



HIGHWOOD PARISH COUNCIL

12th November 2025

Members of Highwood Parish Council, you are hereby summoned to attend the
The Parish Council Meeting on Monday 17th November 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**

43/25 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.

44/25 Apologies for Absence

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

45/25 Co-option

To consider the co-option of Nick Sinclair.

46/25 Minutes

The Minutes of the Parish Council Meeting of 15th September 2025 to be approved and signed.

47/25 Cllr. Mike Steel/Cllr. Nicolette Chambers

To receive reports from County and City Councillors.

48/25 Public Forum

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

49/25 Clerk's Report

To receive a report from the Clerk.

50/25 Reports from Representatives

- a) School Liaison
- b) Play Area



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51/25 Finance and General Purposes

- a) To review and approve payments made between 15th September 2025 and the date of this meeting.
- b) To formulate the Council's response to the Chelmsford Association of Local Councils (CALC) consultation on future plans.
- c) To note the resignation of the Clerk and agree the next steps in recruiting a successor.

52/25 Planning

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

- (i) 25/01449/FUL – Demolition of existing stable block and construction of equestrian stud barn at Highwood Stud, Wykes Road, Highwood.

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

- (ii) 25/01401/FUL – Formation of new access at 5 Horsfrith Park Cottages, Ongar Road, Highwood. **No comment.**

53/25 Environment

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

54/25 General Information