



HIGHWOOD PARISH COUNCIL

9th May 2023

Minutes of the Parish Council Meeting will be held on Monday 15th 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

In Attendance

Cllr. P. Latham, Chairman	Cllr. T. Hornsell, Vice Chairman	Cllr K Latham-Pearmain
Cllr. S. Maclean		

A decision to be made Expenditure decision

25/23	Election of a Chairman Cllr Latham indicated he was happy to continue as chairman. Proposed by Cllr Hornsell, Seconded by Cllr Maclean. Cllr Latham accepted the role of Chairman for the year 23/24
26/23	Declaration of Interests/Recording at Meetings Cllr Hornsell confirmed that a planning application appeal carried an interest.
27/23	Election of a Vice Chairman Cllr Hornsell indicated he was happy to continue. Proposed by Cllr Maclean and seconded Cllr Latham-Pearmain. Cllr Hornsell accepted the role as Vice Chairman for 23/24
28/23.	Apologies for Absence Cllrs Cameron & Maher not available due to being away. Reasons accepted.
29/23	Co Option Submission from Stacey Gill to join the Parish Council as a co-opted member. Members of the council voted to accept the application and for Stacey Gill to join.
30/23	Minutes The Minutes of the Parish Council Meeting of 23 rd January 2023 were approved and signed
31/23.	Cllr. Mike Steel/Cllr. Nicolette Chambers Report from Cllr Mike Steel received and passed on to the councillors. One area of interest was the LHP announcement that out of £750,000 only £250,000 being made available to new or existing LHP requests. SID trial of lamp posts has been delayed again for approximately 3 months
32/23.	Public Forum No members of the public in attendance
33/23.	Clerks Report
34/23	Appointment of representatives/Committee members

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

email: clerk@highwoodpc.org. www.highwoodpc.org





HIGHWOOD PARISH COUNCIL

	<ul style="list-style-type: none"> • Personnel Committee – Cllrs Latham, Cameron, Maclean & Maher to continue • Planning Representative – Cllrs Latham & Hornsell • Highwood Village Hall Representative – Cllr Maclean • School Representative – Cllr Latham Pearmain • Play Area Representative – Cllr Maclean
35/23	<p>Review of Policies </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 • Grievance • Media • Minor Disputes • Reserves • Retention • Safeguarding • Scheme of Delegation • Training <p>Renewal of policies deferred to the next meeting</p>
36/23	<p>Update of Register of Interests</p> <p>Forms to be sent to Cllr Latham for submission to Chelmsford City Council</p>
37/23	<p>Review of Community Projects/Action Plan for 22/23 – 23/23 </p> <p>Councillors to review the Action Plan & associated budgets.</p>
38/23	<p>Reports from Representatives</p> <ul style="list-style-type: none"> • School Liaison <p>Cllr Latham-Pearmain requested a grant application be put in for the next meeting. Cllr Maclean advised Cllr Latham that a stipulation was placed on all grant requests that they could not be applied for after an event. Cllr Latham suggested an extraordinary meeting could be arranged prior to the event.</p> <ul style="list-style-type: none"> • Play Area <p>Cllr Maclean advised that ROSPA inspection is due to be carried out. Still need the removal of see saw and roundabout confirmed. Awaiting date of UKPN works at Edney Common.</p>
39/23.	<p>Finance </p> <p>a) Members to review & approve payments.</p>

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

email: clerk@highwoodpc.org. www.highwoodpc.org





HIGHWOOD PARISH COUNCIL

	<p>b) Clerk to present Bank Reconciliation/Bank Statements for end of January, February, March, April 2023.</p> <p>c) Finance report from Clerk to include 3rd quarter budget review</p> <p>d) HMRC VAT correspondence.</p> <p>e) Members to review a quotation for a sensory garden @ Edney Common</p> <p>f) Members to review fencing quotes for Edney Common</p> <p>All items were deferred to the next meeting. Heelis & Lodge were confirmed as the internal auditors.</p>
40/23	<p>Planning 👍</p> <p>APPEAL 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. 1st June 2023</p> <p>Cllr Horsnell left the meeting at 8.20pm and returned at 8.30pm</p> <p>For Reference Only Reference: 23/00477/LBC Address: Writtle Park House Writtle Park Drive Highwood Chelmsford Description of works: Installation of stairlift 27th April 2023</p> <p>For Reference Only 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. 27th April 2023</p> <p>For Reference Only 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) 5th May 2023</p>
41/23	<p>General Village Items/Information</p> <ul style="list-style-type: none">• Contact from residents. <p>None received</p>

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

email: clerk@highwoodpc.org www.highwoodpc.org





HIGHWOOD PARISH COUNCIL

- Newsletter – review

Newsletter shown to council prior to going to print.

- Build outs at School

Currently on hold until adequate information of data from the SID can be produced to show the speeding issues

- SID download of data

Vehicles found going through the SID at over 70mph in a 30mph zone. High levels of speeding found. Speedwatch to make plans to go out

- Summer Fayre 2023



This is now the Summer Sizzler that the Schools PTA are running

- Potholes/Pathways – Tree roots – general disrepair

Councillors to continue to report the poor state of the pathways via the report it website

- Clerk/Councillors to be offered the opportunity to share any further information/suggestions.

Cllr Horsnell raised concerns over the lack of cutting back of hedges at the junction with the A414 and if the council could assist in contacting Highways. Cllr Latham explained that now the Rangers had been dissolved in budget cuts.

THE FOLLOWING ITEM IS CONFIDENTIAL – COUNCILLORS TO TAKE A VOTE TO EXCLUDE PRESS & PUBLIC  

42/23

- Sale of Garages

The remaining garage to be placed up for sale at a price of offers in excess of £10,000 via a sealed bids system. All offers to be sent to Cllr Latham which will be opened at the next meeting.

- Land at Radley Green

Cllr Latham to speak to Dedman Grey Auction House and ask for a board to be placed at the site and preparations to be made to add it to the next auction.

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

email: clerk@highwoodpc.org. www.highwoodpc.org





HIGHWOOD PARISH COUNCIL

- Recruitment of new clerk

Cllrs Latham & Maclean met with a candidate and were very impressed with the calibre of the individual. A vote was taken based on Cllrs Latham & Maclean verdict. Councillors voted with a majority to employ the new clerk.

- Storage facilities

Highwood Parish Council have a number of items which require storage. Cllr Maclean obtained a quote from Big Yellow Storage however another quote will be obtained by Cllr Latham to ensure the best value is achieved.

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

email: clerk@highwoodpc.org. www.highwoodpc.org

