



# HIGHWOOD PARISH COUNCIL

**Minutes of the Parish Council Meeting  
held on Monday 17<sup>th</sup> November 2025 at 7.30pm at Highwood Village Hall (foyer)**

## **In Attendance**

Cllr P Latham (Chairman)  
Cllr T Horsnell  
Cllr K Latham-Pearmain  
Cllr S Maclean  
Cllr N Sinclair  
Clerk

## **43/25 Declaration of Interests**

None.

## **44/25 Apologies for Absence**

Apologies were received and accepted from Councillors Cameron and Maher.

## **45/25 Co-option**

Nick Sinclair was duly co-opted.

## **46/25 Minutes**

The Minutes of the Parish Council Meeting of 15<sup>th</sup> September 2025 were approved and signed.

## **47/25 Cllr Mike Steel/Cllr Nicolette Chambers**

Councillor Steel circulated a report prior to the meeting.

## **48/25 Public Forum**

None.

## **49/25 Clerk's Report**

No update at this meeting.

## **50/25 Reports from Representatives**

- (a) School Liaison – Remembrance service held; school pupils were taken to the church.
- (b) Play Area – grounds maintenance contractor will be cutting the hedging at the Edney Common play area. Reports of a squeaking swing will be investigated.

## **51/25 Finance and General Purposes**

- (a) **It was resolved** to approve payments made between 15<sup>th</sup> September 2025 and the date of this meeting, as follows:

Staff costs	£1,509.20
Solopress	£428.17
Wallace Arboriculture and Groundcare	£472.00

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Playquip	£4,953.60
Mayor, Cuttle and Co	£102.00
T Poole	£120.00
S Gaeta (expenses)	£24.49
Unity Trust Bank	£7.05

- (b) A response to the Chelmsford Association of Local Councils consultation on future plans was discussed. Councillor Latham to compile and submit.
- (c) The resignation of the Clerk was noted.

### 52/25 Planning

The following applications were considered:

- (i) 25/01449/FUL

Demolition of existing stable block and construction of equestrian stud barn at Highwood Stud, Wykes Road, Highwood – **Objection**.

- (ii) 25/01539/FUL

Part single, part two storey side extension, single storey rear extension and first floor extensions. Alterations to fenestration, roof and external materials. **No comment**.

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

- (iii) 25/01401/FUL

Formation of new access at 5 Horsfrith Park Cottages Ongar Road, Highwood – **No comment**.

### 53/25 Environment

- (a) The CCTV project is on hold until the Local Government Reorganisation is complete and unitary councils established.

### 54/25 General Information

The following matters were raised:

- (i) One of the shelters donated to the school has been damaged in recent storms.
- (ii) Progress on the new waste and dog bin installation was requested.
- (iii) Litter pick date set at 22<sup>nd</sup> March 2026.
- (iv) Questions asked around community feedback.
- (v) The 2026 Parish Council meetings will be held on 19<sup>th</sup> January, 16<sup>th</sup> March, 18<sup>th</sup> May, 20<sup>th</sup> July, 21<sup>st</sup> September and 16<sup>th</sup> November.

***The meeting closed at 9.06pm***