



HIGHWOOD PARISH COUNCIL

MINUTES of the Parish Council Meeting held on Wednesday 21st July 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

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

A decision made **Expenditure decision**

36/21.	Declaration of Interests/Recording at Meetings 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 give members the opportunity to declare any interests and note them. Councillors/Members of the Public to declare their intention to record the Meeting. None declared.
37/21.	Apologies for Absence Cllr. T. Horsnell – working, Cllr. C. Sargent – holiday. A vote was 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 were approved and signed
39/21.	Cllr. Mike Steel – not present The Clerk reported Cllr. Steel would look into the large amount of on line defects reports on the ECC web site. Cllr. Steel also send information on 2 Local Highways Panel requests.
40/21.	Public Forum The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. None present.
41/21.	Parish Councillor Vacancy Councillors considered 2 applications received. Cllr. P. Latham requested a paper vote and the Clerk administered this request. Councillors voted and the votes were reviewed by the Clerk. It was resolved by a majority vote that Ursula Maher be co-opted to the Parish Council. Clerk to thank the second applicant for applying.
42/21.	Reports from Representatives <ul style="list-style-type: none"> School Liaison – Cllr. Latham-Pearmain requested if it would be possible to hold events at the village hall play area and also supported the idea of an Annual Event to incorporate local organisations.

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	<ul style="list-style-type: none">• Play Area – Cllr. Maclean reported an improvement in the birds droppings since the spikes were installed. Edney Common surfacing had been tightened. It was agreed to seek a litter picker for the area and to install no smoking signs. Council to consider providing a small number of parking spaces at Edney Common play area.• Environment – the Clerk stated that Climate Change would be a future agenda item.
43/21.	<p>Review of Community Projects/Action Plan for 21/22 🍷 📷</p> <p>Council reviewed the revised document & associated information. The following suggestions were discussed:</p> <ul style="list-style-type: none">• Parish Council Annual Event – Council agreed it would be good to have a Summer event in 2022 and include all local organisations. September Agenda.• Speedwatch Q&A for web site – Cllr. Maclean requested some information to be added to the web site.• Speedwatch tablets – the advantages/disadvantages were discussed.• Speed Indicator Device (SID) – it was resolved for the Clerk to proceed and submit an Local Highways Panel requested to seek permission from Essex County Council to purchase a SID. Clerk to obtain 3 quotations.• Bus Shelter maintenance – the Clerk reported that an initial unqualified survey had suggested the bus shelters need urgent maintenance or replacement. The Clerk recommended the Council seek to replace asap. It was resolved to have a qualified health & safety inspection as a matter of urgency.
44/21.	<p>Application to the Essex County Council Community Initiatives Fund 🍷 📷</p> <p>Councillors discussed possible expression of interests for a funding applications for a community project. It was resolved to apply for funding for 2 projects:</p> <ol style="list-style-type: none">a) A sensory garden – location to be discussed.b) A new zip wire for Edney Common play area.
45/21.	<p>Finance 🍷 📷</p> <ol style="list-style-type: none">a) Clerk presented Bank Reconciliation/Bank Statements for end of June 2021 and these were approved by the Chairman.b) Confirmation of the date of the Public Rights to inspect Annual Return for 20-21 – 1st July – 11th August 2021..c) It was resolved that Highwood Parish Council use the General Power of Competence (held by the Clerk).d) Project Allocations were reviewed & agreed (£39,075).e) 1st Quarter Budget Review was reviewed & approved.f) Review of Internal Audit Report for 2021. The Councillors reviewed the report and the recommendations were noted. Clerk to action.g) Clerk reported VAT claim for 20-21 had been submitted - £3,620.29.h) It was resolved to spend £300 on purchasing a piece of play equipment from Ingatestone & Fryerning Parish Council to be sited at Edney Common play area. Clerk to arrange collection and installation (additional cost).

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i) Review of payments made/ to be made:

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	
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.

Planning 📌

21/01166/FUL

Address: Cedar House Loves Green Highwood Chelmsford

Description of works: Front garage roof extension.

PC Comments – Council does not support this application – overdevelopment

21/01418/FUL

Address: Glenwood Nathans Lane Writtle Chelmsford

Description of works: Retrospective application for gates at the entrances of Glenwood.

PC Comments - Supported

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	Councillors to share any further planning information.
47/21.	<p>General Village Items/Information</p> <ul style="list-style-type: none">• Tree roots – Clerk to submit photos on ECC website.• <i>It was resolved</i> the Parish Council would be in recess in August 2021. The Clerk would be working normally and would limit the information sent to Councillors.• Dates for Parish Council Meetings 2022 – Council preferred the 3rd Monday and in the foyer of the village hall – Clerk to confirm.• Highwood Annual Report – no feedback at present.• Bus stop road markings within 30ft – Clerk to action. Clerk to also make enquiries about missing road markings.• Upgrade of bus stop near primary school – covered above.• Use of postcards in the community – consideration in the future.• Clerk/Councillors were offered the opportunity to share any further information/suggestions.<ul style="list-style-type: none">- The Clerk presented Cllr. Cameron a gift in recognitions of his 14 years service as the Chairman.
	<p>THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS & PUBLIC 🙅 📵</p>
48/21	<ul style="list-style-type: none">• Sale of Garages – it was resolved to proceed. Clerk to contact the solicitor.• Allotment site at Radley Green – Clerk to make enquiries.

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