



# HIGHWOOD PARISH COUNCIL

10<sup>th</sup> July 2024

Members of Highwood Parish Council, you are hereby summoned to attend the  
The Parish Council Meeting on Monday 15<sup>th</sup> July 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**

### **17/24 Apologies for Absence**

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

### **18/24 Co-option**

To consider the co-option of George Appleton.

### **19/24 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.

### **20/24 Minutes**

The Minutes of the Parish Council Meeting of 20<sup>th</sup> May 2024 to be approved and signed.

### **21/24 Cllr. Mike Steel/Cllr. Nicolette Chambers**

To receive reports from County and City Councillors.

### **22/24 Public Forum**

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

### **23/24 Clerk's Report**

To receive a report from the Clerk.

### **24/24 Reports from Representatives**

- a) School Liaison
- b) Play Area

### **25/24 Finance and General Purposes**

- a) To review and approve payments made between 1<sup>st</sup> April 2024 to the date of this meeting.
- b) To receive the bank reconciliations for April, May and June 2024.



# HIGHWOOD PARISH COUNCIL

- c) To agree to contribute £150 towards the cost of the Landscape Study Scoping Report in relation to the National Grid pylon scheme.
- d) To review and approve the Financial Regulations.
- e) To agree to recompense Councillor Maclean for services provided in the (i) production of the magazine at a rate of £450 per annum and (ii) basic maintenance of the website at a rate of £150 per annum.

## 26/24 Planning

To note the following submissions made outside of the meeting:

- (i) 24/00162/S73 – Variation of condition 4 to approved planning permission 24/00162/FUL to alter units 1 & 2 use from Class E to Class E (g) (i). Radley Green Farm Radley Green Road, Roxwell. **No comment.**
- (ii) 24/05101/TPO – Tree works at Hoppits, Loves Green, Highwood. **No comment.**

## 27/24 Environment

- a) To agree to recompense Councillor Horsnell for services provided in the storage of the parish salt bags at a rate of £5 per pallet per month.
- b) To decide if a further order of salt shall be made for the 2024/25 winter period.
- c) To review the play area inspection reports and determine any action to be taken.
- d) To agree to purchase a new goal post.
- e) To appoint a Steering Group for the Neighbourhood Development Plan formulation.
- f) To appoint a Working Party to review the CCTV project in light of information from ECC Highways, and to consider an ANPR option.
- g) To discuss the feasibility of Digigo operating throughout Highwood.

## 28/24 General Information

### 29/24 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 item (b) below.
- b) To receive information relating to two recent Freedom of Information requests, review the Clerk's responses and determine any further action to be taken.