



# HIGHWOOD PARISH COUNCIL

13th July 2022.

The Parish Council Meeting will be held on Monday 18<sup>th</sup> July 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**

18/22.	<b>Declaration of Interests/Recording at Meetings</b> 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.
19/22.	<b>Apologies for Absence</b> A vote to be taken to accept apologies and the reasons submitted.
20/22.	<b>Minutes</b> The Minutes of the Parish Council Meeting of 16 <sup>th</sup> May 2022 to be approved and signed.
21/22.	<b>Cllr. Mike Steel/Cllr. Nicolette Chambers</b>
22/22.	<b>Public Forum</b> The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
23/22.	<b>Review of Community Projects/Action Plan for 22/23</b> Councillors to review the Action Plan. Council to resolve whether to make an expression of interest to the Community Initiatives Fund (by August 2022).
24/22.	<b>Public Consultation Policy</b> Council to review and adopt the policy.
25/22.	<b>Reports from Representatives</b> <ul style="list-style-type: none"> <li>• School Liaison</li> <li>• Play Area</li> <li>• Environment</li> </ul>
26/22.	<b>Finance</b> <ol style="list-style-type: none"> <li>a) Approval of the Annual Governance Statement for 21/22 Section 1- to be signed by the Clerk/Chairman.</li> <li>b) Approval of the Annual Accounting Statements for 21/22 – Section 2 to be signed by the Clerk/Chairman.</li> <li>c) Review of the Financial Risk Assessment</li> <li>d) Clerk to present Bank Reconciliation/Bank Statements for end of May/June 2022.</li> <li>e) Council to review the Internal Audit Report for 21/22 and note the recommendations.</li> <li>f) Clerk to advise of status of the External Audit Report to PKF Littlejohn.</li> </ol>

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

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	<p>g) Council to review the 1<sup>st</sup> Quarter 22/23 Budget Review.</p> <p>h) Council to review the comments cards &amp; approve the expenditure of £38.</p> <p>i) Review of payments – to be presented at the meeting.</p>
27/22.	<p><b>Planning</b> 🇬🇧</p> <p><b>22/01271/LBC</b> Address: Montagues Farm Cottage Loves Green Highwood Chelmsford Description of works: Removal of existing single storey side store, construction of a two storey side extension.</p> <p><b>22/01270/FUL</b> Address: Montagues Farm Cottage Loves Green Highwood Chelmsford Description of works: Removal of existing single storey side store, construction of a two storey side extension</p> <p><b>22/01033/FUL - for info – responded under delegation policy - supported</b> Address: Summerfields Loves Green Highwood Chelmsford Description of works: Single storey front extension, relocation of front entrance door and pitched roof to replace flat roof over existing single storey element</p>
28/22.	<p><b>General Village Items/Information</b></p> <ul style="list-style-type: none"><li>• Review of Rospa Play Area Reports</li><li>• Noticeboards – Edney Common/Ingatestone Road</li><li>• Hedges/pathways.</li><li>• August recess.</li><li>• Contact from residents.</li><li>• Newsletter – August edition deadlines.</li><li>• Meeting dates 22/23.</li><li>• Clerk/Councillors to be offered the opportunity to share any further information/suggestions.</li></ul>
	<p><b>THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS &amp; PUBLIC</b> 🇬🇧 📵</p>
29/22.	<ul style="list-style-type: none"><li>• Sale of Garages</li><li>• Allotment site at Radley Green</li><li>• Report from Personnel Committee Chairman</li></ul>

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