



# HIGHWOOD PARISH COUNCIL

9<sup>th</sup> May 2023

The Parish Council Meeting will be held on Monday 15<sup>th</sup> May 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

25/23	<b>Election of a Chairman</b> Councillors to vote.
26/23	<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.
27/23	<b>Election of a Vice Chairman</b> Councillors to vote
28/23.	<b>Apologies for Absence</b> A vote to be taken to accept apologies and the reasons submitted.
29/23	<b>Co Option</b> Application from member of the public to co-opt onto the council. Councillors to decide whether to allow or not
30/23	<b>Minutes</b> The Minutes of the Parish Council Meeting of 23 <sup>rd</sup> January 2023 to be approved and signed.
31/23.	<b>Cllr. Mike Steel/Cllr. Nicolette Chambers</b> Reports from
32/23.	<b>Public Forum</b> The Chairman to allow a maximum of 15 Minutes for the Public to address the Council.
33/23.	<b>Clerks Report</b>
34/23	<b>Appointment of representatives/Committee members</b> <ul style="list-style-type: none"> <li>• Personnel Committee</li> <li>• Planning Representative</li> <li>• Highwood Village Hall Representative</li> <li>• School Representative</li> <li>• Play Area Representative</li> </ul>







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

email: [clerk@highwoodpc.org](mailto:clerk@highwoodpc.org). [www.highwoodpc.org](http://www.highwoodpc.org)





# HIGHWOOD PARISH COUNCIL

35/23	<b>Review of Policies</b>  <ul style="list-style-type: none"><li>• Standing Orders</li><li>• Financial Regulations</li><li>• Co-option</li><li>• Code of Conduct</li><li>• E-Mail</li><li>• Equality &amp; Diversity</li><li>• Freedom of Information</li><li>• GDPR</li><li>• Grants</li><li>• Grievance</li><li>• Media</li><li>• Minor Disputes</li><li>• Reserves</li><li>• Retention</li><li>• Safeguarding</li><li>• Scheme of Delegation</li><li>• Training</li></ul>
36/23	<b>Update of Register of Interests</b> Copies of forms to complete and return
37/23	<b>Review of Community Projects/Action Plan for 22/23 – 23/23</b>   Councillors to review the Action Plan & associated budgets.
38/23	<b>Reports from Representatives</b> <ul style="list-style-type: none"><li>• School Liaison</li><li>• Play Area</li></ul>
39/23.	<b>Finance</b>   <ol style="list-style-type: none"><li>a) Members to review &amp; approve payments.</li><li>b) Clerk to present Bank Reconciliation/Bank Statements for end of January, February, March, April 2023.</li><li>c) Finance report from Clerk to include 3<sup>rd</sup> quarter budget review</li><li>d) HMRC VAT correspondence.</li><li>e) Members to review a quotation for a sensory garden @ Edney Common</li><li>f) Members to review fencing quotes for Edney Common</li></ol>
40/23	<b>Planning</b>   <b>APPEAL</b> Reference: 22/01555/FUL Awes Farm Ingatestone Road Highwood Chelmsford Essex CM1 3QS Construction of a stable block for livery yard, outdoor menage and associated access and parking area. 1 <sup>st</sup> June 2023



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

email: [clerk@highwoodpc.org](mailto:clerk@highwoodpc.org). [www.highwoodpc.org](http://www.highwoodpc.org)





# HIGHWOOD PARISH COUNCIL

	<p><b>For Reference Only</b>  Reference: 23/00477/LBC  Address: Writtle Park House Writtle Park Drive Highwood Chelmsford  Description of works: Installation of stairlift  27<sup>th</sup> April 2023</p> <p><b>For Reference Only</b>  Reference: 23/00527/FUL  Address: Old Barns Farmhouse Old Barns Lane Highwood Chelmsford  Description of works: The removal of existing roof lanterns on the flat roof of the single-storey rear addition and their replacement with 14 Solar PV Panels.  27<sup>th</sup> April 2023</p> <p><b>For Reference Only</b>  Reference: 23/00563/FUL  Address: The Cuckoo Radley Green Road Roxwell Chelmsford  Description of works: Change of Use from Restaurant (Use Class E (b)) to a dwelling (Class C3)  5<sup>th</sup> May 2023</p>
41/23	<p><b>General Village Items/Information</b></p> <ul style="list-style-type: none"> <li>• Contact from residents.</li> <li>• Newsletter – review</li> <li>• Build outs at School</li> <li>• SID download of data</li> <li>• Summer Fayre 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>
	<p><b>THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS &amp; PUBLIC</b>  </p>
42/23	<ul style="list-style-type: none"> <li>• Sale of Garages</li> <li>• Land at Radley Green</li> <li>• Recruitment of new clerk</li> <li>• Storage facilities</li> </ul>

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

email: [clerk@highwoodpc.org](mailto:clerk@highwoodpc.org). [www.highwoodpc.org](http://www.highwoodpc.org)

