



Highwood Parish Council

11 Reeve Road

Stansted

Essex

CM24 8SJ

www.highwoodparishcouncil.gov.uk

clerk@highwoodparishcouncil.gov.uk

AGENDA

Annual Parish Council Meeting

21st September 2026, 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 Monday 21st September 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-Wolker, Clerk

16th September 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. Chairman's Welcome

2. 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.

3. Apologies for absence

To receive and approve apologies for absence.

4. Approval of Minutes

To approve the minutes of the meeting held on 20th July 2026

5. Public Forum

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

6. Report from Essex County Council

To receive and note report.

7. Report from Chelmsford City Council

To receive and note report.

8. Clerks Report

To receive and note the Clerk's report

9. Planning

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

	Reference	Address	Description	Status
(a)	26/00869/FUL	Land North of New Barnes Cottages, Ingatestone Road, Highwood, Chelmsford, Essex	Retrospective application for change of use of land to residential for two Gypsy Traveller families including two static caravans, two touring caravans, two day rooms, water treatment plant, hardstanding. Associated parking and works.	Pending, decision due date- 24 th September
(b)	26/01072/FUL	Barrow Farm Metsons Lane Highwood Chelmsford Essex CM1 3QZ	Construction of a Horse Room to accommodate a mechanical horse	Pending, decision due- 1 st October
(c)	26/01140/LBC	Kings Court House Cooksmill Green Highwood Chelmsford Essex CM1 3SJ	Single storey extension, internal refurbishment, and replacement of internal and external joinery.	Consultation Open- deadline for responses- 9 th October
(d)	26/01139/FUL	Kings Court House Cooksmill Green Highwood Chelmsford Essex CM1 3SJ	Proposed single storey extension. Landscaping alterations and associated operational development. External pergola	Consultation Open- deadline for responses- 9 th October

10. Environment

- (a) **Playground Update-** To receive an update on any outstanding matters regarding the maintenance of the playgrounds.
- (b) **CCTV Project-** To receive an update regarding the process of the CCTV project in the Church Grounds.

11. Finance

- (a) To approve payments and note VAT;
- (b) To note bank reconciliations;
- (c) To receive a mid-year budget review update.

12. General Information

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

13. 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 consider the applications received with interview outcomes for the position of Clerk & RFO, and to agree the appointment of a suitable candidate.
- (b) To consider and agree the terms and conditions of employment for the newly appointed Clerk & RFO and approve the employment contract.

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