



HIGHWOOD PARISH COUNCIL

10th September 2025

Members of Highwood Parish Council, you are hereby summoned to attend the
The Parish Council Meeting on Monday 15th September 2025 @ 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

32/25 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.

33/25 Apologies for Absence

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

34/25 Minutes

The Minutes of the Parish Council Meeting of 21st July 2025 to be approved and signed.

35/25 Cllr. Mike Steel/Cllr. Nicolette Chambers

To receive reports from County and City Councillors.

36/25 Public Forum

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

37/25 Clerk's Report

To receive a report from the Clerk.

38/25 Reports from Representatives

- a) School Liaison
- b) Play Area

39/25 Finance and General Purposes

- a) To receive the bank reconciliations from April to August 2025.
- b) To review and approve payments made between 22nd July 2025 and the date of this meeting.
- c) To note the conclusion of the 2025/26 audit process, with no matters raised by the external auditor.



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- d) To discuss and decide whether the advertising revenue from the parish magazine should be retained by the Parish Council to support printing and production costs.

40/25 Planning

To consider the following application, and any applications received between the date of this agenda and the meeting:

- (i) 25/01123/FUL – Proposed garden gazebo at Oak Tree Farm, Ingatestone Road, Highwood.

To note the response to the following application, submitted outside of a meeting under delegated authority:

- (ii) 25/05163/TPO – Tree works at 12 Woodland Way, Highwood. **Objection.**

41/25 Environment

- (a) To receive an update on the CCTV project and agree any resulting actions.

42/25 General Information