



HIGHWOOD PARISH COUNCIL

10th November 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 15th November 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**

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| 62/21. | 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. |
| 63/21. | Apologies for Absence A vote to be taken to accept apologies and the reasons submitted. |
| 64/21. | Minutes The Minutes of the Parish Council Meeting of 20 th September 2021 to be approved and signed |
| 65/21. | Cllr. Mike Steel/Cllr. Nicolette Chambers |
| 66/21. | Public Forum The Chairman to allow a maximum of 15 Minutes for the Public to address the Council. |
| 67/21. | Parish Councillor Vacancy Councillors to review any applications received and a voting process to be taken to co-opt. |
| 68/21. | Review of Community Projects/Action Plan for 21/22 Council to review the revised document & associated information. <ul style="list-style-type: none"> • Highwood Parish Council & Highwood Village Newsletter • Parish Council Annual Event – discuss dates & formation of a working party • Speed Indicator Device – 3 quotations to be reviewed and approved, ready for ECC permission. • Bus Shelter replacement – a quotation to replace the bus shelter at the Primary School to be reviewed. • Site Visit - walkable verge and Edney Common play area. |



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

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HIGHWOOD PARISH COUNCIL

| | <ul style="list-style-type: none"> Local Highways Panel Reports Signage outside the Primary School EALC Local Council Accreditation Parish Council interaction | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 69/21. | Reports from Representatives <ul style="list-style-type: none"> School Liaison Play Area Environment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 70/21. | Finance   <p>a) Clerk to present Bank Reconciliation/Bank Statements for end of September/October 2021. b) Clerk to report on Unity Trust Bank additional signatory – Cllr. S. Maclean. c) 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>17.9.21</td><td>Fusion</td><td>Microsoft Office 365</td><td>11.40</td><td></td></tr> <tr><td>17.9.21</td><td>DR Wallace</td><td>Grounds Maintenance</td><td>296.00</td><td></td></tr> <tr><td>20.9.21</td><td>K. Kuderovitch</td><td>Sept Salary</td><td>confidential</td><td></td></tr> <tr><td>20.9.21</td><td>HMRC</td><td>Sept Tax & NIC</td><td>confidential</td><td></td></tr> <tr><td>27.9.21</td><td>Public Works Loan Board</td><td>Public Works Loan</td><td>5,169.08</td><td></td></tr> <tr><td>30.9.21</td><td>Unity</td><td>Service Charge</td><td>18.00</td><td></td></tr> <tr><td>4.10.21</td><td>EALC</td><td>Chairman's Training Day 1</td><td>108.00</td><td></td></tr> <tr><td>4.10.21</td><td>EALC</td><td>Chairman's Training Day 2</td><td>108.00</td><td></td></tr> <tr><td>4.10.21</td><td>EALC</td><td>Chairman's Training Day 3</td><td>108.00</td><td></td></tr> <tr><td>4.10.21</td><td>Viking</td><td>Stationery</td><td>201.41</td><td></td></tr> <tr><td>14.10.21</td><td>NEXT</td><td>Clerks Pension</td><td>confidential</td><td></td></tr> <tr><td>21.10.21</td><td>K. Kuderovitch</td><td>Oct Salary</td><td>confidential</td><td></td></tr> <tr><td>21.10.21</td><td>HMRC</td><td>Oct Tax & NIC</td><td>confidential</td><td></td></tr> <tr><td>21.10.21</td><td>DR Wallace</td><td>Grounds Maintenance</td><td>216.00</td><td></td></tr> <tr><td>21.10.21</td><td>C. Bailey</td><td>Play equipment installation – Edney Common</td><td>750.00</td><td></td></tr> <tr><td>9.11.21</td><td>PKF Littlejohn</td><td>20-21 External Audit</td><td>360.00</td><td></td></tr> <tr><td>9.11.21</td><td>Fusion</td><td>Microsoft Officer 365</td><td>11.52</td><td></td></tr> <tr><td>9.11.21</td><td>Mayor Cuttle</td><td>Payroll Services</td><td>90.00</td><td></td></tr> <tr><td>10.11.21</td><td>NEST</td><td>Clerks Pension</td><td>confidential</td><td></td></tr> <tr> <td>Income-Unity Main A/C</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr><td>1.10.21</td><td>Residents</td><td>Garages x 3 rents</td><td>£142.56</td><td></td></tr> <tr><td>1.11.21</td><td>Residents</td><td>Garages x 3 rents</td><td>£142.56</td><td></td></tr> <tr> <td>20258887</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | 20258735 | Payment to/from | Purpose | Amount | VAT | 17.9.21 | Fusion | Microsoft Office 365 | 11.40 | | 17.9.21 | DR Wallace | Grounds Maintenance | 296.00 | | 20.9.21 | K. Kuderovitch | Sept Salary | confidential | | 20.9.21 | HMRC | Sept Tax & NIC | confidential | | 27.9.21 | Public Works Loan Board | Public Works Loan | 5,169.08 | | 30.9.21 | Unity | Service Charge | 18.00 | | 4.10.21 | EALC | Chairman's Training Day 1 | 108.00 | | 4.10.21 | EALC | Chairman's Training Day 2 | 108.00 | | 4.10.21 | EALC | Chairman's Training Day 3 | 108.00 | | 4.10.21 | Viking | Stationery | 201.41 | | 14.10.21 | NEXT | Clerks Pension | confidential | | 21.10.21 | K. Kuderovitch | Oct Salary | confidential | | 21.10.21 | HMRC | Oct Tax & NIC | confidential | | 21.10.21 | DR Wallace | Grounds Maintenance | 216.00 | | 21.10.21 | C. Bailey | Play equipment installation – Edney Common | 750.00 | | 9.11.21 | PKF Littlejohn | 20-21 External Audit | 360.00 | | 9.11.21 | Fusion | Microsoft Officer 365 | 11.52 | | 9.11.21 | Mayor Cuttle | Payroll Services | 90.00 | | 10.11.21 | NEST | Clerks Pension | confidential | | Income-Unity Main A/C | | | | | 1.10.21 | Residents | Garages x 3 rents | £142.56 | | 1.11.21 | Residents | Garages x 3 rents | £142.56 | | 20258887 | | | | |
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| 20.9.21 | K. Kuderovitch | Sept Salary | confidential | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 27.9.21 | Public Works Loan Board | Public Works Loan | 5,169.08 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30.9.21 | Unity | Service Charge | 18.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.10.21 | EALC | Chairman's Training Day 1 | 108.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4.10.21 | EALC | Chairman's Training Day 3 | 108.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.10.21 | Viking | Stationery | 201.41 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14.10.21 | NEXT | Clerks Pension | confidential | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21.10.21 | K. Kuderovitch | Oct Salary | confidential | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 21.10.21 | DR Wallace | Grounds Maintenance | 216.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21.10.21 | C. Bailey | Play equipment installation – Edney Common | 750.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.11.21 | PKF Littlejohn | 20-21 External Audit | 360.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.11.21 | Fusion | Microsoft Officer 365 | 11.52 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.11.21 | Mayor Cuttle | Payroll Services | 90.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.11.21 | NEST | Clerks Pension | confidential | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Income-Unity Main A/C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.10.21 | Residents | Garages x 3 rents | £142.56 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 20258887 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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HIGHWOOD PARISH COUNCIL

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| Bank Statements | Unity Main A/C as at 31.10.21 = £11,529.08 Unity Deposit A/C as at 31.10.21 = £42,955.75 | | |
| | d) Precept 22/23 – Councillors to review the documentation supplied and agree a figure to be submitted to Chelmsford City Council. | | |
| 71/21. | <p>Planning 👍</p> <p>21/02065/FUL Oak Tree Farm Ingatestone Road Highwood Chelmsford Essex CM1 3QY Proposal Construction of a single storey garage to the front</p> <p>21/02100/FUL The Bungalow Ingatestone Road Highwood Chelmsford Essex CM1 3QY Proposal Proposed side and rear extension and front porch extension</p> <p>Councillors to share any further planning information. Clerk to handout updated Planning document.</p> | | |
| 72/21. | <p>General Village Items/Information</p> <ul style="list-style-type: none"> • Tree roots • Noticeboards – Edney Common/Ingatestone Road • Bus stop road markings within 30ft – reported under Ref: 2748991 • Contact from residents. • Meeting dates for 2022. • 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> | | |
| 73/21 | <ul style="list-style-type: none"> • Sale of Garages • Allotment site at Radley Green | | |

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