



HIGHWOOD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 21st March 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

Cllr. P. Latham (Chair)	Cllr. T. Horsnell (Vice Chairman)	Cllr. S. Gill (arrived 7.40pm)
Cllr. U.Maher	Cllr. S. Maclean	Karen Kuderovitch - Clerk

A decision made **Expenditure decision**

86/22.	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 declared their intention to record the Meeting. The Clerk advised she would be recording the meeting.
87/22.	Apologies for Absence Cllr. D. Cameron – holiday, Cllr. K. Latham-Pearmain – unwell. A vote was taken to accept apologies and the reasons submitted (unanimous). Cllr. M. Steel – prior engagement.
88/22.	Minutes The Minutes of the Parish Council Meeting of 24 th January 2022 were approved and signed.
89/22.	Cllr. Mike Steel/Cllr. Nicolette Chambers A report was submitted from Cllr. Steel (attachment 1).
90/22.	Public Forum The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
91/22.	Review of Policies <ul style="list-style-type: none"> Expenses Policy (new). <i>It was resolved</i> unanimously to adopt the policy.
92/22.	Review of Community Projects/Action Plan for 22/23 Council reviewed the recommendation for public consultation on the expenditure associated with the following projects: <ul style="list-style-type: none"> Footway improvements from Edney Common to Loves Green Speed Indicator Device CCTV

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	<p>It was resolved unanimously that once the Parish Council were in a position to provide costings of the projects, a local consultation would take place, possibly in the May Parish Council Newsletter.</p> <p>Council to consider the following events/projects:</p> <ul style="list-style-type: none">• Queens Jubilee – Council considered how to mark the occasion. Assistance was offered to the Highwood Village Hall to something for their event on 2nd June 2022. Cllr. Maclean to relay the offer to the HVH Committee. It was resolved unanimously to purchase 60 Queen’s Jubilee bookmarks for the Highwood Primary School. Clerk to seek costs.• Highwood Parish Council & Highwood Village Newsletter – the feedback was discussed and a larger font would be used going forward. The distribution arrangements were discussed. Cllr. Latham to speak with the original distributors to apologise for any confusion and to ask if they are willing to continue with the distribution.• Annual Parish Meeting – Wednesday 18th May 2022 @ 7.30pm – Clerk reported a banner was ready for erection to advertise the event. Clerk to ask the school for permission.• Football goals in play parks – Cllr. Maclean to seek quotations for a goal at the Highwood play area.• Speedwatch information – Cllr. Latham gave information on the group and the process. More information to be added to the website. The Clerk suggested a stand at the Annual Parish Meeting to attract more volunteers.• Discussion board for web site – Cllr. Maclean showed Councillors the draft discussion board & it was resolved to proceed to improve community engagement.• Comments cards in bus stops – Council resolved to try this new approach to better engage with parishioners. Clerk to order.
93/22.	<p>Reports from Representatives</p> <ul style="list-style-type: none">• School Liaison – the issues of Covid in Essex schools was discussed.• Play Area – Clerk to write to resident re removal of debris. Cllr. Latham mentioned the play area at Edney Common not being used. Clerk to request hedge cutting (when possible).• Environment – Clerk to report on the Climate Change course in due course. Cllr. Hornsell reported major fly tipping on Blackmore Road – Clerk to ask for removal. Bridleways – Blackmore Woods – Clerk asked for a photo of the area requiring a bollard to be replaced. Orienteering event in Blackmore woods - Clerk to write to ask for more consideration on parking in future. Road closure top of Ingatestone Road – Clerk to ask for prior notification.
94/22.	<p>Finance 👍 📄</p> <ol style="list-style-type: none">a) Clerk presented Bank Reconciliation/Bank Statements for end of January/February 2022, which were reviewed & signed by the Chairman.b) It was resolved unanimously to appoint Heelis & Lodge as the internal auditor for 21/22.c) Unity signatories – Clerk reported she would start the process to add Cllr. Gill as the 4th signatory.d) Council reviewed the document for recommendation on removal & replacement of the bus shelter opposite Highwood Primary School (3 quotations). After discussion, it was resolved

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- unanimously to purchase the Eaton Shelter from Littlethorpe of Leicester at a cost of £9,383 & VAT.
- e) **It was resolved** unanimously to donate £50 to the Essex Air Ambulance.
- f) **It was resolved** unanimously to make a donation of £100 to the Disasters Emergency Committee Ukraine support group (permitted under General Power of Competence).
- g) Clerk reported an application to the EALC of £500 for funding for a new lap top.
- h) The Clerk reported future income from sale of garages, approx. £610 VAT to be claimed from the financial year 21-22 and current projects fund of £34,958 & a predicted end of year balance in the main account of approx. £2,000.
- i) Review of payments – presented & agreed at the meeting:

UNITY MAIN ACCOUNT 20258735

Expenditure			AMOUNT	VAT
16.2.22	K. Kuderovitch	Solo Press News	170.13	
16.2.22	D. Cameron	Flag	20.17	
16.2.22	Fusion Technology	Office 365	£11.52	£1.92
16.2.22	Parish Noticeboard	2 new boards (projects)	£1,240.00	£248.00
16.2.22	K. Kuderovitch	February Salary	confidential	
16.2.22	HMRC	Clerks Tax & NIC	confidential	
7.3.22	NEST	Clerks Pension	confidential	
8.3.22	Tracey Poole	Newsletter/Litter	£156.00	
8.3.22	EALC	Accreditation Fee	£80.00	£16.00
8.3.22	Fusion Technology	Office 365	£11.52	£1.92
8.3.22	DR Wallace	Maintenance contract	£160.00	
9.3.22	K. Kuderovitch	Flowers	£33.15	
9.3.22	K. Kuderovitch	Flowers	£29.75	
21.3.22	K.Kuderovitch	March salary	confidential	
21.3.22	HMRC	Clerks Tax & NIC	confidential	
Income				
1.2.22	Garage x 3 rents		£142.56	
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95/22. **Planning** 🍷
22/00105/FUL - The Cuckoo Radley Green Road Roxwell Chelmsford Essex
 Application to convert to a dwelling. After discussion & review of submitted consultee comments, **it was resolved** unanimously to make no comments.
 Clerk reported on Planning Appeals & distribute the updated planning summary document.
 Councillors shared any further planning information.

- 96/22. **General Village Items/Information**
- Ride London – Clerk to attend briefing on 23rd March and report to Council.
 - Noticeboards – Edney Common/Ingatestone Road – ordered.
 - Bus stop road markings within 30ft – reported under Ref: 2748991. Clerk to pursue.
 - Contact from residents – Cllr. Latham reported fence panels to be removed.

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	<ul style="list-style-type: none">Clerk/Councillors were offered the opportunity to share any further information/suggestions. Cllr. Maclean asked Cllr. Horsnell for farming photos & information for the May newsletter. Cllr. Hornsell raised hedges requiring cutting back near Edney Common, Clerk to pursue.
	THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS VOTED TO EXCLUDE PRESS & PUBLIC 📵📷
97/22.	<ul style="list-style-type: none">Sale of Garages – the Clerk reported draft contracts have been issued to buyers.Allotment site at Radley Green – it was resolved unanimously to proceed with Landpartners for a market appraisal (free) with associated costs of between 1 & 2% of the selling price.

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ATTACHMENT 1

Library Consultation:

I attended a briefing on the consultation and development of the new library plan: Everyone’s Library Service 2022 – 2026 on Thursday 10th March at the People and Families Policy and Scrutiny Committee.

The meeting provided an update on:

- The consultation and engagement process with Essex residents and key stakeholders on the draft plan for Essex libraries.
- The outcomes of the consultation
- The next steps to finalise and adopt the plan and prepare for delivery.

The papers state that the new library plan will enable the delivery of a service that is modern, vibrant, and sustainable. It commits to keeping all 74 libraries open with investment in training and the upskilling of library staff.

The consultation analysis report shows that Essex residents and organisations give their broad support to the Plan.

Essex County Council is the second largest library authority in the country, serving a population of nearly 1.5 million residents across a network of 74 libraries, two mobile library vehicles, an online e-library service,

and a home library delivery service provided by volunteers to residents who cannot access onsite or mobile services. In 2019-20 (the last year unaffected by pandemic restrictions), the library service had 226,000 active users, 4.3 million visits, 3.9 million loans, and over 400,000 e-resources were borrowed

I note that a total of 2,213 survey responses were received of which 2,185 were from individuals = 0.1% of population. 15% of respondents were from the Chelmsford area = 0.2% of the population. 87% of respondents were over 35, 1% were under 16.

The document appears to be a plan to have a plan, stating ambitions, but not clear on detail on how it will be achieved. The proposal now goes forward to Cabinet.

This does not go into any detail on how individual libraries will operate in the future. I have registered the fact that the library committees/PCs in my area, want to be involved in that process, with the Head of Libraries at ECC.

Locality Fund

I have now awarded all of my £10,000 Locality fund. This was spread fairly across my division. There should be another one operating from May onwards. Next year’s theme is “Levelling Up”:

Requestor	Awarded	
Good Easter Church	£750	Fence
GWPC	£1,000	White goods for Pavilion
Good Easter PC	£300	Contribution to Defrib
Roxwell Church	£1,000	Heating
Beryl Platt centre	£1,000	Drinks Fridge
WPC Writtle Archives	£750	New records Computer
Chignal PC	£1,000	Webpage set up
Broomfield VH PC	£1,000	New PC for bookings etc
Gt Leighs VH	£1,000	Upgrade to car park lights
GW School	£900	Potting shed for children's garden
CVHS	£300	School prizes. Chase 27th Jan
Writtle Sports and Social Club	£1,000	Coffee machine
	£10,000	

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RideLondon takes place from Friday 27 to Sunday 29 May 2022 with new routes in London and Essex

RideLondon, the world’s greatest festival of cycling, is coming to Essex from Friday 27 to Sunday 29 May 2022. RideLondon has seen participants raise almost £80 million for charity since it was first held in 2013 and we hope to raise even more this year. We want to ensure you are aware of the 2022 event dates and how to access further information to assist with your planning as your area and journeys could be affected by the road closures.



Friday 27 and Saturday 28 May 2022

Temporary road closures of 15 to 20 minutes will operate on both days in some areas of Essex for stages one and two of the professional women’s cycle race – the RideLondon Classique.

Sunday 29 May 2022

More than 100 miles of road closures will be in place throughout the day from 7.30am to around 3.30pm for the RideLondon-Essex 100, the mass participation ride that will feature up to 25,000 cyclists.

For the Chelmsford area, the route, enters the B1008 at the Felsted turning, goes on to Howe Street, Great Waltham, South Street, Breeds Road, through Chignal Smealy, Chignal Road, then A1060, turning towards Writtle via Lordship Road, Ongar Road and then towards Ongar on the A414.

For more information, please visit ridelondon.co.uk/road-closures

Thank you in advance for your co-operation and understanding in the run-up to RideLondon. If you have any queries or need assistance, please visit ridelondon.co.uk/help/contact-us

Yours faithfully

The RideLondon Team

In collaboration with Transport for London, Mayor of London, Essex County Council and London Marathon Events

I have arranged a presentation by RideLondon, to Chignal PC (14th March), GWPC (21st March) and Writtle PC (4th April).

LHP Update

Highwood Road/Loves Green – remedial works to existing build outs - Scheme added to Funded Schemes List at June 2021 meeting using additional 2021/22 Funding. Panel previously advised scheme may slip into 2022/23. Scheme will now be delivered in 2022/23

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Highwood Road Edney Common to Loves Green, including St Pauls Church - Footway Design Team Leader has responded that based upon some recent footway costs the linking footway from St Pauls Church to Loves Green, without formalising the layby would have an estimated cost of £70,000. Still waiting on suggested improvements and costs to PROW.

City Council update on Boundary Changes:

As a member of the Democracy working group, and Governance Committee, I can report on the recommendations for the boundary changes. These will now go forward to full Council and if approved, will be implanted for the May 2023 elections.

Final recommendations for Highwood:

- (1) No change in parish boundary.
- (2) No change in parish name.
- (3) No change in the number of parish councillors.

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