



HIGHWOOD PARISH COUNCIL

**Minutes of the Parish Council Meeting
held on Monday 17th July 2023 at 7.30pm at Highwood Village Hall (foyer)**

In Attendance

Cllr P Latham (Chairman)
Cllr T Horsnell (Vice-Chairman)
Cllr S Gill
Cllr K Latham-Pearmain
Cllr S Maclean
Cllr U Maher
Clerk
City Cllr N Chambers
5 members of the public

48/23 Declaration of Interests

Cllrs Latham and Latham-Pearmain declared an interest in item 56/23 - application 23/00954/FUL.

49/23 Apologies for Absence

Apologies received and accepted from Cllr Cameron.

50/23 Cllr Mike Steel/Cllr Nicolette Chambers

Cllr Chambers raised the following:

- Overgrown verges – meeting held with parks department, but no move on policy regarding cutting frequency.
- Consideration of infill building for affordable housing.
- Had contact with Chelmer Housing Partnership, but no response on the empty property.
- New Barns Farm – change of use.
- Hopes to attend the next 'Catch Up Café'.

51/23 Minutes

The Minutes of the Extraordinary Parish Council Meeting of 12th June 2023 were approved and signed.

52/23 Public Forum

One member of the public spoke on behalf of those present and raised the following:

- Objections to planning application 23/00960/FUL, including concerns of loss of protection by the change of class, and permissible activities under B8 not appropriate in that location.

53/23 Clerk's Report

The Clerk reported on the following:

- AGAR and associated documents submitted to PKF Littlejohn on 23rd June. Formal acknowledgement received on 9th July.



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- Now set up as administrator for online banking with Unity Trust – with view and submit permissions.
- 0300 telephone number set up.
- New financial year cashbook set up.
- Unable to progress on storage facility (minute reference 47/23(h)) due to the personal/sensitive information required by Safestore.
- Thanks to Cllr Maclean for supplying instructions for managing the website.
- Notification received of a new premises licence application by the Essex Police Sports Association.
- Annual leave w/c 14th August, and August bank holiday weekend until 31st.
- The agenda format will be revised to meet website accessibility requirements.

54/23 Reports from Representatives

The School Liaison representative reported the following:

- Thanks to the Parish Council for the £100 grant.
- 'Summer Sizzler' event was affected by high winds, but was a success.
- Thanks to Cllr Horsnell for moving logs for access.

The Play Area representative reported the following:

- Edney Common – the UK Power Networks work has finished, the cables are now underground.
- Some equipment needs replacing. Item for next agenda.
- Update on fencing – the quote will be located.

55/23 Finance

- (a) **It was resolved** that, in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, the Parish Council meets the conditions set out to exercise the General Power of Competence.
- (b) **It was resolved** to approve the payments made since the last meeting as follows:
- | | |
|------------------------|---------|
| Eukhost | £93.96 |
| Tracey Poole | £120.00 |
| RoSPA Play Safety | £205.20 |
| Highwood Village Hall | £16.00 |
| DW Maintenance | £645.00 |
| Fusion | £12.40 |
| Solopress | £488.37 |
| Dedman Gray | £420.00 |
| Highwood Primary PTA | £100.00 |
| Heelis & Lodge | £255.00 |
| Fisher Jones Greenwood | £500.00 |
| Staffing | £640.61 |
| Mayor, Cuttle & Co | £96.00 |
- (c) **It was resolved** to offer the current Clerk the same working from home allowance as the previous Clerk.
- (d) **It was resolved** to replace the noticeboard on Ingatestone Road, using the existing posts.



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56/23 Planning

(a) The following planning applications were considered:

Cllrs Latham and Latham-Pearmain left the meeting for the application below:

23/00990/LBC & 23/00954/FUL

Montagues Farm, Loves Green – Proposed works to ancillary buildings including solar panels to the existing stables and a single-storey rear extension to existing outbuilding – no objection.

23/00960/FUL

Land West of Hands Farm, Radley Green Road – Retrospective application for the change of use of the existing buildings (units 1 and 2) from class B1 to class B8 storage – not supported.

(b) The following submissions made outside of meetings were noted:

23/00851/OUT

Larkrise Cottage, Cock Lane – Outline application for the demolition of existing garage and construction of new dwelling with all matters reserved – not supported.

57/23 Environment

Following discussion, it was decided to await further information and to follow the guidance from other Parish Councils and the North West and South West Parishes Group.

58/23 County/City Councillors

The attendance of Cllr Chambers at this meeting was noted. Attendance and participation will be kept under review.

59/23 General Information

The following matters were raised:

- County Councillor action regarding highways matters – should a group response with other Parish Councils be considered?
- Speed data from the Speed Indicator Device (SID) was shared. Will be published on the Parish Council's website.

60/23 Confidential

It was resolved, under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2), to exclude members of the public for the duration of this meeting, to consider the following:

- (a) **It was resolved** to accept the sealed bid for the sale of the garage from the current tenant, on the condition that the sale is completed by 11th September 2023.
- (b) **It was resolved** to accept a pre-auction bid for the sale of land on the east side of Radley Green Road that met the Parish Council's criteria.

The meeting closed at 9.25pm