



HIGHWOOD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 20th September 2021 @ 7.30pm
Meeting held in Highwood Village Hall

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

Cllr. P. Latham (Chair)	Cllr. T. Horsnell (Vice Chairman)	Cllr. K. Latham-Pearmain
Cllr. D. Cameron	Cllr. S. Maclean	Karen Kuderovitch - Clerk



A decision made



Expenditure decision

50/21.	<p>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.</p>
51/21.	<p>Apologies for Absence 🍷 Cllr. C. Sargent – no apologies received. Cllr. U. Maher – on holiday. It was resolved to accept apologies and the reasons submitted.</p>
52/21.	<p>Minutes 🍷 The Minutes of the Parish Council Meeting of 21st July 2021 were approved and signed</p>
53/21.	<p>Cllr. Mike Steel A report was received as follows:</p> <p>Afghan Resettlement: UK Govt have made an extra £5M available for Afghan resettlement to provide housing support. Donations to British Red Cross have been paused due to the overwhelming support so far.</p> <p>Mid and South Essex Hospital Trust: (includes Broomfield Hospital) Due to Covid, the No of patients waiting for more than 52 weeks for treatment increased to 8,557 in March 2021 as opposed to May 2020 figure of 2,209. The Aug 2021 figure has fallen to 4,277 and MEHT are aiming for 1,900 by Dec 2021. However, a difficult winter is expected and this may change. 90% of staff are fully vaccinated, but waiting lists have been hit by the pandemic effect on staff, but this is improving with new guidance.</p> <p>A&N consultation Open until 3rd Oct – down to remaining 2 choices – Hamburger or T-Junction. Search on essexhighways.org/</p> <p>Highwood Specific:</p>

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LHP Reports:

Highwood Road, Loves Green – Remedial works to existing buildouts - Total scheme LCHE202042 £4,800
- added to Funded Schemes List June 2021 using additional 2021/22 - may slip into 2022/23

Highwood Road, Loves Green – HGV signs - Measures to reduce excessive HGV traffic LCHE202028 TBC
Awaiting programme date for ATC survey

Highwoods Primary School 20mph with wig-wags Validation - posted 30mph - North-east bound 27.3mph & South-west bound 26.9mph. Good speed compliance. No pattern of personal injury – no accidents in last five year period.

Highwood Road, Edney Common to Loves Green - 50mph speed limit LCHE152124 £14,500 Speed data - 60mph speed limit - 150m SW of A414 - Northeast bound - 41.5mph & Southwest bound - 37.5mph, 930m SW of A414 - South bound - 46.4mph & 49.9mph, 560m Northeast of Nathans Lane - Northeast bound - 46.5mph & Southwest bound - 46.6mph. Based on speed data - 30mph limit near A414 not feasible as recorded speeds are too high, also environment of road would not assist a 30mph limit as properties not apparent to drivers. Whilst it could though be possible to consider a 50mph limit, this may in turn increase speed of traffic

Highwood Road Edney Common to Loves Green, including St Pauls Church – Footway - 1.2m walkable verge, crossing point at Highwood Road and removal of informal layby at St Paul's Church LCHE142040 £272,500. From design - Part 1- Highwood to St Pauls Church - £78,000 and Part 2 - St Paul's Church to Edney Common - £194,500
Email of 22nd July to Clerk – “Cllr Daden (who is also on the LHP) and I have been exploring options for the footpath as the LHP scheme is too expensive. My experience of these type of things is that such costs are driven by the design regulations and safety aspects of implementation. So getting the same but cheaper will not happen”. There is the option of just cutting the verges so they were walkable, the Parish Council could potentially do this in the first instance with permission of Essex County Council or the Highway Rangers may be happy to undertake this.

Defects

2684911, 2687593, 2691596, 2697796

According to our records, remedial work to these reference numbers has been completed.

2696799, 2697789, 2697790, 2699659, 3451935, 3415584, 3541416, 3562186, 3166739, 3562188, 3562186, 3318545, 3562204, 3562194, 3318544, 3562183, 3541415

Following inspection, the issues reported under these reference numbers are not considered to warrant immediate repair as set out in the Maintenance Strategy and will therefore be repaired at a later date, which at this stage I am unable to provide. Essex Highways unfortunately has to make difficult decisions when deciding on which maintenance issues to prioritise due to the wide ranging function of highway maintenance. It is therefore essential that they have a robust prioritisation process that allows them to focus on the areas of greatest need with all service requests being assessed and prioritised according to their level of severity.

In the event that the condition of these issues significantly deteriorates or there is a specific issue your resident's are concerned about, they can report this via dedicated [Report it Tool](#).

2687525, 3516711, 3516710

Remedial work is currently being planned by the programming team and we will aim to have this completed as soon as possible.

2698022, 2699655, 2723607

Following assessment, the Inspector does not consider there to be an issue which warrants urgent works or which meet the criteria for repair set out in our Maintenance Strategy.

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	<p><u>3451935</u> This issue is currently with the Enforcement Team to liaise with the landowner to clear the blocked ditch. Unfortunately, due to an influx of enforcement enquiries the team are having to prioritise each report made. All cases referred to the Enforcement team are evaluated against our Highway Enforcement Policy to establish their priority.</p> <p><u>2716092, 2716092, 2727062</u> These matters are currently being investigated by the Public Rights of Way team who will look to resolve these as swiftly as possible. At this time I am unfortunately unable to provide you with a timescale.</p>
54/21.	<p>Public Forum The Chairman to allow a maximum of 15 Minutes for the Public to address the Council. None present.</p>
55/21.	<p>Reports from Representatives</p> <ul style="list-style-type: none"> • School Liaison – nothing to report • Play Area – Cllr. Maclean reported the slide had been fixed by Sovereign. Clerk to arrange for it to be inspected, in particular in relation to a middle support. Table Tennis – Clerk to make enquiries about a possible cover or look at spikes/canopy. • Environment – The Clerk reported that she was booked onto the EALC Climate Change course modules and would report to Council.
56/21.	<p>Review of Community Projects/Action Plan for 21/22 📌 📅 Council to review the revised document & associated information (deferred to next meeting). To consider:</p> <ul style="list-style-type: none"> • Parish Council Annual Event – Clerk had not received any feedback from residents. A suggestion was made to approach the Primary School for a joint event. Cllr. Latham-Pearman to action. • Speed Indicator Device – 3 quotes to be provided for the next meeting. • Bus Shelter replacement – Clerk to obtain quotes to replace the bus stop opposite the school and arrange for the bus shelter near Sparrows Close to be cleaned. • Parking at Edney Common Play Area – after discussion it was resolved to hold a site visit in approx. 6 weeks to look at possible options. <p>Local Highways Panel Reports - Highwood Road Edney Common to Loves Green, including St. Pauls Church – Footway – after discussion it was resolved to approach Essex County Council (Cllr. Mike Steel) to request Highwood Parish Council receive quotations to undertake the works themselves. It was resolved a request made to ask Cllr. Mike Steel to get an explanation as to the comments made as they appear to support our speed reduction requests and not be a reason as to why not.</p>
57/21.	<p>Application to the Essex County Council Community Initiatives Fund 📌 📅 Clerk reported that the application for the Sensory Garden had been withdrawn due to lack of quotations received. Clerk advised the project was still viable and hopefully an application could be made in the next round. Clerk to also contact Writtle College to see if there was any assistance available. Zip-wire – the Clerk confirmed that an application had been made for 50% of the project cost (approx. £12,000) and the outcome would be reported in November.</p>

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58/21.

Finance



- Clerk to present Bank Reconciliation/Bank Statements for end of July/August 2021 - deferred
- Project Allocations to be reviewed & if necessary, virements made – deferred.
- Clerk to report on PKF Littlejohn AGAR (External Audit), awaiting return.
- It was resolved** to accept a quotation for the repair & installation of new piece of play equipment @ Edney Common @ £750.00
- Clerk to report on Unity Trust Bank additional signatory – Cllr. S. Maclean – in progress.
- Review of payments made/ to be made:

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	
Income-Unity Main A/C				
2.8.21	Residents	Garages x 3 rents	£142.56	
1.9.21	Residents	Garages x 3 rents	£142.56	
Banks Transfers	19.8.21 £5,000.00 Unity Main to Unity No 2 19.8.21 £9843.00 Unity Main to Unity No 2			
20258887				
22.7.21	HMRC VAT Refund £3,620.29			
Bank Statements	Unity Main A/C as at 31.8.21 @ £3,382.09 Unity Deposit A/C as at 31.8.21 @ £42,955.75			

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59/21.	<p>Planning 🗲</p> <p>21/01742/FUL Address: Red House Highwood Road Edney Common Chelmsford Description of works: Proposed two storey side extension and single storey rear extension. PC Comments: No objections. Councillors to share any further planning information. Clerk to handout updated Planning document.</p>
60/21.	<p>General Village Items/Information</p> <ul style="list-style-type: none">• Tree roots – Clerk to report.• Bus stop road markings within 30ft – Clerk to report.• Christmas Tree – it was resolved to erect a Christmas Tree.• Contact from residents – the Clerk had received a complaint – Clerk to write.• Clerk/Councillor were offered the opportunity to share any further information/suggestions. <p>Cllr. Horsnell highlighted A414 roundabout & required hedge cutting. Cllr. Cameron asked for all members to be added to the Councillor Whats App group. The Clerk would administer but reminded Councillors it was for emergency use only.</p>
	<p>THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS & PUBLIC 🗲 📵</p>
61/21	<ul style="list-style-type: none">• Sale of Garages – Clerk to issue a 14 day response request.• Allotment site at Radley Green – A resolution was made.

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