



HIGHWOOD PARISH COUNCIL

12th March 2026

Members of Highwood Parish Council, you are hereby summoned to attend the
The Parish Council Meeting on Monday 16th March 2026 @ 7.30pm
held in Highwood Village Hall (foyer)

Signed: Sophie Blair-Wolker
Clerk & RFO

THE CHAIRMAN TO REQUEST MOBILE PHONES ARE SWITCHED OFF/TURNED TO SILENT MODE AGENDA

64/25 Chairman's Welcome, Cllr Peter Latham

65/25- To note the appointment of the new Clerk & Responsible Financial Officer

66/25 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.

67/25 Apologies for Absence

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

68/25 Minutes

The Minutes of the Parish Council Meeting of 19th January 2026 to be approved and signed.

69/25 Cllr. Mike Steel/Cllr. Nicolette Chambers

To receive reports from County and City Councillors.

70/25 Public Forum

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

71/25 Finance and General Purposes

- a) To review and approve payments made between 19th January 2026 and the date of this meeting;
- b) To consider and agree financial support towards Norwich to Tilbury Pylons — DCO Examination Fighting Fund;
- c) To consider and agree grant application towards the wooden canopy replacement at Highwood Primary School;
- d) To consider and agree grant application towards the maintenance of St Pauls Churchyard;



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- e) To review and publish Council's IT Policy;
- f) To appoint Per Pro Services as the Council's Internal Auditor for 2025/26;
- g) To review membership of Council's Personnel Committee;
- h) Appointment of members to Planning Applications Review Committee.

72/25 Planning

To consider any applications received between the date of this agenda and the meeting.

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

- (i) 26/00055/FUL– Single storey side/rear extension at 7 Woodland Way, Highwood, Chelmsford
- (ii) 25/01556/FUL- Construction of a timber fence with an electronic sliding gate and a side access gate at 1 Woodside Cottages, Nathans Lane, Highwood, Chelmsford
- (iii) 26/00227/FUL- Erection of Oak framed Orangery to the rear at Annexe The Old Granary, Old Barns Lane Highwood, Chelmsford
- (iv) 26/00085/FUL- Proposed Eco Bungalow and bin store at Land North Of New Barnes Cottages, Ingatestone Road, Highwood, Chelmsford

73/25 Environment

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

74/25 General Information