



HIGHWOOD PARISH COUNCIL

13th March 2024

Members of Highwood Parish Council, you are hereby summoned to attend the
The Parish Council Meeting on Monday 18th March 2024 @ 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**

95/23 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.

96/23 Apologies for Absence

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

97/23 Cllr. Mike Steel/Cllr. Nicolette Chambers

To receive reports from County and City Councillors.

98/23 Minutes

The Minutes of the Parish Council Meeting of 15th January 2024 to be approved and signed.

99/23 Public Forum

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

100/23 Clerk's Report

To receive a report from the Clerk.

101/23 Reports from Representatives

- a) School Liaison
- b) Play Area



HIGHWOOD PARISH COUNCIL

102/23 Finance and General Purposes

- a) To review and approve payments made since the last meeting.
- b) To discuss and approve the Financial and Operational Risk Assessment.
- c) To consider subscribing to EDGE IT finance software package from April 2024.
- d) To set the date for the Annual Assembly (Annual Parish Meeting).

103/23 Planning

To note the following submissions made outside of the meeting:

- (i) 24/00155/FUL – Retrospective application for 2 stables at The Old Granary, Old Barns Lane, Highwood. **No comment.**
- (ii) 24/00162/FUL – Demolition of existing commercial and farm buildings and erection of replacement commercial building and farm building at Radley Green Farm, Radley Road, Roxwell. **No comment.**
- (iii) 24/00220/FUL – Change of use of agricultural land to use for equestrian purposes with the construction of a stable block at Awes Farm, Ingatestone Road, Highwood. **Supported.**

104/23 Environment

To finalise details for the litter pick on 24th March.

105/23 General Information

106/23 Confidential Item

- a) 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 the items (a) and (b) below.
- b) To consider tenders received for the Grounds Maintenance Contract (March 2024 – February 2027) and appoint a contractor.
- c) To consider quotes received for the Edney Common Play Area fencing project and appoint a contractor.