



HIGHWOOD PARISH COUNCIL

14th May 2024

Members of Highwood Parish Council, you are hereby summoned to attend the
The Annual Parish Council Meeting on Monday 20th May 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**

1/24 Election of the Chairman

2/24 Signing of the Chairman's Declaration of Acceptance of Office

3/24 Election of the Vice Chairman

4/24 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.

5/24 Apologies for Absence

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

6/24 Minutes

The Minutes of the Parish Council Meeting of 18th March 2024 to be approved and signed.

7/24 Cllr. Mike Steel/Cllr. Nicolette Chambers

To receive reports from County and City Councillors.

8/24 Public Forum

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

9/24 Appointment of Representatives/Committee Members

- Personnel Committee
- Planning Representatives
- Highwood Village Hall Representative
- School Representative
- Play Area Representative



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10/24 Review of Policies

- Standing Orders
- Financial Regulations
- Co-option
- Code of Conduct
- E-Mail
- Equality & Diversity
- Freedom of Information
- GDPR
- Grants
- Grievance
- Media
- Minor Disputes
- Reserves
- Retention
- Safeguarding
- Scheme of Delegation
- Training

11/24 Clerk's Report

To receive a report from the Clerk.

12/24 Reports from Representatives

- a) School Liaison
- b) Play Area

13/24 Finance and General Purposes

- a) To confirm bank account signatories.
- b) To receive the Internal Audit Report for financial year 2023/24.
- c) To approve and sign the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2023/24.
- d) To approve and sign the Accounting Statements (Section 2) of the AGAR for 2023/24.
- e) To note the dates of the period for the exercise of public rights as 3rd June to 12th July 2024.
- f) To appoint the Internal Auditor for the 2024/25 financial year.
- g) To review and adopt the Finance and Operational Risk Assessment for financial year 2024/25.
- h) To consider grant requests received and award where agreed.
- i) To note the annual insurance renewal as the final year of a long-term agreement.
- j) To consider the involvement of Highwood Parish Council with the Chelmsford Association of Local Councils (CALC) and nominate a representative(s) if the meeting is in favour of joining.



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14/24 Planning

To note the following submissions made outside of the meeting:

- (i) 24/00539/FUL – Conversion of a stable into 3 dwellings and proposed use of the hay barn for ancillary storage and associated parking at Stables at Ravenscraig, Metsons Lane, Highwood.
Objection.
- (ii) 75/01408/S73 – Variation of condition 2 to approved planning application CHL/1408/75 (riding school) to allow 8 horses at any one time at Horsfrith Park Farm, Old Barns Lane, Highwood.
Objection.

15/24 Environment

- (a) To consider entering the Essex Village of the Year competition.
- (b) To consider a review of the Highwood Local Plan.
- (c) To agree to proceed with a 20's plenty plan for the village and appoint a working party to consult with residents.
- (d) To receive an update on the CCTV project.

16/24 General Information