



HIGHWOOD PARISH COUNCIL

MINUTES of the Parish Council Meeting held on Monday 15th November 2021 @ 7.30pm
in Highwood Village Hall

THE CHAIRMAN REQUESTED MOBILE PHONES WERE 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. U. Maher	Cllr. S. Maclean	Karen Kuderovitch - Clerk

A decision made **Expenditure decision**

62/21.	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.
63/21.	Apologies for Absence Cllr. D. Cameron – holiday – a vote was taken to accept apologies and the reason submitted. Cllr. M. Steel, Cllr. N. Chambers
64/21.	Minutes The Minutes of the Parish Council Meeting of 20 th September 2021 were approved and signed
65/21.	Cllr. Mike Steel/Cllr. Nicolette Chambers – not present. A report from Cllr. Steel was relayed.
66/21.	Public Forum The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. A member of the public addressed the Council relating to the publication of the Village Newsletter & various options were discussed.
67/21.	Parish Councillor Vacancy Councillors reviewed 2 applications received and a paper recorded vote was taken and handed to the Clerk. 1 candidate received 2 votes and the second received 3 votes. <i>It was resolved</i> by a majority to co-opt Stacey Gill.
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 – a discussion took place about the future of the Highwood Village Newsletter. The Clerk indicated she would be happy to produce the newsletter with input from the Church and local organisations. A Working Party was formed with Cllr. Maclean (Chair), Cllr. Latham-Pearmain & Cllr. Maher to assist in starting the process and then handing over to the Clerk.

Clerk: Mrs K. Kuderovitch. Postal Address: Springfields, Crows Lane, Woodham Ferrers, Essex
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- Parish Council Annual Event – after discussion, **it was resolved** unanimously not to proceed with this.
- Speed Indicator Device – the Clerk reported a third quotation was awaiting and also the information from ECC about the application for permission to erect.
- Bus Shelter replacement – the Clerk to seek quotations for next Agenda.
- Site Visit - walkable verge and Edney Common play area. A report from the site visit recommended the following actions:
 - a) To continue to try and seek agreement from ECC for Highwood Parish Council to undertake works to the walkways, to include kerbing the new verge to the existing pavement at St. Pauls Church.
 - b) Provision of parking did not appear a viable option.
 - c) That no further funds be spent on the play area – once the funding application outcome for the zip wire was known, Council would decide how to proceed.
- Local Highways Panel Reports – **it was resolved** to request a meeting with Essex County Council Highways to highlight the amount of outstanding issues in Highwood and ask for action & advice.
- Signage outside the Primary School – not a feasible option at present.
- EALC Local Council Accreditation – decision due by end of November.
- Parish Council interaction – Newsletter will assist in contacting residents and sharing Parish Council information.

69/21.

Reports from Representatives

- School Liaison – Cllr. Latham-Pearmain reported the school signage would prove difficult to find a suitable location.
- Play Area – Clerk reported that the Play Inspection company may be able to advise on the slide by submitting photos to them. The Clerk re
- Environment – hedge cutting required at the front of Edney Common.

70/21.

Finance



- a) Clerk presented Bank Reconciliation/Bank Statements for end of September/October 2021, approved.
- b) Clerk reported on Unity Trust Bank additional signatory – Cllr. S. Maclean, likely held up in the postal issues.
- c) Review of payments made/ to be made:

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	

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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	
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20258887				
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 reviewed the documentation supplied (2 versions of financial figures were presented). **It was resolved** by a majority vote (Chairman's casting for was used) to submit a Precept request for £40,030 (25.6% & approx. £30 per house per annum) to be submitted to Chelmsford City Council.

71/21. **Planning** 📌

21/02065/FUL
Oak Tree Farm Ingatestone Road Highwood Chelmsford Essex CM1 3QY Proposal Construction of a single storey garage to the front
PC – No objections


21/02100/FUL
The Bungalow Ingatestone Road Highwood Chelmsford Essex CM1 3QY Proposal Proposed side and rear extension and front porch extension
PC – No objections

Councillors to share any further planning information. Clerk to report to Chelmsford Planning a suspected breach of planning.

72/21. **General Village Items/Information**

- Tree roots – reported to Essex County Council

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	<ul style="list-style-type: none">• Noticeboards – Edney Common/Ingatestone Road – Clerk to seek costs for replacement. Noticeboard to be moved into bus stop.• Bus stop road markings within 30ft – reported under Ref: 2748991• Contact from residents – none.• Meeting dates for 2022 – Clerk to send via email.• Clerk/Councillors were offered the opportunity to share any further information/suggestions.<ul style="list-style-type: none">- Cock Lane/Ingatestone road – missing stop signage- Dog poo bin Edney Common - lid missing
	THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS & PUBLIC 🙅 📵
73/21	<ul style="list-style-type: none">• Sale of Garages – after discussion <i>it was resolved</i> unanimously for the Clerk to attempt for a 28 day exchange.• Allotment site at Radley Green – The Clerk confirmed that the land would return to the Parish Council on 31st December 2021. <i>It was resolved</i> to have the land valued.

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