



# HIGHWOOD PARISH COUNCIL

**Minutes of the Annual Parish Council Meeting  
held on Monday 20<sup>th</sup> May 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  
Cllr U Maher  
Clerk  
1 Member of the Public

## **1/24 Election of Chairman**

Councillor Latham was duly elected as Chairman.

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

Councillor Latham signed the Chairman's Declaration of Acceptance of Office.

## **3/24 Election of Vice Chairman**

Councillor Horsnell was duly elected as Vice Chairman.

## **4/24 Declaration of Interests**

None.

## **5/24 Apologies for Absence**

None.

## **6/24 Minutes**

The Minutes of the Parish Council Meeting of 18<sup>th</sup> March 2024 were approved and signed.

## **7/24 Cllr Mike Steel/Cllr Nicolette Chambers**

Councillors Steel and Chambers were not present. Councillor Steel circulated a report to Council. It was noted that reference to 'The Street' in Highwood was incorrect.

## **8/24 Public Forum**

1 member of the public raised the following:

- Can a heavy vehicle count be carried out?



# HIGHWOOD PARISH COUNCIL

## 9/24 Appointment of Representatives/Committee Members

- Personnel Committee – Councillors Latham, Cameron, Maclean and Maher.
- Planning Representative – Councillor Latham.
- Highwood Village Hall Representative – Councillor Maclean.
- School Representative – Councillor Latham-Pearmain.
- Play Area Representative – Councillor Maclean.

## 10/24 Review of Policies

The following policies were re-adopted with the suggested amendments:

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

The re-adoption of the Financial Regulations was deferred until the July meeting to allow for appropriate review of the new model document.

## 11/24 Clerk's Report

The Clerk reported on the following:

- The fencing at the Edney Common Play Area is almost complete, the gates are to be fitted shortly.

## 12/24 Reports from Representatives

- (a) School Liaison – a full intake is expected in September 2024.
- (b) Play Area – see item 11/24.



# HIGHWOOD PARISH COUNCIL

## 13/24 Finance and General Purposes

- (a) **It was resolved** to confirm bank signatories as Councillors Latham, Cameron and Maclean.
- (b) **It was resolved** to receive the Internal Audit Report for the financial year 2023/24.
- (c) **It was resolved** to approve and sign the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2023/24.
- (d) **It was resolved** to approve and sign the Accounting Statements (Section 2) of the AGAR for 2023/24.
- (e) The dates of the period for the exercise of public rights were noted as 3<sup>rd</sup> June to 12<sup>th</sup> July 2024.
- (f) **It was resolved** to appoint Heelis and Lodge as the Internal Auditor for financial year 2024/25.
- (g) **It was resolved** to adopt the Finance and Operational Risk Assessment for the financial year 2024/25.
- (h) **It was resolved** to award the following grants: £600 to St Paul's Church, Highwood and £280.64 to the Highwood Primary School PTA.
- (i) The annual insurance renewal as the final year of the long-term agreement was noted.
- (j) **It was resolved** that Highwood Parish Council would join the Chelmsford Association of Local Councils (CALC) with Councillor Latham as representative.

## 14/24 Planning

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

## 15/24 Environment

- (a) No entry will be made into the Village of the Year competition.
- (b) **It was resolved** to begin a review of the Highwood Local Plan, prior to community consultation.
- (c) **It was resolved** to proceed with a consultation on a 20mph zone outside the school at start/finish times. If consultation shows the scheme is wanted, it will be costed.
- (d) An update on the CCTV project was received. Currently awaiting review of streetlight sites.

## 16/24 General Information

The following matters were raised:

- (i) Flag flying.
- (ii) Recycling collections – mess left behind.
- (iii) Potholes remain a significant problem.
- (iv) Felling of trees in woodland.
- (v) Church – concerns about lack of use.

***The meeting closed at 8.55pm***