



HIGHWOOD PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Monday 16th May 2022 @ 7.30pm
Meeting held in Highwood Village Hall (foyer)

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

Cllr. P. Latham (Chair)	Cllr. T. Horsnell (Vice Chairman)	Cllr. S. Gill
Cllr. U. Maher	Cllr. K. Latham-Pearmain	Karen Kuderovitch - Clerk
Cllr. D. Cameron	Cllr. N. Chambers (CCC)	

A decision to be made **Expenditure decision**

1/22.	Election of a Chairman Cllr. P. Latham indicated his desire to stand for the position. Cllr. T. Horsnell proposed and Cllr. D. Cameron seconded. All in favour. The Chairman thanked the Councillors and the Clerk congratulated Cllr. Latham.
2/22.	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 gave members the opportunity to declare any interests and note them. None declared. Councillors/Members of the Public to declare their intention to record the Meeting. The Clerk reported she was recording the meeting.
3/22.	Election of a Vice Chairman The Chairman reported Cllr. Maclean had indicated his desire to stand as Vice Chairman. Cllr. Maher asked a question in relation to the appointment of the Vice Chairman. Cllr. Latham-Pearmain proposed Cllr. Horsnell & Cllr. Maher seconded. The Clerk asked if there were any more proposals. Cllr. Gill proposed Cllr. Maclean & Cllr. Cameron seconded. The Clerk declared 2 Councillors proposed for the position. A vote was recorded.. Cllr. Horsnell received 3 votes & Cllr. Maclean 2 votes. The Clerk declared Cllr. Horsnell as the elected Vice Chairman.
4/22.	Apologies for Absence Cllr. Maclean – working – the apology was accepted unanimously.
5/22.	Appointment of representatives/Committee members

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	<ul style="list-style-type: none">• Personnel Committee – the Clerk asked if everyone on the current Committee would like to continue. Cllr. Maher & Cllr. Latham-Pearmain asked questions about the role and the Clerk explained the involvement. After discussion, it was resolved for Cllr. Maher to join the Personnel Committee & Cllr. Latham was elected as the Chairman.• Planning Representative – it was resolved Cllr. Latham administer this role, assisted by Cllr. Horsnell.• Highwood Village Hall Representative – it was resolved Cllr. Maclean continue as the representative.• School Representative – it was resolved Cllr. Latham-Pearmain continue as the representative.• Play Area Representative – it was resolved Cllr. Maclean continue as the representative, with all Councillors reporting to him any issues.
6/22.	General Power of Competence 🇬🇧 It was resolved that Highwood Parish Council use the power (qualified Clerk).
7/22.	Minutes 🇬🇧 The Minutes of the Parish Council Meeting of 21 st March to be approved and signed
8/22.	Cllr. Nicolette Chambers: Cllr. Chambers gave a report including the following: <ul style="list-style-type: none">• Her pleasure to serve local councils• City Council had returned to face-to-face meetings• North East bypass commencing in 2023• Beulieu station in schedule to complete• Tindall square Chelmsford currently undertaking changes• Band D Housing residents will receive a rebate £150 from Chelmsford City Council Tax.• Grass cutting to be reduced to create biodiversity & protect the environment.• Solar Farms – awaiting planning permission• Pot holes – Highwood appeared not to have any• National Grid Proposal – a lot of discussion at the moment – government led. Cllr. Latham reported he sat in on a panel & relayed information.• Cuckoo Radley Green was discussed & a further application• Cllr. Chambers suggested a date for lunch with Councillors & Clerk & the Chairman thanked her for attending the meeting. A report was relayed from Cllr. Mike Steel: Homes for Ukraine Scheme Update 06.05.22 Key figures: <ul style="list-style-type: none">• The latest data indicates there have been 1,121 requests from Ukrainians with 759 sponsors in the ECC area. Currently, 16% of ECC area sponsors have Ukrainian guests who have arrived. Finance update:

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- Districts are arranging the £200 payments to guests as soon as they are advised that they have arrived (methods currently vary, until prepaid cards are up & running)
- Districts will initiate the £350 thank you payments in arrears (back-dated to when guest(s) first arrived), where sponsors have completed a request for the payment and once the housing checks have been successfully completed.

Health Group update:

- A primary care guidance document that outlines likely health issues can be accessed here: <https://www.gov.uk/government/publications/arrivals-from-ukraine-advice-for-primary-care>
- Access to dentistry is being raised as an issue and we await guidance from NHS colleagues.

Housing Assurance/Safeguarding update:

- We are continuing the assurance process for accommodation safety checks and DBS checks. Refinements to current processes are being made where possible. As at 05.05.22, 60% of sponsors with guests have had checks started (accommodation and/or DBS/safeguarding).
- Static caravans – a change to the joint housing policy has been made, with static caravans now allowed as accommodation, where they are located on sites which are open all-year-round.

Ports of Entry update:

- Stansted – an average of 369 Ukrainians have arrived through Stansted over the past 4 days.
- Most arrival transit to their onward destinations, although some require help at the airport as anticipated.
- Food vouchers have been handed out.
- The Ukraine arrivals hub is fully staffed.
- CVS Uttlesford have now taken over from the British Red Cross staffing the arrivals hub/welcome point.
- Harwich – in the last seven days 21 arrivals have been logged, although many are lorry drivers rather than people seeking accommodation.
- Southend Airport – no arrivals yet.

School places for Ukrainian children:

- FAQs have been updated as per the notes below:

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- All schools have been communicated with to confirm that children from Ukraine have the right to access a school place in the normal way. We are aware of a number of schools who have already received applications and are admitting children. Schools have also been advised about the additional funding from central government to support the needs of Ukrainian children.
- All families arriving from Ukraine will need to follow the [established process for mid-year school admissions](#).
- We continue to work closely with schools to ensure that all children are placed in schools within a reasonable distance from their homes.
- The educational needs of all children living and arriving in Essex remains our top priority and we will continue to support both families and schools with school admissions along with other needs the families may have.

Sponsor Packs and Comms

- All of the translated versions of packs (in Ukrainian and Russian) for Ukrainian guests are now available online here [Ласкаво просимо до Ессексу: інформаційні матеріали для гостей - Essex County Council](#)
- Paper versions for distribution via district/borough/city council teams will be available from next week.
- FAQs on the ECC website are being updated on a weekly basis. The latest set is here: [Information for sponsors welcoming a Ukrainian person or family: Homes for Ukraine scheme - Overview - Essex County Council](#)
- Guidance is still awaited from DLUHC on the process for re-matching Ukrainian guests in the event that arrangements with initial sponsors break down.
- General information and updates are available here: [Essex stands with Ukraine: what you can do to help - Essex County Council](#)

East Anglia GREEN – from Norwich to Tilbury

This project is nationally decided with ECC and CCC consultees.

I attended a briefing session for ECC Cllrs. There was also a similar one for CCC Cllrs.

Basically, with the North Sea offshore wind farms, there is the need to transport the power to London. The Project comprises:

- 60 km new 400 kV overhead line between Norwich and Bramford (AENC in NOA)
- 120 km new 400 kV overhead line between Bramford and Tilbury (ATNC in NOA)
- underground cables through Dedham Vale AONB
- new 400 kV substation, to be connected into the new Bramford – Tilbury circuit, to
- connect North Falls and Five Estuaries

Timescales:

Non-statutory consultation briefing

21 April to 16 Jun 2022

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Statutory consultation briefing	April to Jun 2023
DCO Application submission	Dec 2024
DCO Examination and decision	2025 to 2026
Construction starts	2027
Fully Operational	From 2031

There are two 'consultation zones' • Primary consultation zone (PCZ) – extending for approx. 1 km from edge of preferred corridor

• Secondary consultation zone (SCZ) – extending for approx. 4 km from edge of referred corridor

They will seek to raise awareness of the project and public consultation with stakeholders across both zones through the broad dissemination of information.

And will directly target stakeholders within the PCZ, while promoting more widely beyond that. to book an appointment at an 'ask the experts' session, sign up for a webinar or speak to the project team, use:.

• **Website:** nationalgrid.com/east-anglia-green

• **Email:** EastAngliaGREEN@nationalgrid.com

• **Call:** 0800 151 0992

There are 12 consultation events planned to end May, with the at Writtle Village Hall, Tuesday 24th May 11am to 5.30pm,

The ECCs response is being collated by the Growth and Development Team and they have reached out to internal stakeholders and asked for their views on the project (Highways, Flooding, Socio Economics, Landscape, Ecology etc) and once received will be incorporated into a single response. I have also met with the Cabinet Member for Infrastructure, and made it clear I want to be part of this.

I have also talked to Head of Planning at City Council to gather their views as they will be making comments. I know an option to run the pylons to the East of Chelmsford was considered by GREEN, but they say that there are pylons already at that side a (which will all be beefed up to carry more voltage – but not enough) and the new lines would need to cross the old ones – which can't be done.

It is early days yet, and I think many of the Cllrs are still getting to grips with the scale of this. I know pylons will be far cheaper than underground, and also underground needs 100m wide trenches, due to the high voltage and the need to cool, and disturbs the land for a decade. Apparently, the coast line is protected, so pylons can't be used there. I have heard some organisations/people pushing a sea route/underground. I don't know how practical that is.

I have also joined the North and West Chelmsford Parish Planning Group comprising myself representing ECC and Parish Cllrs from Broomfield, Writtle, Chignal, Little Waltham, Great Waltham, Highwood, and Roxwell. So far we have 2 meetings with a third planned. Strategy is to make a joint response long the lines::

- We support green energy and need to get it into the Grid

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	<ul style="list-style-type: none">• We have grave concerns about the impact on the environment of doing so with traditional pylons• We therefore support laying the cables under the sea for the full route• (At this point in time, not to mention preference for T-Pylons as it infers an acceptability of the Westerd route) <p>Plus, each of these Parish Councils to make their own submission about their particular concerns in their Parish</p> <p>I also have a meeting arranged with our MP – this is a nationally decided project (by the Secretary of State), so we need our MP on our side.</p> <p><u>LHP</u></p> <p>Jon Simmons and I attended with HPC 22nd April and walked the route to the Church and beyond to the play area. It was agreed that Jon would get an approximation of the costs to reinstate the layby back to grass and kerbing achieving a safe walk zone to St Pauls church with a view to amend the application currently with the panel.</p> <p>In addition, there may be an option to create a solid path through the undergrowth if the area of Highways responsibility can be ascertained. If it's private land or determined not to be Highways HPC can investigate the practicalities and costs.</p>
9/22.	<p>Public Forum</p> <p>The Chairman allowed a maximum of 15 Minutes for the Public to address the Council. None present.</p>
10/22.	<p>The following policies were adopted unanimously (the Clerk reported changes to the Grant Policy & Reserves Policy amendments & detailed the proposed changes. 👍)</p> <ul style="list-style-type: none">• Standing Orders• Financial Regulations• Co-option• Code of Conduct• E-Mail• Equality & Diversity• Freedom of Information• GDPR• Grants - the Clerk advised that the current guidance to Parish Councils was to not give grants to religious organisations (Clerk referred to the legal topic note & advice from the Essex Association of Local Councils).• Grievance• Media• Minor Disputes• Reserves• Retention• Safeguarding

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	<ul style="list-style-type: none"> • Scheme of Delegation • Training • Financial Risk Assessment
11/22.	<p>Review of Community Projects/Action Plan for 22/23 📌 📷</p> <p>The Clerk relayed information on current projects and the current allocations. Councillors reviewed each item on the Action Plan & allocated budgets accordingly. The Clerk reported the figures included 50% of the Precept, the next instalment being in September 2022. It was resolved unanimously to:</p> <ul style="list-style-type: none"> • Make a virement from the project fund for CCTV (£3,000) to VAS Signs (2). The Clerk reported consultation would take place in the August Newsletter on Parish Council expenditure on other projects. <p>The Clerk reported the new bus stop opposite the Highwood Primary School would be installed on Wednesday 8th June.</p>
12/22.	<p>Reports from Representatives</p> <ul style="list-style-type: none"> • School Liaison – reports being prepared by pupils for inclusion in the August Newsletter & a new idea of journalists. The Clerk reported an idea for Junior Councillors, working with the local school & engaging people at a younger age. Cllr. Latham-Pearmain suggested environmental involvement with the school. • Play Area – Clerk relayed the following report from Cllr. Maclean: <p>Loves Green Table tennis table cover is not fit for purpose and has several rips. The issue with this location is that there are a lot of branches hanging over where birds like to sit (as well as on the table) If moving the table isn't an option then we really should look at getting an oversized hard topped canopy for it. With bird spikes installed. This will also ensure that the branches falling from the trees does not damage the table. Play equipment is in good condition although I know the ROSPA inspection is due this month.</p> <p>Edney Common The old play equipment is really showing its age. The roundabout is in poor condition and a child struggles to push it round, there is also a dangerous lip on it as the ground is uneven around the outer edge meaning a foot could get caught in it. The swings again have the issue of the ground having a big dip underneath where the previous repair has either disappeared into the ground or been dispersed through being kicked away. The square multi apparatus is ok on three sides but the side with the rope needs tensioning as it's on the ground. Perhaps this is something John could have a look at? The Thumper tower appears to have mould growing under the top canopy, when I go there again I will get some pictures to send through, not sure if this is normal or is a defect if it hasn't been protected correctly during construction. Again, I know the ROSPA inspection is due this month for this playground.</p>
13/22.	<p>Annual Parish Meeting – Wednesday 18th May 2002 Clerk ran through final arrangements.</p>
14/22.	<p>Finance 📌 📷</p> <p>a) Clerk to presented Bank Reconciliation/Bank Statements for end of March 2022 & the Chairman approved & signed them. The Clerk reported the end of March 2022 bank statements as follows: Unity Main Account as at 31st March 2022 = £2,019.78</p>

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	<p>Unity No 2 Account (projects) as at 31st March 2022 = £41,241.55</p> <p>b) Clerk reported draft figures for accounting year 2021/2022.</p> <p>c) Clerk advised of dates for the Internal Audit of 2021/22 – being collected on 30th May 2022 with a 2 week turnaround.</p> <p>d) Council to consider grant applications (2). The Clerk gave her advice that the Parish Council should not give a grant to a religious organisation & answered Councillors questions. Councillors discussed this advice & it was resolved unanimously to grant St. Paul’s Church £600 for churchyard maintenance. A second application from the Highwood Village Hall was discussed and it was resolved unanimously to grant £384.66 for Queen’s Jubilee celebration.</p> <p>Councillors reviewed quotations for a Speed Indicator Device (Gen5-Smart - 6kg lightweight radar road safety education display, SID Smile (positive driver feedback), MyTrafficData online analysis suite, Bluetooth communications, TXT/DMP Data formatter, Internal data memory, Android SID-Pro App, Exit Speed capture, Installation bracket, Cloud transfer, PowerPack & it was resolved unanimously to proceed with the quotation from Traffic Technology for 2 devices totaling £6,406 & VAT.</p> <p>A discussion took place over consultations with the residents & the Clerk advised Council that she would prepare a consultation policy for future approval. Clerk to proceed with Essex County Council completing the relevant application forms, including site locations.</p> <p>It was resolved to make a donation to Guide dogs for the blind of £50.</p> <p>e) Review of payments – deferred to next meeting.</p>
15/22.	<p>Planning 🍷</p> <p>Reference: 22/00881/FUL</p> <p>Address: The Cuckoo Radley Green Road Roxwell Chelmsford</p> <p>Description of works: Change of Use from restaurant with living accommodation to dwelling only (Class C3) It was resolved unanimously for Cllr. Latham to relay comments via email to the Clerk. Councillors shared any further planning information. Clerk relayed details of 2 Planning Forums run by Chelmsford City Council.</p>
16/22.	<p>General Village Items/Information</p> <ul style="list-style-type: none"> • Ride London – details were relayed of the event. • Noticeboards – Edney Common/Ingatestone Road – Clerk to report on feedback from resident/maintenance contractor & Council agreed a new location. • Resident access request for utility tree cutting - noted. • Bus stop road markings within 30ft – reported under Ref: 2748991 – Clerk to chase again. • Contact from residents - Cllr. Maher asked for a reminder for residents to secure recycling – add to August newsletter • Newsletter feedback – good feedback received & next edition August 2022. • Clerk/Councillors to be offered the opportunity to share any further information/suggestions. Cllr. Horsnell raised removal of signs. Clerk to chase. Cllr. Horsnell also raised issues with cycles in the community. Cllr. Latham-Pearmain raised replacement of dog bins.
<p>THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TOOK A VOTE TO EXCLUDE PRESS & PUBLIC 🍷 📷</p>	

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17/22.	<ul style="list-style-type: none">• Sale of Garages -the Clerk reported contracts were being drawn & requested the Chairman to sign the solicitors' documents.• Allotment site at Radley Green – Cllr. Horsnell to assist with access requirements.
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