



HIGHWOOD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 17th 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 15th 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 15th September 2025 and the date of this meeting, as follows:

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

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, Wyses 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 22nd March 2026.
- (iv) Questions asked around community feedback.
- (v) The 2026 Parish Council meetings will be held on 19th January, 16th March, 18th May, 20th July, 21st September and 16th November.

The meeting closed at 9.06pm