



HIGHWOOD PARISH COUNCIL

11th May 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 Annual Parish Council Meeting will be held on Monday 16th May 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**

1/22.	Election of a Chairman Councillors to vote.
2/22.	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.
3/22.	Election of a Vice Chairman Councillors to vote.
4/22.	Apologies for Absence A vote to be taken to accept apologies and the reasons submitted.
5/22.	Appointment of representatives/Committee members <ul style="list-style-type: none"> • Personnel Committee • Planning Representative • Highwood Village Hall Representative • School Representative • Play Area Representative
6/22.	General Power of Competence Council to approved use of the power (qualified Clerk).
7/22.	Minutes The Minutes of the Parish Council Meeting of 21 st March to be approved and signed
8/22.	Cllr. Mike Steel/Cllr. Nicolette Chambers
9/22.	Public Forum

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

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	The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
10/22.	Review of Policies 🇬🇧 <ul style="list-style-type: none">• Standing Orders• Financial Regulations• Co-option• Code of Conduct• E-Mail• Equality & Diversity• Freedom of Information• GDPR• Grants• Grievance• Media• Minor Disputes• Reserves• Retention• Safeguarding• Scheme of Delegation• Training
11/22.	Review of Community Projects/Action Plan for 22/23 🇬🇧 📱 Councillors to review each item on the Action Plan & allocate budgets accordingly. Clerk to provide a suggested allocation report.
12/22.	Reports from Representatives <ul style="list-style-type: none">• School Liaison• Play Area• Environment
13/22.	Annual Parish Meeting – Wednesday 18th May 2022 Clerk to run through final arrangements.
14/22.	Finance 🇬🇧 📱 <ol style="list-style-type: none">a) Clerk to present Bank Reconciliation/Bank Statements for end of March 2022.b) Clerk to report draft figures for accounting year 2021/2022.c) Clerk to advise of dates for the Internal Audit of 2021/22.d) Council to consider grant applications (2).e) Councillors to review quotations for a Speed Indicator Device & resolve whether to proceed/on-line consultation.f) Review of payments – to be presented at the meeting.
15/22.	Planning 🇬🇧 Reference: 22/00881/FUL Address: The Cuckoo Radley Green Road Roxwell Chelmsford Description of works: Change of Use from restaurant with living accommodation to dwelling only (Class C3)

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	Councillors to share any further planning information. Clerk to relay details of 2 Planning Forums run by Chelmsford City Council.
16/22.	General Village Items/Information <ul style="list-style-type: none">• Ride London• Noticeboards – Edney Common/Ingatestone Road – Clerk to report on feedback from resident & Council to consider a new location.• Resident access request for utility tree cutting.• Bus stop road markings within 30ft – reported under Ref: 2748991• Contact from residents.• Newsletter feedback – next edition date.• 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 🙅 📱
17/22.	<ul style="list-style-type: none">• Sale of Garages• Allotment site at Radley Green

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