



# HIGHWOOD PARISH COUNCIL

**Minutes of the Parish Council Meeting  
held on Monday 18<sup>th</sup> March 2024 at 7.30pm at Highwood Village Hall (foyer)**

## **In Attendance**

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

## **95/23 Declaration of Interests**

Cllr Horsnell in item 103/23.

## **96/23 Apologies for Absence**

Apologies received and accepted from Cllr Maher.

## **97/23 Cllr Mike Steel/Cllr Nicolette Chambers**

Cllr Steel and Cllr Chambers were not present.

## **98/23 Minutes**

The Minutes of the Parish Council Meeting of 15<sup>th</sup> January 2024 were approved and signed.

## **99/23 Public Forum**

No members of the public present.

## **100/23 Clerk's Report**

The Clerk reported on the following:

- Repairs carried out to the brick bus shelter owned by the Parish Council at a cost of £280 + VAT. Authorised under the Financial Regulations limit as emergency repairs due to safety concerns raised by Essex County Council.
- Play equipment installation at Edney Common completed. The grass matting installation was delayed due to wet weather conditions. The final inspection is due on 20<sup>th</sup> March.
- No contact received from Chelmsford City Council regarding the casual vacancy recently notified, therefore no election was requested.

## **101/23 Reports from Representatives**

- (a) School Liaison – the PTA would like to make the old garage building good, or demolish and replace it. There will be a fundraising push. Splash suits are needed – the Parish Council will be approached for a grant.
- (b) Play Area – nothing to add to item 100/23.



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## 102/23 Finance and General Purposes

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

T Poole	£120.00
Solopress	£387.36
Staffing	£1,252.68

(b) **It was resolved** to approve the Financial and Operational Risk Assessment.

(c) **It was resolved** to subscribe to the EDGE IT finance package from April 2024 for a period of five years.

(d) **It was resolved** to hold the Annual Assembly (Annual Parish Meeting) at 7pm on Monday 20<sup>th</sup> May, prior to the Annual Parish Council meeting and May ordinary meeting.

## 103/23 Planning

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

(i) 24/00155/FUL

The Old Granary, Old Barns Lane, Highwood – Retrospective application for 2 stables – **no comment**.

(ii) 24/00162/FUL

Radley Green Farm, Radley Road, Roxwell – Demolition of existing commercial and farm buildings and erection of replacement commercial building and farm building – **no comment**.

(iii) 24/00220/FUL

Awes Farm, Ingatestone Road, Highwood – Change of use of agricultural land to use for equestrian purposes with the construction of a stable block – **supported**.

## 104/23 Environment

The equipment for the annual litter pick on 24th March has been ordered and will be ready for collection on 22nd March.

## 105/23 General Information

The following matters were raised:

(i) Conditions of roads.

(ii) Speed Indicator Device (SID) data. Between 7<sup>th</sup> and 18<sup>th</sup> March, 60% of vehicles passing the SID were speeding. An increase in traffic volume was also noted.

(iii) The Ride London event will be passing through Highwood on 26<sup>th</sup> May. Road closures will be in place between 5am and 5pm.

(iv) Open Reach are currently working in the village.



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## 106/23 Confidential Item

- (a) Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2), **it was resolved** to exclude members of the public for the duration of this meeting to consider the items below.
- (b) **It was resolved** to award Wallace Arboriculture the Grounds Maintenance Contract from March 2024 to February 2027.
- (c) **It was resolved** to appoint C Bailey to supply and install the Edney Common Play Area fencing, at a cost of £11,210.48 + VAT, with an additional pedestrian fence at the rear of the play area.

*The meeting closed at 8.38pm*

DRAFT