



# HIGHWOOD PARISH COUNCIL

12<sup>th</sup> November 2024

Members of Highwood Parish Council, you are hereby summoned to attend the  
The Parish Council Meeting on Monday 18<sup>th</sup> November 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**

### **41/24 Apologies for Absence**

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

### **42/24 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.

### **43/24 Minutes**

The Minutes of the Parish Council Meeting of 16<sup>th</sup> September 2024 to be approved and signed.

### **44/24 Cllr. Mike Steel/Cllr. Nicolette Chambers**

To receive reports from County and City Councillors.

### **45/24 Public Forum**

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

### **46/24 Clerk's Report**

To receive a report from the Clerk.

### **47/24 Reports from Representatives**

- a) School Liaison
- b) Play Area

### **48/24 Finance and General Purposes**

- a) To review and approve payments made between 16<sup>th</sup> September 2024 and the date of this meeting.
- b) To note the conclusion of the External Audit for financial year 2023/24.
- c) To receive the budget update.
- d) To approve the meeting dates for 2025.
- e) To discuss lines of communication with Chelmer Housing Partnership.



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- f) To determine future document storage arrangements.

## **49/24 Planning**

To note the following submissions made outside of the meeting:

- (i) 24/01424/FUL – Demolition of existing rear conservatory with replacement infill single-storey extension at Wellington House, Cooksmill Green, Highwood. **No comment.**

## **50/24 Environment**

- a) To consider quotes received for the play area maintenance highlighted on the annual inspection and to appoint a contractor.
- b) (i) To receive an update on the CCTV column review and outcome of investigation into further appropriate sites, if available at the meeting. (ii) To consider further actions as a result.
- c) To agree to purchase the following items for Highwood Primary School:
  - (i) Three hexagonal tree seats at an estimated cost of £1,403.58 + VAT.
  - (ii) Six large square wooden planters at an estimated cost of £179.70.
  - (iii) One (or two) outdoor canopies at an estimated cost of £599.00 each
- d) To consider future plans for St Paul's Church and propose any recommendations.
- e) To discuss and identify measures to improve safety for pedestrians transitioning on the footpath near the Church, considering any immediate and/or long-term solutions.

## **51/24 General Information**