



HIGHWOOD PARISH COUNCIL

**Minutes of the Parish Council Meeting
held on Monday 20th November 2023 at 7.30pm at Highwood Village Hall (foyer)**

In Attendance

Cllr P Latham (Chairman)
Cllr T Horsnell (Vice-Chairman)
Cllr K Latham-Pearmain
Cllr S Maclean
Clerk

72/23 Declaration of Interests

None declared.

73/23 Apologies for Absence

Apologies received and accepted from Cllrs Cameron, Gill and Maher.

74/23 Cllr Mike Steel/Cllr Nicolette Chambers

Cllr Steel and Cllr Chambers were not present. Cllr Steel circulated an update to members, including:

- Member led pothole scheme.
- Local Highways Panel budgets.
- GP surgery provisions.
- Draft Waste Strategy.
- General's Bridge opening at Junction 19 of the A12.
- Proposed Army and Navy Sustainable Transport Package.
- National Grid pylons.
- Schools impacted by reinforced autoclaved aerated concrete (RAAC).

75/23 Minutes

The Minutes of the Parish Council Meeting of 18th September 2023 were approved and signed.

76/23 Public Forum

No members of the public were present.

77/23 Clerk's Report

The Clerk reported on the following:

- Request from Ride London organiser to meet with Councillors.
- CCTV project tender in progress.
- Maps showing areas owned and maintained by Chelmsford City Council and Chelmer Housing Partnership have been requested but not received.
- VAT return submitted for financial year 2021/22; £594.10 received.
- Minutes from 2018-2022 deposited at the Essex Record Office.
- Playdale will attend the play area at the rear of the village hall soon for repairs.



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- The noticeboard in the bus shelter is out of warranty, but a replacement lock and key can be purchased for £15 + VAT and delivery.

78/23 Reports from Representatives

- (a) School Liaison – a travelling pantomime will be visiting the school.
- (b) Play Area – there is some movement in the goal posts at Edney Common play area due to the wet weather.

79/23 Finance and General Purposes

- (a) **It was resolved** to approve the payments made since the last meeting as follows:

PWLB Lending Facility	£5,169.08
Unity Trust Bank	£18.00
DW Maintenance	£324.00
Fusion Technology	£24.80
Mayor, Cuttle & Co	£288.00
Parish Noticeboard Co	£7.80
Admin expenses (poppy wreath)	£23.98
Staffing	£1,200.68

- (b) The budget update was received.
- (c) The draft 2024/25 budget will be presented at the January meeting.
- (d) The Local Government Services Pay Agreement 2023 and the resulting increase in the Clerk's salary backdated to her start date were noted.
- (e) The Chelmsford City Council's review of polling districts and polling places 2023/24 was noted. No submission will be made by the Parish Council.

80/23 Planning

- (a) The following submissions made outside of a meeting were noted:

(i) 23/01623/FUL

Ravenscraig, Metsons Lane, Highwood – Proposed use of annexe as a self-contained dwelling with associated parking and storage – **no comment**.

(ii) 23/01625/P20AD

Ravenscraig, Metsons Lane, Highwood – Construction of an additional storey above the existing dwellinghouse to provide 1no. residential unit (Class C3), associated parking and storage – **no comment**.

81/23 Environment

- (a) Following review of the four quotes received, **it was resolved** that Proludic be appointed to supply and install the replacement play equipment at the Edney Common play area. The final design will take into consideration the electricity cables and a maximum budget of £16,000 will be allocated from general reserves to fund this.
- (b) An update on the CCTV project was received.

82/23 General Information

The following matters were raised:

- a) Church Farm fencing.



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- b) Hare coursing – can it be reported to any organisation other than the police?

83/23 Confidential Matter

It was resolved to send a letter from the Parish Council regarding City Council concerns.

The meeting closed at 8.42pm

DRAFT