



HIGHWOOD PARISH COUNCIL

MINUTES of the Parish Council Meeting held on Wednesday 5th October 2022 @ 7.30pm
Meeting will be held in Highwood Village Hall (foyer)

THE CHAIRMAN REQUESTED MOBILE PHONES WERE SWITCHED OFF/TURNED TO SILENT MODE & REMOTE MEETING POLICY ADHERED TO

In attendance:

Cllr. P. Latham, Chairman	Cllr. T. Hornsell, Vice Chairman	Clerk – Karen Kuderovitch
Cllr. D. Cameron	Cllr. S. Maclean	



A decision made



Expenditure decision

30/22.	<p>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 stated she would be recording.</p>
31/22.	<p>Apologies for Absence 👍 Cllr. S. Gill – personal commitment, Cllr. U. Maher – personal commitment A vote was taken unanimously to accept apologies and the reasons submitted.</p>
32/22.	<p>Minutes 👍 The Minutes of the Parish Council Meeting of 18th July 2022 were approved and signed.</p>
33/22.	<p>Cllr. Mike Steel/Cllr. Nicolette Chambers Cllr Mike Steel had sent in a report on: Potholes. All 18 of my first batch of potholes have been rectified. I have yet to receive a response from Highwood if they have 3 candidates. The next batch is due for entry from 10th Oct. Cllr. Maclean confirmed he had submitted issues for Highwood. Please note if the defect is outside a 'higher risk' area – for instance if there is a children's nursery, school, college, or care home adjacent. Local intelligence will help us plan to do the works safely.</p> <p>East Anglia GREEN – from Norwich to Tilbury - UPDATE I have been offered the afternoon of 4th Nov for our MP Kemi Badenoch to address our North/West group – which comprises two Cllrs from each of my parishes. I have asked Chignal PC to reserve their VH. The main topic will be how Kemi/Central Govt can help us fight the pylons</p>

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	<p>Cllr. Nicolette Chambers reported the following:</p> <ul style="list-style-type: none"> • Cllr. Chambers assured the Council she would address any items brought to her attention. • £200,000K pledged managed by CHSS provided funding for rough sleeping, no rental properties & an ongoing issue. • Visit from Backnang in October 2022 by the Mayor • Possible weekly post office services to Highwood were discussed briefly – further discussions to be had • Business Forum in November 2022. • Affordable Housing – briefly discussed – Council to debate whether to proceed investigations and possible survey for Highwood
34/22.	<p>Public Forum No member of the public present.</p>
35/22.	<p>Review of Community Projects/Action Plan for 22/23 📄📱 Councillors reviewed the Action Plan:</p> <ul style="list-style-type: none"> • Remedial works to build outs at the school – currently planned for Q3 22/23 to rectify the issue over the 2 adjacent bus cages. Councillors viewed the build outs as unsafe and should be 85 metres line of sight. Speed humps were also discussion. After discussion, Council resolved to pursue with Cllr. Steel to attempt to have them removed once data evidence from SIDs are available. The signage is still incorrect re right of way. • Walkable verge – Clerk reported the latest information & LHP submitted. • SIDs – 2 locations had been identified, expenditure previously agreed, LHP submissions done, queries had been addressed. Cllr. Maclean offered to assist the Clerk due to his knowledge. This was agreed that Cllr. Maclean become the first point of contact. • Garages – progress had been made. Further information to be discussed under confidential item. • Bus shelters agreed to be cleaned. • CCTV – after discussion, it was resolved to put on hold and focus on other projects. • Sensory Garden – application submitted to ECC Community Initiatives Fund. Discussion to be had in the future about size & location. • Spring/Summer litter pick to be arranged. • Summer Event – for future discussion to engage with the School.
36/22.	<p>Public Consultation Policy 📄 It was resolved unanimously to adopt the policy.</p>
37/22.	<p>Action Plan 22/23 Members reviewed & considered funding allocations/virements. Already discussed.</p>
37/22.	<p>Reports from Representatives</p>

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	<ul style="list-style-type: none"> • School Liaison - concerns about sheep/goats in play area. No fencing is present. Speeding at the school was raised as an issue, and had been noted by Speedwatch. Editorial for magazine which will be given to the school for distribution. • Play Area – Edney Common – after discussion it was resolved to seek quotes for metal mesh fencing/kissing gate (if it meets health & safety regulations). Cllr. Maclean to provide rough measurements. • Environment – nothing to report.
38/22.	<p>Finance 🍷 📄</p> <ol style="list-style-type: none"> Members reviewed the finance report (projects) & approved payments. Review of the Financial Risk Assessment - deferred Clerk presented Bank Reconciliation/Bank Statements for end of May- September 2022 Clerk to present 1st & 2nd quarter budget reviews - deferred. External Audit Report to PKF Littlejohn – Clerk reported was awaiting final documents. VAT – Clerk reported a letter had been received from HMRC & that the Clerk had requested Highwood PC be removed from being VAT registered. The VAT due is in connection with historical rent for garages. Clerk had sent a letter back to HMRC for further information.
39/22.	<p>Planning 🍷</p> <p>22/01555/FUL</p> <p>Address: Awes Farm Ingatestone Road Highwood Chelmsford</p> <p>Description of works: Construction of a stable block for livery yard, outdoor menage and associated access and parking area.</p> <p>No objections</p> <p>Appeals: Red House Cooksmill Green Highwood Chelmsford Essex CM1 3SJ</p> <p>PC Comment: CCC planning refused. Council had no objections.</p>
40/22.	<p>General Village Items/Information</p> <ul style="list-style-type: none"> • Review of Rospa Play Area Reports – reviewed of action points – after discussion Edney Common roundabout/see saw to be removed. Thumper Tower no issues. • Hedges/shrubs/pathways. Clerk to investigate issues. A note to be put in magazine. • Contact from residents. one resident had been in touch in respect of the condition of Edney Playpark with cutting residue and barbed wire on site. • Newsletter – November edition deadlines & content. Chairman/Clerk to do a combined report. Feedback; people missed recipes & history. Cllr. Horsnell to provide some history information. • Remembrance Sunday – Cllr. Horsnell to represent the Council & the Clerk to arrange a wreath. • Clerk/Councillors were offered the opportunity to share any further information/suggestions. Cllr. Maclean relayed information on children silhouettes

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	<p>to combat speeding seen at Ingatestone. Clerk to investigate costs. Clerk to look into 4 wildlife signs, locations discussed as boundary of Highwood on Ingatestone Road, boundary of Edney Common & Highwood Road, Pauls Lane & ????. Clerk to look into street furniture needing replacing. Signs in Blackmore Wood had been removed after fly tipping. Storage of salt was being stored at Cllr. Horsnells Farm. The Clerk advised Councillors could not receive payment for storage. Clerk to seek alternative solutions. Overgrown hedges had been reported. Clerk to pursue. Contact card holders to be ordered.</p>
	<p>THE FOLLOWING ITEM WAS CONFIDENTIAL – COUNCILLORS TOOK A VOTE TO EXCLUDE PRESS & PUBLIC 🙅 📵</p>
41/22.	<ul style="list-style-type: none">• Sale of Garages – Clerk reported progress had been made• Allotment site at Radley Green – various ideas were discussed.• A report from Personnel Committee Chairman was relayed.

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