Highwood Parish Council
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AGENDA
Annual Parish Council Meeting
16th November 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 16th November 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.

Emma Beadle, Clerk
10th November 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.

54/26 Chairman's Welcome

55/26 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.

56/26 Apologies for absence
To receive and approve apologies for absence.

57/26 Approval of Minutes
To approve the minutes of the meeting held on 21st September 2026.

58/26 Public Forum
The Chairman to allow a maximum of 15 minutes for members of the public to address the Council.

59/26 Report from Essex County Council
To receive and note report.

60/26 Report from Chelmsford City Council
To receive and note report.

61/26 Clerk's Report
To receive and note the Clerk's report.

62/26 Planning

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

	Reference	Address	Description	Status
(a)	**26/01359/CLEUD**	Oaks Lodge, Loves Green, Highwood, Chelmsford, Essex, CM1 3QH	Certificate of lawfulness to regularise the erection of 15 steel frame barn structures together with associated hardstanding that have been in mixed commercial use for in excess of four years.	Comment submitted – 18th October 2026
(b)	**26/00055/S73**	7 Woodland Way, Highwood, Chelmsford, CM1 3FF	Variation to condition 2 to approved planning application **26/00055/FUL** (Single storey side/rear extension) Change rear doors to bifolds.	No comment

63/26 Environment

(a) CCTV

64/25 Clerk CiCLA Training
To review options and costs for CiLCA training for Clerk.

65/26 Finance
(a) To approve payments and note VAT
(b) To note bank reconciliations

(c) To review and adopt Investment Policy on recommendation of internal and external auditors.
(d) To review the recommended investment options and consider their suitability, have regarding to security, liquidity, expected returns and Council's investment objectives.
(e) Appointment of internal auditor.

66/26 General Information

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

67/26 Any Other Business

68/26 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.