



HIGHWOOD PARISH COUNCIL

**Minutes of the Parish Council Meeting
held on Monday 15th September 2025 at 7.30pm at Highwood Village Hall (foyer)**

In Attendance

Cllr P Latham (Chairman)
Cllr D Cameron
Cllr T Horsnell
Cllr K Latham-Pearmain
Cllr S Maclean
Clerk

32/25 Declaration of Interests

None.

33/25 Apologies for Absence

Apologies were received and accepted from Councillor Maher.

34/25 Minutes

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

35/25 Cllr Mike Steel/Cllr Nicolette Chambers

Councillors Steel and Chambers were not present.

36/25 Public Forum

None.

37/25 Clerk's Report

No update at this meeting.

38/25 Reports from Representatives

- (a) School Liaison – fundraising taking place, including second hand uniform sale and clothes collection.
- (b) Play Area – waiting for the installation of the monkey bars.

39/25 Finance and General Purposes

- (a) The bank reconciliations from April to August 2025 were received and signed.
- (b) **It was resolved** to approve payments made between 19th May 2025 and the date of this meeting, as follows:

Staff costs	£1,002.18
UK Debit Management Office	£5,169.08
Wallace Arboriculture and Groundcare	£588.00
PKF Littlejohn	£378.00
Society of Local Council Clerks	£46.20



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The Website Host	£625.00
Broomfield Parish Council	£493.12
Unity Trust Bank	£6.75

- (c) The conclusion of the 2025/26 audit process was noted, with no matters raised by the external auditor.
- (d) Following discussion on advertising revenue in the parish magazine, **it was resolved** that the current arrangement should continue, with advertising donations being paid directly to the church.

40/25 Planning

The following application was considered:

(i) 25/01123/FUL

Proposed garden gazebo at Oak Tree Farm, Highwood – **No comment.**

The response to the following application, submitted outside of a meeting under delegated authority, was noted:

(ii) 25/05163/TPO

Tree works at 12 Woodland Way, Highwood – **Objection.**

41/25 Environment

- (a) An update on the CCTV project was received. A potential lamppost has been identified. Further investigations will be made as to its suitability.

42/25 General Information

The following matters were raised:

- (i) Speed limit on the A414.
- (ii) Concerns about highway issues that remain unresolved.
- (iii) Responsibility of bridleway maintenance.

The meeting closed at 8.00pm