



# HIGHWOOD PARISH COUNCIL

**Minutes of the Parish Council Meeting  
held on Monday 20<sup>th</sup> January 2025 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

## **52/24 Apologies for Absence**

Apologies were received and accepted from Cllr Appleton.

## **53/24 Declaration of Interests**

None.

## **54/24 Minutes**

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

## **55/24 Cllr Mike Steel/Cllr Nicolette Chambers**

Councillors Steel and Chambers were not able to attend the meeting.

## **56/24 Public Forum**

No members of the public were present.

## **57/24 Clerk's Report**

The Clerk reported on the following:

- SEPP feedback regarding parking restrictions in Nathans Lane.
- CHP feedback.
- Unity Trust Bank are reducing interest rates from 2.6% to 2.5% gross.
- Response from ECC regarding installing CCTV poles and cameras on bus shelters.
- ECC feedback regarding a 20mph advisory limit near the school.

## **58/24 Reports from Representatives**

- (a) School Liaison – There has been a drop in primary pupil numbers going to Hylands. Hylands has been encouraged to make contact with Highwood School.
- (b) Play Area – Gate and remedial works to be completed, including bird spikes.



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## 59/24 Finance and General Purposes

- (a) **It was resolved** to approve the payments made between 18<sup>th</sup> November and the date of this meeting, as follows:

Broomfield Parish Council	£150.00
DW Maintenance	£240.00
Staff costs	£1,395.42
Unity Trust Bank	£9.75
Mayor, Cuttle & Co	£102.00
Cllr Maclean (expenses)	£2,078.55
S Gaeta (expenses)	£11.85
Solopress	£428.17

- (b) **It was resolved** to approve the budget for the 2025/26 financial year.  
(c) **It was resolved** to agree a precept of £40,030 for the 2025/26 financial year.  
(d) The decision to agree additional funds towards the Landscape Study (Norwich to Tilbury pylon scheme) was deferred pending results of the Scoping Report.  
(e) Council document storage costs were compared. **It was resolved** that Cllr Latham would store the boxes at a cost of £10 per week.

## 60/24 Planning

The following submissions made outside of a meeting were noted:

- (i) 24/10496/FUL

Erection of single storey rear extension at 'Mylor', Loves Green, Highwood – **no comment**.

- (ii) 24/01580/FUL

Front boundary fence at 'Knavesmire', Loves Green, Highwood – **no comment**.

## 61/24 Environment

- (a) Dog waste bin provision was discussed.  
(b) (i) An update on the CCTV project was received. (ii) A site visit will be requested with ECC and Cllr Mike Steel to discuss the project further.  
(c) A Local Highways Panel application is necessary for verge restoration. Progress on the previous application will be checked.

## 62/24 General Information

The following matters were raised:

- (i) Annual litter pick event to take place on Sunday 23<sup>rd</sup> March 2025.  
(ii) Quad bike usage and shooting concerns.  
(iii) New flag needed for pole.  
(iv) Potholes still in need of repair.

***The meeting closed at 8.20pm***