



# HIGHWOOD PARISH COUNCIL

16<sup>th</sup> September 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 Monday 20<sup>th</sup> September 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**

50/21.	<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 give members the opportunity to declare any interests and note them. Councillors/Members of the Public to declare their intention to record the Meeting.
51/21.	<b>Apologies for Absence</b> A vote to be taken to accept apologies and the reasons submitted.
52/21.	<b>Minutes</b> The Minutes of the Parish Council Meeting of 21 <sup>st</sup> July 2021 to be approved and signed
53/21.	<b>Cllr. Mike Steel</b>
54/21.	<b>Public Forum</b> The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
55/21.	<b>Reports from Representatives</b> <ul style="list-style-type: none"> <li>• School Liaison</li> <li>• Play Area</li> <li>• Environment</li> </ul>
56/21.	<b>Review of Community Projects/Action Plan for 21/22</b> Council to review the revised document & associated information. To consider: <ul style="list-style-type: none"> <li>• Parish Council Annual Event</li> <li>• Speed Indicator Device</li> <li>• Bus Shelter replacement</li> <li>• Parking at Edney Common Play Area</li> <li>• Local Highways Panel Reports</li> </ul>

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

email: [clerk@highwoodpc.org](mailto:clerk@highwoodpc.org) www.highwoodpc.org





# HIGHWOOD PARISH COUNCIL

	<ul style="list-style-type: none"> <li>ECC Highways on line reports</li> </ul>																																																																																																				
57/21.	<p><b>Application to the Essex County Council Community Initiatives Fund</b> 📄 📱</p> <p>Clerk to report on applications.</p>																																																																																																				
58/21.	<p><b>Finance</b> 📄 📱</p> <p>a) Clerk to present Bank Reconciliation/Bank Statements for end of July/August 2021.          b) Project Allocations to be reviewed &amp; if necessary, virements made.          c) Clerk to report on PKF Littlejohn AGAR (External Audit).          d) Council to consider a quotation for the repair &amp; installation of new piece of play equipment @ Edney Common @ £750.00          e) Clerk to report on Unity Trust Bank additional signatory – Cllr. S. Maclean.          f) 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>21.7.21</td> <td>K. Kuderovitch</td> <td>July Salary</td> <td>confidential</td> <td></td> </tr> <tr> <td>21.7.21</td> <td>HMRC</td> <td>July Tax &amp; NIC</td> <td>confidential</td> <td></td> </tr> <tr> <td>21.7.21</td> <td>Cllr. D. Cameron</td> <td>Flag purchase</td> <td>20.99</td> <td></td> </tr> <tr> <td>23.7.21</td> <td>K. Kuderovitch</td> <td>Chairman's Allowance Gift</td> <td>25.00</td> <td></td> </tr> <tr> <td>6.8.21</td> <td>Newsletter Distributor</td> <td>Annual Report</td> <td>120.00</td> <td></td> </tr> <tr> <td>6.8.21</td> <td>Fusion Technology</td> <td>Office 365</td> <td>11.40</td> <td>1.90</td> </tr> <tr> <td>6.8.21</td> <td>DR Wallace</td> <td>Grass Contract</td> <td>204.00</td> <td></td> </tr> <tr> <td>13.8.21</td> <td>Applied Image</td> <td>No smoking signs</td> <td>54.07</td> <td></td> </tr> <tr> <td>17.8.21</td> <td>NEST</td> <td>Clerks Pension</td> <td>confidential</td> <td></td> </tr> <tr> <td>24.8.21</td> <td>K. Kuderovitch</td> <td>August Salary</td> <td>confidential</td> <td></td> </tr> <tr> <td>24.8.21</td> <td>HMRC</td> <td>August Tax &amp; NIC</td> <td>confidential</td> <td></td> </tr> <tr> <td>9.9.21</td> <td>NEST</td> <td>Clerks Pension</td> <td>confidential</td> <td></td> </tr> <tr> <td><b>Income-Unity Main A/C</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.8.21</td> <td>Residents</td> <td>Garages x 3 rents</td> <td>£142.56</td> <td></td> </tr> <tr> <td>1.9.21</td> <td>Residents</td> <td>Garages x 3 rents</td> <td>£142.56</td> <td></td> </tr> <tr> <td><b>Banks Transfers</b></td> <td colspan="4">19.8.21 £5,000.00 Unity Main to Unity No 2 19.8.21 £9843.00 Unity Main to Unity No 2</td> </tr> <tr> <td><b>20258887</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>22.7.21</b></td> <td colspan="4">HMRC VAT Refund £3,620.29</td> </tr> <tr> <td><b>Bank Statements</b></td> <td colspan="4">Unity Main A/C as at 31.8.21 @ £3,382.09 Unity Deposit A/C as at 31.8.21 @ £42,955.75</td> </tr> </tbody> </table>	20258735	Payment to/from	Purpose	Amount	VAT	21.7.21	K. Kuderovitch	July Salary	confidential		21.7.21	HMRC	July Tax & NIC	confidential		21.7.21	Cllr. D. Cameron	Flag purchase	20.99		23.7.21	K. Kuderovitch	Chairman's Allowance Gift	25.00		6.8.21	Newsletter Distributor	Annual Report	120.00		6.8.21	Fusion Technology	Office 365	11.40	1.90	6.8.21	DR Wallace	Grass Contract	204.00		13.8.21	Applied Image	No smoking signs	54.07		17.8.21	NEST	Clerks Pension	confidential		24.8.21	K. Kuderovitch	August Salary	confidential		24.8.21	HMRC	August Tax & NIC	confidential		9.9.21	NEST	Clerks Pension	confidential		<b>Income-Unity Main A/C</b>					2.8.21	Residents	Garages x 3 rents	£142.56		1.9.21	Residents	Garages x 3 rents	£142.56		<b>Banks Transfers</b>	19.8.21 £5,000.00 Unity Main to Unity No 2 19.8.21 £9843.00 Unity Main to Unity No 2				<b>20258887</b>					<b>22.7.21</b>	HMRC VAT Refund £3,620.29				<b>Bank Statements</b>	Unity Main A/C as at 31.8.21 @ £3,382.09 Unity Deposit A/C as at 31.8.21 @ £42,955.75			
20258735	Payment to/from	Purpose	Amount	VAT																																																																																																	
21.7.21	K. Kuderovitch	July Salary	confidential																																																																																																		
21.7.21	HMRC	July Tax & NIC	confidential																																																																																																		
21.7.21	Cllr. D. Cameron	Flag purchase	20.99																																																																																																		
23.7.21	K. Kuderovitch	Chairman's Allowance Gift	25.00																																																																																																		
6.8.21	Newsletter Distributor	Annual Report	120.00																																																																																																		
6.8.21	Fusion Technology	Office 365	11.40	1.90																																																																																																	
6.8.21	DR Wallace	Grass Contract	204.00																																																																																																		
13.8.21	Applied Image	No smoking signs	54.07																																																																																																		
17.8.21	NEST	Clerks Pension	confidential																																																																																																		
24.8.21	K. Kuderovitch	August Salary	confidential																																																																																																		
24.8.21	HMRC	August Tax & NIC	confidential																																																																																																		
9.9.21	NEST	Clerks Pension	confidential																																																																																																		
<b>Income-Unity Main A/C</b>																																																																																																					
2.8.21	Residents	Garages x 3 rents	£142.56																																																																																																		
1.9.21	Residents	Garages x 3 rents	£142.56																																																																																																		
<b>Banks Transfers</b>	19.8.21 £5,000.00 Unity Main to Unity No 2 19.8.21 £9843.00 Unity Main to Unity No 2																																																																																																				
<b>20258887</b>																																																																																																					
<b>22.7.21</b>	HMRC VAT Refund £3,620.29																																																																																																				
<b>Bank Statements</b>	Unity Main A/C as at 31.8.21 @ £3,382.09 Unity Deposit A/C as at 31.8.21 @ £42,955.75																																																																																																				

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

email: [clerk@highwoodpc.org](mailto:clerk@highwoodpc.org). [www.highwoodpc.org](http://www.highwoodpc.org)





# HIGHWOOD PARISH COUNCIL

59/21.	<b>Planning</b> 👍  <b>21/01742/FUL</b> Address: Red House Highwood Road Edney Common Chelmsford Description of works: Proposed two storey side extension and single storey rear extension.  Councillors to share any further planning information. Clerk to handout updated Planning document.
60/21.	<b>General Village Items/Information</b> <ul style="list-style-type: none"><li>• Tree roots.</li><li>• Bus stop road markings within 30ft.</li><li>• Christmas Tree/Event</li><li>• Contact from residents.</li><li>• Clerk/Councillors to be offered the opportunity to share any further information/suggestions.</li></ul>
	<b>THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS &amp; PUBLIC</b> 👍 📷
61/21	<ul style="list-style-type: none"><li>• Sale of Garages</li><li>• Allotment site at Radley Green</li></ul>

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

email: [clerk@highwoodpc.org](mailto:clerk@highwoodpc.org) www.highwoodpc.org

