



# HIGHWOOD PARISH COUNCIL

. MINUTES of the Parish Council Meeting held on Monday 21<sup>st</sup> November 2022 @ 7.30pm  
**Meeting held in Highwood Village Hall (foyer)**

**THE CHAIRMAN REQUESTED MOBILE PHONES WERE SWITCHED OFF/TURNED TO SILENT MODE**

**👍 A decision made 📱 Expenditure decision**

In attendance:

Cllr. P. Latham, Chairman	Cllr. T. Hornsell, Vice Chairman	Clerk – Karen Kuderovitch
Cllr. U. Maher	Cllr. S. Maclean	Cllr. S. Gill

42/22.	<b>Declaration of Interests/Recording at Meetings</b> 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 gave members the opportunity to declare any interests and note them. Councillors/Members of the Public to declare their intention to record the Meeting.
43/22.	<b>Apologies for Absence</b> 👍 Cllr. D. Cameron, personal commitment. Members voted unanimously to accept the apology & the reason submitted.
44/22.	<b>Minutes</b> 👍 The Minutes of the Parish Council Meeting of 5 <sup>th</sup> October 2022 were approved and signed.
45/22.	<b>Cllr. Mike Steel/Cllr. Nicolette Chambers</b> No reports.
46/22.	<b>Public Forum</b> The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. 2 Members of the public were present. MOP1 - Concerns re potholes (close to Barrow Farm), bridlepath opposite Barn Lane (parking), Ingatestone corner flooded/Ingatestone Road, dropping drain, Wyses Lane, new dog bin Edney Common/hedges/dumping. MOP2 - Climate crisis – relayed suggestions for Parish Council to action within their remit & newsletter article in next edition & possible formation of a Working Party.
47/22.	<b>Review of Community Projects/Action Plan for 22/23</b> 👍 📱 Councillors reviewed the Action Plan, including 20’s plenty & football goals. Cllr. Maclean reported the SID at Pools Lane end ordered & license approved, delivery in December. Edney Common – awaiting contact from Essex County Council Highways to confirm part of a trial that it is located on a lamp post.

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	20's plenty – Cllr. Latham reported sessions were well attended, good feedback, a motion to be tabled at the next meeting to proceed for Highwood (all agreed).
48/22.	<p><b>Reports from Representatives</b></p> <ul style="list-style-type: none"> <li>• School Liaison – Cllr. K. Latham-Pearman discussed a summer fete with Parish Council involvement – dates to be suggested - next Agenda.</li> <li>• Play Area – Clerk to action removal of see-saw &amp; roundabout.</li> </ul>
49/22.	<p><b>Finance</b> 👍 📱</p> <ol style="list-style-type: none"> <li>Members reviewed &amp; approved payments.</li> <li>Clerk presented Bank Reconciliation/Bank Statements for end of October 22, which were approved.</li> <li>Clerk presented 1<sup>st</sup> &amp; 2<sup>nd</sup> quarter budget reviews, which were approved.</li> <li>External Audit Report to PKF Littlejohn – Clerk reported awaiting further contact.</li> <li>HMRC VAT correspondence – letter resent, awaiting a response.</li> <li>Members reviewed a grant application from Highwood PTA for £594.33 for speeding deterrents for outside the school. It was unanimously approved (upon receipt of the PTA Accounts).</li> </ol>
50/22.	<p><b>Planning</b> 👍</p> <p><b>22/01240/FUL</b></p> <p>Address: Land East Of The Green Man Highwood Road Edney Common Chelmsford</p> <p>Description of works: Construction of a new detached dwelling with separate amenity space and ancillary buildings including off street parking.</p> <p>PC Comments: Clerk to email for comments.</p>
51/22.	<p><b>General Village Items/Information</b></p> <ul style="list-style-type: none"> <li>• Hedges/shrubs/pathways – concerns raised re: very poor pavements.</li> <li>• Contact from residents</li> <li>• Newsletter. Cllr. Maclean, reported mainly positive comments, with some suggestions for future articles.</li> <li>• Fencing Edney Common – Clerk to seek quotes.</li> <li>• Build outs at School - deferred</li> <li>• Clerk/Councillors were offered the opportunity to share any further information/suggestions.</li> </ul>
	<p><b>THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TOOK A VOTE TO EXCLUDE PRESS &amp; PUBLIC</b> 👍 📱</p>
52/22.	<ul style="list-style-type: none"> <li>• Sale of Garages – <b>it was resolved</b> unanimously to complete by 31<sup>st</sup> December 2022 or return to open market.</li> <li>• Allotment site at Radley Green – options discussed.</li> </ul>

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