



# HIGHWOOD PARISH COUNCIL

15<sup>th</sup> November 2023

Members of Highwood Parish Council, you are hereby summoned to attend the  
The Parish Council Meeting on Monday 20<sup>th</sup> November 2023 @ 7.30pm  
held in Highwood Village Hall (foyer)

**Signed:** *S Gaeta*  
**Clerk**

## THE CHAIRMAN TO REQUEST MOBILE PHONES ARE SWITCHED OFF/TURNED TO SILENT MODE **AGENDA**

### **72/23 Declaration of Interests/Recording at Meetings**

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 them 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.

### **73/23 Apologies for Absence**

A vote to be taken to accept apologies and the reasons submitted.

### **74/23 Cllr. Mike Steel/Cllr. Nicolette Chambers**

To receive reports from County and City Councillors.

### **75/23 Minutes**

The Minutes of the Parish Council Meeting of 18<sup>th</sup> September 2023 to be approved and signed.

### **76/23 Public Forum**

The Chairman to allow a maximum of 15 minutes for the public to address the Council.

### **77/23 Clerk's Report**

To receive a report from the Clerk.

### **78/23 Reports from Representatives**

- a) School Liaison
- b) Play Area



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## 79/23 Finance and General Purposes

- a) To review and approve payments made since the last meeting.
- b) To receive a budget update.
- c) To discuss potential budget requirements for the financial year 2024/25.
- d) To note the Local Government Services Pay Agreement 2023 and the resulting increase in the Clerk's salary, backdated to her start date.
- e) To note Chelmsford City Council's review of polling districts and polling places 2023/24 and decide if the Parish Council will submit representation.

## 80/23 Planning

- a) To note the following submissions made outside of the meeting:
  - (i) 23/01623/FUL – Proposed use of annexe as a self-contained dwelling with associated parking and storage at Ravenscraig, Metsons Lane, Highwood. **No comment.**
  - (ii) 23/01625/P20AD – Construction of an additional storey above the existing dwellinghouse to provide 1no. residential unit (Class C3), associated parking and storage at Ravenscraig, Metsons Lane, Highwood. **No comment.**

## 81/23 Environment

- a) To consider quotes received for the refurbishment of play equipment at the Edney Common play area, and appoint a contractor.
- b) To receive an update on the CCTV project, if available at the time of the meeting.

## 82/23 General Information

### 83/23 Motion:

Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2), the Parish Council to exclude members of the public for the duration of this meeting to consider City Council matters that may disclose sensitive personal information.