



# HIGHWOOD PARISH COUNCIL

18<sup>th</sup> January 2023.

The Parish Council Meeting will be held on Monday 23<sup>rd</sup> January 2023 @ 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**

1/23.	<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.
2/23.	<b>Apologies for Absence</b> A vote to be taken to accept apologies and the reasons submitted.
3/23.	<b>Minutes</b> The Minutes of the Parish Council Meeting of 21st November 2022 to be approved and signed.
4/23.	<b>Cllr. Mike Steel/Cllr. Nicolette Chambers</b>
5/23.	<b>Public Forum</b> The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
6/23.	<b>Review of Community Projects/Action Plan for 22/23</b> Councillors to review the Action Plan & associated budgets (to include sensory garden).
7/23.	<b>Reports from Representatives</b> <ul style="list-style-type: none"> <li>• School Liaison</li> <li>• Play Area</li> </ul>
8/23.	<b>Finance</b> a) Members to review & approve payments. b) Clerk to present Bank Reconciliation/Bank Statements for end of November & December 2022. c) Clerk to present 3 <sup>rd</sup> quarter budget review d) External Audit Report to PKF Littlejohn – Clerk to report. e) HMRC VAT correspondence. f) Members to consider the financial report and resolve on the Precept figure for 24/25 to be submitted to Chelmsford City Council.

Clerk: Mrs K. Kuderovitch. Postal Address: Springfields, Crows Lane, Woodham Ferrers, Essex  
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9/23.	<b>Planning</b> 🗳️ Reference: 22/02257/FUL Address: Radical Bikes At Barrow Farm Metsons Lane Highwood Description of works: Retrospective application for foam pit and roll in ramp for pedal cycles. (Renewal of 17/01828/FUL for an additional 5 year period)
10/23.	<b>General Village Items/Information</b> <ul style="list-style-type: none"><li>• Hedges/shrubs/pathways.</li><li>• Contact from residents.</li><li>• Newsletter – review</li><li>• Fencing Edney Common</li><li>• Build outs at School</li><li>• SID installation/download of data</li><li>• Drainage Church Farm</li><li>• Kings Coronation</li><li>• Summer Fayre 2023</li><li>• Elections 2023</li><li>• Potholes/Pathways – Tree roots – general disrepair</li><li>• Clerk/Councillors to be offered the opportunity to share any further information/suggestions.</li></ul>
	<b>THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS &amp; PUBLIC</b> 🗳️ 📷
11/23.	<ul style="list-style-type: none"><li>• Sale of Garages</li><li>• Allotment site at Radley Green</li></ul>

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