



HIGHWOOD PARISH COUNCIL

**Minutes of the Parish Council Meeting
held on Monday 15th July 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
3 Members of the Public

17/24 Apologies for Absence

None.

18/24 Co-option

George Appleton was duly co-opted in his absence. The Declaration of Acceptance of Office will be signed prior to the next meeting.

19/24 Declaration of Interests

Cllr Maclean in item 25/24(e).
Cllr Horsnell in item 27/24(a).

20/24 Minutes

The Minutes of the Parish Council Meeting of 20th May 2024 were approved and signed.

21/24 Cllr Mike Steel/Cllr Nicolette Chambers

Councillors Steel and Chambers were not present. Reports were not submitted.

22/24 Public Forum

3 members of the public raised the following:

- 30mph sign blocked by vegetation.
- Speeding in Edney Common has worsened.
- Litter bin near the Edney Common bus shelter is overflowing.
- Lack of footpaths for disability access.
- Speed limit in Ingatestone Road – is a reduction to 30mph possible? Parish Council has previously requested to have the limit reduced to 40mph, but this was denied.



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23/24 Clerk's Report

The Clerk reported on the following:

- Unity Trust Bank has undertaken a tariff review. The Parish Council will be moved to a T2 tariff with effect from 18th September. This incurs charges of 15p for all bank transfers.
- Emailed ECC Cllr Mike Steel regarding a possible 20mph zone for Highwood School.

24/24 Reports from Representatives

- (a) School Liaison – Wetsuits have been purchased from the Parish Council's grant. Thank you letters and photographs were sent. The children have had their trial days.
- (b) Play Area – The tree hanging over the garage needs cutting back. The Edney Common play area is busy.

25/24 Finance and General Purposes

- (a) **It was resolved** to approve the payments made between 1st April 2024 to the date of this meeting, as follows:

Mayor, Cuttle & Co	£96.00
T Poole	£240.00
EALC	£1,041.45
DW Maintenance	£1,103.00
Staff costs	£1,879.02
C Bailey	£13,812.48
EUKhost Ltd	£99.60
D Cameron	£31.57
Playsafety Limited	£216.00
Heelis & Lodge	£320.00
Zurich Municipal	£946.33
Edge IT Systems	£471.60
Solopress	£440.73
S Gaeta (expenses)	£62.99
Parochial Church Council	£600.00
Highwood School PTA	£280.64
ICO	£35.00

- (b) **It was resolved** to receive, check and sign the bank reconciliations for April, May and June 2024.
- (c) **It was resolved** to contribute £150 towards the cost of the Landscape Study Scoping Report in relation to the National Grid pylon scheme.
- (d) **It was resolved** to adopt the Financial Regulations with amendments made at the meeting.
- (e) **It was resolved** 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. *Councillor Maclean left the room.*



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26/24 Planning

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

(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) at 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) **It was resolved** to recompense Councillor Horsnell for services provided in the storage of the parish salt bags at a rate of £5 per pallet per month. There are currently 4 pallets. *Councillor Horsnell left the room.*

(b) No further salt shall be ordered for the 2024/25 period.

(c) The play area inspection reports were received. Works will be prioritised and quotes obtained.

(d) **It was resolved** to purchase a goal post for each of the play areas.

(e) Residents interested in joining a Steering Group for the Neighbourhood Development Plan formulation will be asked to attend the September Parish Council meeting.

(f) The list of potential streetlight columns to install CCTV equipment on will be reviewed in preparation for suitability testing. All other suitable sites will be investigated.

(g) Further information on the feasibility of Digigo operating throughout Highwood will be requested.

28/24 General Information

The following matters were raised:

(i) Can the Parish Council write to the MP to say congratulations on their election?

(ii) Can the Parish Council write to ECC Cllr Mike Steel to request attendance at meetings?

29/24 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 item (b) below.

(b) **It was resolved** that the Clerk's responses to recent Freedom of Information requests were appropriate and that the further suggested response should be sent.

The meeting closed at 8.55pm