

**Highwood Parish Council**

11 Reeve Road

Stansted

Essex

CM24 8SJ

www.highwoodparishcouncil.gov.ukclerk@highwoodparishcouncil**AGENDA****Annual Parish Council Meeting****20th July, 7.30pm at****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 20th July 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*15th July 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.

24/26 Chairman's Welcome**25/26 Declaration of Interest**

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.

26/26 Apologies for absence

To receive and approve apologies for absence.

27/26 Approval of Minutes

To approve the minutes of the meeting held on 18th May 2026

28/26 Matters arising from the minutes of 18th May 2026

29/26 Public Forum

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

30/26 Report from Essex County Council

To receive and note report.

31/26 Report from Chelmsford City Council

To receive and note report.

32/26 Clerks Report

To receive and note the Clerk's report

33/26 Planning

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

34/26 Street Naming and Numbering

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

	Reference	Address	Description	Status
(a)	26/03212/NAMPRO	Land North of New Barnes Cottages, Ingatestone Road, Highwood, Chelmsford, Essex	The property at this location does not have a numbering scheme. The proposed name is Highwood Meadows.	Pending

35/26 Environment**(a) Land North of New Barnes Cottages**

- (i) To note correspondence received from residents regarding the concerns of an encroachment of a travellers site;
- (ii) To receive any update relating to Essex County Council's involvement, where applicable;
- (iii) To receive any update on the planning enforcement matter from Chelmsford City Council;
- (iv) To receive an update from the Member of Parliament for North West Essex, Rt Hon Kemi Badenoch.

(b) Proposed Installation of CCTV within St Pauls Churchyard, Highwood

- (i) To note the correspondence received from St Paul's Church and the Diocese regarding the proposed installation of Parish Council-owned CCTV within the churchyard;
- (ii) To agree whether Highwood Parish Council wishes to proceed with the proposed installation of CCTV within the churchyard;
- (iii) To resolve that Highwood Parish Council will own, operate and maintain the CCTV system and accept responsibility for all costs associated with the installation, operation, maintenance, data protection compliance, signage and any ongoing operational requirements.

- (iv) To note that, subject to the Council's decision, the Clerk will provide the Council's supporting information requested by St Paul's Church to enable the Diocese's List B application to progress.

(c) Playground Inspection 2026-27

To note the recent ROSPA report received for 2026-27;

(d) Replacement of Parish Council-Owned Bus Shelter – Highwood Road Adjacent to Sparrows Close

To consider replacing the bus shelter and, if approved, authorise the Clerk to obtain quotations in accordance with the Council's Financial Regulations.

36/26 Website and Communications

- (a) To note the adoption of .gov.uk domains for Clerk and Councillor email addresses and the Council website, including start date.

37/26 Finance

- (a) To approve payments and note VAT
- (b) To note bank reconciliations
- (c) To receive and note the Internal Auditor's Report 2025-26.

38/26 General Information

(a) Highway Rangers Service

To note the reintroduction of the Highway Rangers service from 1st July 2026 by Chelmsford City Council;

39/26 Private and Confidential- Exclusion of the Press and Public

To resolve that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item(s) of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- (a) To note the resignation of the current Clerk and RFO, including next steps and recruitment process.

40/26 Any other Business

- (a) To receive announcements or raise items for inclusion on the next agenda.
No decisions to be made under this item.