



HIGHWOOD PARISH COUNCIL

20th January 2022.

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 24th January 2022 @ 7.30pm
Meeting will be held in Highwood Village Hall (foyer)

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**

74/21.	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.
75/21.	Apologies for Absence A vote to be taken to accept apologies and the reasons submitted.
76/21.	Minutes The Minutes of the Parish Council Meeting of 15 th November 2021 to be approved and signed
77/21.	Cllr. Mike Steel/Cllr. Nicolette Chambers
78/21.	Public Forum The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
79/21.	Review of Policies <ul style="list-style-type: none"> • Media Policy – review and agree any changes. • Code of Conduct – Councillors to be requested to revise the Code.
80/21.	Review of Community Projects/Action Plan for 22/23 Council to review the revised document & associated information. <ul style="list-style-type: none"> • Review of the meeting held on 22nd December 2021 with Essex County Council Highways Dept. Council to consider the suggestions made for footway improvements & agree on a forward plan.. • Speed Indicator Device – 3 quotations to be reviewed and approved, ready for ECC permission.

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

email: clerk@highwoodpc.org. www.highwoodpc.org





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	<ul style="list-style-type: none">• Zip Wire – Council to consider a successful funding application from the Community Initiatives Fund (Essex County Council) for £6,000.• Bus Shelter replacement – Clerk to update.• Queens Jubilee – Council to consider how to mark the occasion.• Highwood Parish Council & Highwood Village Newsletter
81/21.	Reports from Representatives <ul style="list-style-type: none">• School Liaison• Play Area• Environment
82/21.	Finance 🍷 📄 a) Clerk to present Bank Reconciliation/Bank Statements for end of November/December 2021. b) 3 rd Quarter Budget Review to be reviewed. c) Unity Trust Bank – Council to consider appointing the 4 th signatory on both Unity accounts. d) Zip Wire Edney Common - Council to consider the information and 3 quotations supplied. e) VAS – Clerk to report on process for installing a device and Council to consider 3 quotations supplied. f) Clerk to advise of virements to be made. g) Review of payments – to be presented at the meeting.
83/21.	Planning 🍷 21/02531/FUL Address Red House Cooksmill Green Highwood Chelmsford Essex CM1 3SJ Proposal Two storey side extension, single storey rear extension. Alterations to fenestration. 21/02495/FUL Address Wards Lodge Loves Green Highwood Chelmsford Essex CM1 3QJ Proposal Proposed loft conversion within outbuilding with four conservation roof lights. 21/02469/FUL Address Westlands Highwood Road Edney Common Chelmsford Description of works: Single storey side extension. Councillors to share any further planning information. Clerk to handout updated Planning document.
84/21.	General Village Items/Information <ul style="list-style-type: none">• Tree roots• Noticeboards – Edney Common/Ingatstone Road• Bus stop road markings within 30ft – reported under Ref: 2748991• Annual Parish Meeting date for 2022 to be agreed.• Operation London Bridge – Clerk to report.• Contact from residents.

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	<ul style="list-style-type: none">• Clerk/Councillors to be offered the opportunity to share any further information/suggestions.
	THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS & PUBLIC 👉 📵
85/21	<ul style="list-style-type: none">• Sale of Garages• Allotment site at Radley Green

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