



Highwood Parish Council
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AGENDA
Annual Parish Council Meeting
18th May 2026, 7.30pm
Highwood Village Hall, Loves Green, Highwood, Chelmsford, CM1 3QG

Councillors:

You are hereby summoned to attend a Meeting of the Parish Council to be held at Highwood Village Hall Foyer on 18th May 2026 at 7.30pm to transact the following business detailed below.

Members of the Public:

In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Sophie Blair-Walker, Clerk

13th May 2026

Before the start of business, the Chairman will remind attendees to turn off or silence mobile phones, and will ask that anyone intending to record or broadcast the meeting declare this at the outset. This is to ensure transparency and to allow members of the public the opportunity to avoid being filmed or recorded if they wish.

1/26 Election of a Chair

To receive nominations and elect the Chairman for the forthcoming Municipal year. The new Chairman to sign the Declaration of Acceptance of Office.

2/26 Election of a Vice-Chair

To receive nominations and elect the Vice Chairman for the forthcoming Municipal year.

3/26 Apologies for absence

To receive and approve apologies for absence

4/26 Declarations of Interest

5/26 Approval of Minutes

To approve the minutes of the meeting held on 16th March 2026

6/26 Matters arising from the minutes of 16th March 2026

7/26 Public Forum

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

8/26 Report from Essex County Council

Cllr Mike Steel to report.

9/36 Report from Chelmsford City Council

To receive and note report.

10/26 Clerks Report

To receive and note the Clerk's report

11/26 Planning

To review and comment on any applications submitted to Chelmsford City Council

	Reference	Address	Description	Status
(b)	25/01556/FUL	1 Woodside Cottages, Nathans Lane, Highwood, Chelmsford, Essex, CM1 3RD	Construction of a timber fence with an electronic sliding gate and a side access gate	Refused
(d)	25/01786/OUT	Phillips Farm Highwood Road Highwood Chelmsford Essex CM1 3PX	Outline application for the development of 2 self build dwellings. All matters reserved	Refused, appeal in progress
(e)	26/00085/FUL	Land North of New Barnes Cottages, Ingatestone Road, Highwood, Chelmsford, Essex	Proposed Eco Bungalow and bin store	Refused

12/26 Environment

To discuss any outstanding issues or developments regarding environmental matters in the parish area

13/26 Appointment of Committees

To review and agree membership of Committees including-

- (a) Planning Committee, including Terms of Reference and Meeting dates
- (b) Personnel Committee, including Terms of Reference and Meeting dates

14/26 Website and Communications

- (a) To discuss and agree adopting .gov.uk domains for Clerk and Councillor email addresses and the Council website;

15/26 Memberships

- (a) To consider subscribing to CouncilWise Training and Support for 2026-27
- (b) To consider and renew membership of EALC/NALC for 2026/27

16/26 Review of the Asset Register

To review and approve the Asset Register 2026-27

17/26 Insurance

To confirm arrangements for insurance cover in respect of all insurable risks.

18/26 Date, Time and Place of Meetings for 2026-27

Members to agree the dates, times and venues of meetings up to and including the next Annual Council Meeting and the Annual Parish Meeting 2027.

19/26 Finance

- (a) To approve payments and note VAT
- (b) To note bank reconciliations

20/26 Acceptance of Year End Accounts for 2025-26

- (a) To approve and sign the Annual Governance Statement and Accounting Statements;
- (b) To receive and note the Annual Internal Auditor report;
- (c) To approve the period of 3rd June 2026- 14th July 2026 for the exercise of Public Rights.

21/26 Policies and Procedures

The following to be reviewed and adopted where necessary:

- (a) Standing Orders
- (b) Financial Regulations
- (c) Code of Conduct
- (d) Equality and Diversity Policy
- (e) Health and Safety Policy
- (f) Working From Home Policy
- (g) Co-option Policy
- (h) Complaints Policy
- (i) Expenses Policy
- (j) Freedom of Information- Publication Scheme
- (k) Grievance Policy
- (l) Media Policy
- (m) Retention Policy
- (n) Safeguarding Policy
- (o) Training Policy
- (p) Vexatious Complaints Policy

22/26 General Information

23/26 Staffing Matters

The public and press may be excluded from the following item if discussion involves personal or contractual information (Local Government Act 1972, Schedule 12A).

- (a) To consider and agree the purchase of a new laptop including Microsoft 365 for Business for Clerk to conduct their work effectively.