declaration of Acceptance of Office and took the chair. Cllr. Cameron was thanked by his fellow Councillors for his 14 years service as the Chairman.
23/21.	<b>Declaration of Interests/Recording at Meetings</b> 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.
24/21.	<b>Apologies for Absence</b> All present.
25/21.	<b>Election of a Vice Chairman</b> <i><b>It was resolved</b></i> unanimously that Cllr. Trevor Horsnell be elected as the Vice Chairman.
26/21.	<b>Minutes</b> The Minutes of the Parish Council Meeting held on 15 <sup>th</sup> March 2021 were approved and signed.
27/21.	<b>Public Forum</b> The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. Cllr. Mike Steel introduced himself as the new Essex County Councillor and various local issues were discussed, in particular Highwoods footpath - LCHE142040. Cllr. Steel to report

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	back to the Clerk after a meeting with Jon Simmons (ECC). The Parish Council briefly discussed the possibility of reinstating the verge using their own contractor. Special thanks were given to Cllr. John Aldridge for his service to Highwood Parish Council.															
28/21.	<p><b>Parish Councillor Vacancy/Review of No. of Councillors</b> 🇬🇧</p> <p>Councillors to review any applications received and in accordance with the Co-option Policy, consider and vote. Deferred to next meeting.</p> <p>The resignation of Councillor Anne Mitchell was noted and thanks given to her for her service to the Parish Council.</p>															
29/21.	<p><b>Review of Committees/Parish Councillor Roles</b></p> <ul style="list-style-type: none"> <li>• Personnel Committee – Cllr. Latham, Cameron, Maclean &amp; Sargeant. Council approved revised Terms of Reference.</li> <li>• Planning Representative – Cllr. Peter Latham</li> <li>• Play Areas Representative – Cllr. Steve Maclean</li> <li>• Footpaths &amp; Open Spaces Representative – Cllr. Carl Sargent.</li> <li>• Press Officer – Karen Kuderovitch</li> <li>• Health &amp; Well Being Representative – Karen Kuderovitch</li> <li>• Environment Representative – Karen Kuderovitch</li> <li>• School Liaison Representative – Cllr. Latham-Pearmain supported by Cllr. S. Maclean.</li> </ul>															
30/21.	<p><b>CCTV/ANPR</b></p> <p>A presentation was given sharing options for the parish to have coverage and approximate costings. Councillors asked questions about the system and how it operated and how it would benefit the Parish. Paul Galley was thanked for his informative presentation.</p>															
31/21.	<p><b>Review of Community Projects/Action Plan for 21/22</b> 🇬🇧 📷</p> <p>Council reviewed the revised document &amp; associated information.</p>															
32/21.	<p><b>Finance</b> 🇬🇧 📷</p> <ol style="list-style-type: none"> <li>Appointment of Responsible Finance Officer – Karen Kuderovitch</li> <li>Clerk reported on finance for 20-21.</li> <li>Clerk presented Bank Reconciliation/Bank Statements for end of April/May 2021.</li> <li>Project Allocations to be reviewed &amp; if necessary, virements made - deferred.</li> <li>Review of Internal Audit Report for 2021 – awaiting return.</li> <li>Council approved the Annual Governance Statement for 20-21 – due to PKF Littlejohn by 30<sup>th</sup> June 2021. Clerk to arrange signature by the Chairman.</li> <li>Council to approve the figures for the Annual Accounting Statements for 120-21 – due to PKF Littlejohn by 30<sup>th</sup> June. Clerk to arrange signature by the Chairman.</li> <li>Review of payments made/ to be made:</li> </ol> <table border="1" data-bbox="250 1587 1555 1808"> <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 &amp; 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> </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	
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	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	
	<b>Income-Unity Main A/C</b>				
	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	
	<b>Income-Deposit A/C</b>	Essex County Council	Grant – Edney Common Play Area	£350.00	
	<b>Bank Statements</b>				
<b>Unity Main A/C as at 31.5.21 = £23,370.91</b> <b>Unity Deposit A/C as at 31.5.21 = £24,492.46</b>					
<b>To be approved:</b>					
	2.6.21	Rospa Safety	Play Inspection Report May 2021	£181.20	£30.20
33/21.	<b>Local Council Award Scheme</b> 🍷 📄 Clerk reported the application had been commended and after the receipt of the 20/21 External Audit report the application could be decided upon.				
34/21.	<b>Planning</b> 🍷 <b>Reference: 21/00983/LBC</b> Address: Wards Lodge Loves Green Highwood Chelmsford Description of works: Replacement of windows to the dwelling with hardwood frames and slim double glazed units. <b>PC: No comments</b> Councillors to be offered to share any planning related information.				
35/21.	<b>General Village Items/Information</b>				

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- Review of play area inspection report – new form to be sent to Cllr. Maclean. Clerk to investigate the purchase of a cover for the table tennis table.
- Wildlife signage/escaping – LHP request to be submitted.
- In house training – 7<sup>th</sup> June 2021. Cllr. Horsnell sent apologies and Cllr. Sargent may not be available.
- Highwood Newsletter –Clerk reported submissions would be made by the required date.
- Bus stop road markings within 30ft – Clerk to report to ECC Highways.
- Speed Indicator Device – Clerk to investigate costs for the next meeting.
- Parish Council Annual Report – ***it was resolved*** for the Clerk to prepare and distribute.
- Upgrade of bus stop near primary school . Clerk reported she has made contact with ECC and was awaiting for new funding to be allocated. Clerk to arrange the bus stop roof at XXX to be inspected.
- Clerk/Councillors were offered the opportunity to share any further information/suggestions:  
Cllr. Horsnell expressed his disappointment about the lack of action on Essex County Council Highways reporting tool. Clerk to report again overgrown hedges in Ingatestone Road (photos to be supplied).  
Cllr. Cameron reported litter picking equipment was available at the Highwood Village Hall for residents use.

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