





HIGHWOOD PARISH COUNCIL

MINUTES of the Parish Council Meeting held on Monday 24th January 2022 @ 7.30pm
Meeting held in Highwood Village Hall (foyer)

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. U.Maher	Cllr. S. Maclean	Karen Kuderovitch - Clerk
Cllr. S. Gill		

 **A decision made**  **Expenditure decision**

74/21.	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.
75/21.	Apologies for Absence  All present. The Chairman welcomed Cllr. Stacey Gill to the Parish Council.
76/21.	Minutes  The Minutes of the Parish Council Meeting of 15 th November 2021 were approved and signed
77/21.	Cllr. Mike Steel A summary of the report sent by Cllr. Steel relating to: County Council budget 22/23 - Statement from Cllr Bentley, Leader of the Council: The proposals align to our agenda set out in Everyone's Essex – the plan for Levelling Up the County and includes investment in families, communities, the economy and environment. To be able to achieve our ambitious Everyone's Essex plan, and to deal with rising demand for key services and address costs pressures due to inflation and utility cost rises, we are proposing a council tax increase of 4.49%. This is made up of 2.99% rise, with 1% dedicated to Adult Social Care, plus the 1.5% for Adult Social Care that was deferred from last year. This would mean that for an average Band D property household, the ECC element of council tax will increase by £60.21 next year, or £1.16 per week. We have a stark choice – either we propose an increase, or we face unacceptable decisions about reducing services. Ultimately, we are not willing to compromise the level of service residents receive. We are committed to making sure vulnerable residents receive the care they need, that the roads we travel on remain safe, that we invest in communities continue to and that our environment becomes greener, cleaner and healthier.

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	<p>Full papers outlining the proposals are available on the ECC website and there is a press release on the news page https://www.essex.gov.uk/news which includes further information. We will be debating these proposals at the cabinet meeting on the 18th January, and any recommendation will go to Full Council in February</p> <p>Climate Action Challenge Fund Voluntary and community sector organisations, community groups and schools in Essex can apply for up to £20,000 of funding to deliver activities that respond to key climate challenges in Essex. You can apply by completing our application form (DOCX, 238kB) and emailing it to climate.challengeprize@essex.gov.uk. Our guidance notes (PDF, 167kB) explain more about the objectives of the fund and how to complete your application. Funding is available until 31 March 2023 or until funds are fully allocated - whichever comes first.</p> <p>LHP Status A sub-committee of the Chelmsford LHP, comprising 5 members including myself, met on 17th Nov 21, to propose schemes for the funded budget of 22/23. These were presented to the full LHP committee (14 Cllr members) 16th December, who supported that view. However, final decision is not confirmed until the March 22 meeting when budget amount will be known, so it may change.</p> <p>Footpath I arranged a meeting to review LHP request for a path between Church and Village – attendees Cllr Steel (ECC), Cllr Daden (LHP Parish rep), LHP manager Jon Simms, Simon Stubbings (ECC eng) + Karen (Clerk), Cllr Latham and Cllr MacClean – to look at possible options for pedestrian route between Church and village. Any path put in by Highways would have to meet “pavement” standards – hence so expensive - £292K (for connecting the 2 hamlets). The outcome was to look at possibility of upgrading PROWs across fields plus reinstating verge along road, including removing layby</p> <p>Update:</p> <ol style="list-style-type: none">1. Footpath Highwood to St Pauls Church The design team have been asked to review their existing design, removing the planned grasscrete layby near the Church and to provide an updated cost. Once I have their findings I will come back to you.2. To consider PRoW improvements to provide the linking footway between Highwoods and Edney Common. <p>This has been raised with the Public Rights of Way team and their thoughts were along a two phased approach, firstly to improve the signage along the proposed route, which should hopefully increase pedestrian traffic along the route. Then with an increase in pedestrian traffic to consider surfacing improvements along the route. Any PRoW signing and surfacing improvements would need to be funded through the Local Highway Panel. As such the PRoW team have asked for the thoughts of your Parish Council around the locations for any additional PRoW signage. They would tend to use standard PRoW footpath signage. PC asked to consider signage locations and type, so that PRoW team can produce a costing.</p>
78/21.	<p>Public Forum The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. None present.</p>
79/21.	<p>Review of Policies 👍</p> <ul style="list-style-type: none">• Media Policy – review and agree any changes. After discussion, it was agreed to make further enquiries into a possible discussion board (Cllr. Maclean to advise). Cllr. Latham-Pearmain expressed concerns relating to commenting on groups as PTA member/resident. Clerk to clarify advice for posting on Highwood Whats App group, and the policy changes to be deferred for agreement to the March meeting.

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	<ul style="list-style-type: none">• Code of Conduct – Councillors were requested to revise the Code – Clerk to send an email with the Code to all Councillors.
80/21.	<p>Review of Community Projects/Action Plan for 22/23 🍷 📱</p> <p>Council to review the revised document & associated information.</p> <ul style="list-style-type: none">• Review of the meeting held on 22nd December 2021 with Essex County Council Highways Dept. After discussion, it was resolved to<ol style="list-style-type: none">a) Request Highway Rangers to undertake cutting back of hedgesb) Refuse the suggestion of plantersc) Cllr Horsnell suggested that ECC could not make improvements on a PROW on private land – Clerk to clarify with ECC.• Speed Indicator Device – 3 quotations were reviewed. Further enquiries to be made on exact specification & locations. Clerk to review the ECC approval process.• Zip Wire – Council considered a successful funding application from the Community Initiatives Fund (Essex County Council) for £6,000. After discussion, it was resolved by a majority vote (4 against & 3 for) to reject the offer of the £6,000 grant towards a zip wire project and not to proceed.• Bus Shelter replacement – Clerk to seek a quotation for the replacement of a bus shelter (opposite the Highwood Primary School).• Queens Jubilee – A discussion took place and it was suggested that the Clerk contact the Catch Up Café to see if the Parish Council can work with them to mark the occasion.• Highwood Parish Council & Highwood Village Newsletter – a draft had been circulated to all Councillors and Councillors commended those involved in the production. Clerk to finalise for distribution to all residents in February. Clerk to seek printing costs & a distributor.
81/21.	<p>Reports from Representatives</p> <ul style="list-style-type: none">• School Liaison – nothing to report• Play Area – Cllr Maclean to investigate rubbish• Environment – Clerk reported that she was attending a Climate Change set of courses and would report to Council once finalised.
82/21.	<p>Finance 🍷 📱</p> <ol style="list-style-type: none">a) Clerk presented Bank Reconciliation/Bank Statements for end of November/December 2021, which were approved & signed by the Chairman.b) 3rd Quarter Budget Review was reviewed & accepted. The Clerk suggested a predicted credit balance at year end.c) Unity Trust Bank – Council to consider appointing the 4th signatory on both Unity accounts. Cllr. Gill accepted the position.d) Clerk advised of virements to be made as sent in the finance report - agreed.e) Review of payments:

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UNITY MAIN ACCOUNT 20258735

Expenditure			AMOUNT	VAT
22.11.21	K. Kuderovitch	November Salary	confidential	
22.11.21	HMRC	Clerks Tax & NIC	confidential	
16.12.21	Clerks Pension	NEST	confidential	
17.12.21	K. Kuderovitch	December Salary	confidential	
31.12.21	Unity	Service Charge	£18.00	
		Maintenance		
6.1.22	DR Wallace	contract	£188.00	
	Highwood Village			
6.1.22	Hall	Hall Hire	£112.00	
6.1.22	Top to Toe	Maintenance	£240.00	
6.1.22	Mayor Cuttle	Payroll Services	£90.00	
6.1.22	Fusion Technology	Offie 354	£11.52	£1.92
7.1.22	Clerks Pension	NEST	confidential	
20.1.22	K. Kuderovitch	Jan Salary	confidential	
20.1.22	HMRC	Clerks Tax & NIC	confidential	
Income				
1.12.21	Garage x 3 rents		£142.56	
4.1.22	Garage x 3 rents		£142.56	

UNITY NO 2 ACCOUNT (PROJECTS) 20258887

Income			AMOUNT	VAT
31.12.21	Unity Bank	Interest	£2.65	

Unity Main A/c Balance as at 31st December 2021 = £10,128.53

Unity No 2 Account Balance as at 31st December 2021 = £42,958.40

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.

PC Comments: No comments

21/02495/FUL

Address Wards Lodge Loves Green Highwood Chelmsford Essex CM1 3QJ Proposal Proposed loft conversion within outbuilding with four conservation roof lights.

PC Comments: No comments

21/02469/FUL

Address Westlands Highwood Road Edney Common Chelmsford

Description of works: Single storey side extension.

PC Comments: No objections

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84/21.	General Village Items/Information <ul style="list-style-type: none">• Tree roots – issue lodged with Essex County Council.• Noticeboards – Edney Common/Ingatstone Road – Clerk to source quotations to replace.• Bus stop road markings within 30ft – reported under Ref: 2748991- Clerk to clarify the request with Essex County Council.• Annual Parish Meeting date for 2022 – agreed as Wednesday 18th May. Councillors/Clerk to seek guest speakers.• Operation London Bridge – Clerk reported plans were in place.• Contact from residents.• Clerk/Councillors were 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 – <i>it was resolved</i> unanimously to proceed.• Allotment site at Radley Green – it was confirmed that a previous maintenance agreement has been terminated and this had now been returned to the Parish Council. Clerk/Cllr. Hornsell to arrange for land valuation.

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