

# HPC

## Highmoor Parish Council

Councillors are summoned to attend the meeting of Highmoor Parish Council which will commence at 7.00 pm on Wednesday, 1 December 2021 in the **Rotherfield Greys Village Hall, Greys Green RG9 4QG**. The following business will be transacted:-

*( Note: Public speaking will be for a maximum 15 minute period with each speaker to try and limit their time to no more than 3 minutes when raising issues/ points related to council's work– if a member of the public wishes to raise a specific question (related to the work of the parish council including planning applications to be considered by the Council) please contact the Clerk (see below) 48 hours before the meeting giving time for up to date information to be sought. If it is not possible to access required information for the meeting then either a written response will be made at a later date or the question will be included on the next Council agenda.)*

**COVID:** Whilst Covid restrictions have been lifted the Highmoor Parish Council continues to be mindful of the need to remain cautious and continue sensible measures for the foreseeable future – the venue will receive appropriate measures for disinfecting/ ventilation and those are asked to consider maintaining precautionary measures and wear a mask when entering/ leaving the venue and to maintain social distancing when seated.

**Key:** HPC - Highmoor Parish Council  
OCC - Oxfordshire County Council  
SODC - South Oxfordshire District Council  
FMS - Fix My Street

1. To receive apologies for absence
2. To receive declarations of personal and prejudicial interests from councillors
3. To receive and approve minutes of Council meetings held on 1 and 13 September 2021
4. Oxfordshire County Council:-
  - (a) To receive the monthly report from County Councillor D Bartholomew
  - (b) OCC related highway matters including updates:-
    - ( i ) **9 December 2020** – HPC sent queries to County Councillor S Gawrysiak on his proposal for weight restriction of 7.5 tonnes on HGV's travelling through Henley on Thames plus 5 mile radius attendance – replies awaited
    - ( ii ) To consider progress on Council's complaints on the OCC's Fix My Street website – see attached list (copies available upon request)
    - (iii) To consider results of the recent speed survey and submit options to reduce speeding traffic and create a safer rural environment in the village
5. South Oxfordshire District Council
  - (a) To receive the monthly report from District councillors J Robb and L Hillier
  - (b) SODC related matters including updates:-
    - ( i ) **August 2020** - enforcement ref: SE21/102 – change of use of land from agricultural to mixed use without planning permission at The Woodman, Highmoor Cross –  
**23 November update sought from SODC** – no response received to date
    - ( ii ) **August 2021** - enforcement ref: S/21/276 – erection of chainlink fencing unsightly in this rural area and nr Fps HM19 and HM20  
**SODC response 22 Nov 2021** – unable to include a visit to the site yet
    - (iii) "Little Sparrows", Sonning Common (PP19/S4576/O) –  
Development of community care village for continuing care of up to 133 residential units/ancillary communal and care facilities/landscaping – permission granted on appeal.  
Awaiting decision of appeal by SODC to request the right to seek a judicial review of the decision.

6. To record a vacancy for a parish councillor

If required the Council will suspend Standing Orders to allow a period of  
15 Minutes for public speaking

7. Highmoor Parish Council

(a) To consider issues relevant to Council's assets:-

(i) Recreation Ground –

(a) the lease - update

(b) memorial rowan tree and plaque for 100<sup>th</sup> anniversary of Armistice – location within the vicinity of the existing maple tree –to arrange timetable

(c) to consider siting of memorial seat (Mrs M Lunnon) in the vicinity of existing maple tree

(ii) The Glebe –

(a) cost of removing branch from oak tree – cost awaited

(b) cost of grasscutting (quotation awaited)

(iii) Telephone kiosk -

(a) to clean and decorate (costs of decorating received circa £1000)

(b) to determine future use of the kiosk

(b) To consider points relevant to The Common (main grassed area plus adjacent verges) administered by the Nettlebed & District Conservators

(i) (a) to consider how many cuts of grass per annum

(b) to consider installing a wildflower garden area on The Common

8. Planning matters:-

(i) Planning applications since 13 September 2021:-

P21/S3388/HH – Autumn House, Section B481 from Bolts Cross to Highmoor Cross

Proposed extension to the rear of the dwelling to house a leisure area to include a sitting room, gym, covered swimming pool with changing facilities and a plant room – plus proposed extension to existing garage by way of accommodation above served by dormer windows

**HPC –no objection**

P21/S3549/HH – The Old Place, Witheridge Hill, Highmoor

Demolition of existing extension to detached cottage and new replacement extension.

Demolition of existing detached garage/car port and erect new detached garage

**HPC – no objection**

P21/S4327/HH – Half Acre, Witheridge Hill, Highmoor

Demolition of existing garage, construction of new outdoor swimming pool, associated pool house with plant and attached garage with gym above

**HPC - objection**

P21/S4900/DIS (relating to P21/S)559/FUL) - Swan Wood, Highmoor

Discharge of conditions relating to external lighting/condition variations approved plans/ tree protection/landscaping implementation/archaeology/drainage and reducing extent of cobbled garden area and removal of hard standing areas. HPC had no objection to original application

P21/S3388/HH – Autumn House, Sect of B481, from Bolts Cross to Highmoor Cross

Proposed extension to the rear of the dwelling to house a leisure area, including a sitting room, gym, a covered swimming pool with changing facilities and a plant room plus proposed extension to the existing garage with accommodation above served by dormer windows

HPC had no objection to the original application – an amendment has been submitted to

SODC

(ii) Planning decisions HPC and SODC:-

P21/S1647/FUL – 2 Stonehouse Cottages, Highmoor Cross

Two storey side extension, demolition of existing garage and erection of new 2 storey house and associated parking

**HPC – objection SDC – permission granted**

P21/S3031/FUL – Satwell House, Satwell

Demolition of garage/staff accommodation bungalow and tractor shed – construction of replacement garage, staff accommodation bungalow

**HPC- no objection SODC - permission granted**

P21/S3461/HH – The Maltings, Highmoor Cross,

Erection of garden office, single storey rear extension and proposed oil tank

**HPC – no objection SODC – permission granted**

P21/S3547/FUL – Nettlebed Estate Office, Lower Highmoor

Change of use from estate office to residential, erection of glazed link to adjacent workshop building and relocation of oil tank

**HPC – no objection SODC – permission granted**

P21/S4735/DIS – 2 Stonehouse Cottages, Highmoor Cross

Two storey side extension, demolition of existing garage – erection of new 2 storey house and associated parking

**HPC – objection SODC – permission granted**

- (iii) To consider including a request to SODC in relevant observations to planning applications 'that in the event of planning permission being granted applicants be asked to support efforts to protect/preserve the environment by ensuring that contractors employed for the development park their vehicles responsibly eg avoid destroying grass verges/hedging'

9. Consultations

To place on record the Council's responses to the following consultations:-

- OCC Household Waste Recycling Centres
- Oxfordshire Plan 2050
- Joint Statement by SODC/Vale of WH district councils – formation of a joint planning policy

Copies available upon request

10. Earth Day – 2022

To consider publicising Earth Day 22 April 2022 and seeking support of local residents by requesting that they turn off all their external lights on this date

11. Finance:-

(a) To approve expenditure (inc VAT):-

Mrs J E Pickett – Oct/Nov/Dec

Salary	£ 696.81 (nett)
Tax - "	150.18
Allce - "	62.52
Hire of Rotherfield Greys	
Village Hall (1 December 2021)	18.00
2Commune – (website annual costs)	372.00
Oxfordshire County Council	350.00
(speed survey)	
Poppy wreath	55.00
Noel Holloway – hedgetrimming	
Recreation Ground	85.00
OALC – training course for	60.00
Setting budgets	

- (b) To consider draft budget 2022/23 including bank reconciliation as at 31 October 2021 and update for CIL balances(see attached – copies available upon request)
12. Community Emergency Plan (OCC)  
To consider drafting an emergency plan for Highmoor eg flooding/snow/fire etc
  13. Community Governance Review 2022 (SODC)  
To consider relevant observations/ideas to the SODC for including in the above review – (closing date 21 January 2022)
  14. Staff appraisal  
To determine policy for Staff appraisals (see attached draft)
  15. Information/publications received since 1 September 2021:- (see attached list – copies available upon request)

Signed



A handwritten signature in black ink, appearing to read 'J E Pickett', written over a horizontal line. The signature is stylized and cursive.

Clerk to the Council  
Mrs J E Pickett

HPC  
Highmoor Parish Council

FMS REPORTS

**Agenda item 4 (b) (ii) – Council meeting 1 December 2021**

The list shows FMS references against each are details of the complaint with associated reports/progress/action.

**ENQ20881382- registered 26 /11/20**

damaged/poor condition of sole public access footpath (on west side of B481) leading to Fp19 and access to Highmoor Recreation Ground due to lack of gravel and grass uneven surface pedestrian hazard being immediately adjacent to B481 with high traffic volume travelling at speed

HPC Meeting  
2 June 2021 OCC Cty Cllr report – arrangements are in hand for the grass and vegetation to be cut back as soon as possible to re-expose stone footpath

HPC Meeting  
1 Sept 2021 OCC Cty Cllr– any progress? HPC response – no action

9 Sept 2021 FMS Report – works are currently being undertaken to clear path  
Report closed to updates

**FMS COMPLETE – satisfactory unless further complaints received (28/09/21)**

**ENQ21889941- registered 12/03/21**

Hedging encroachment reducing width of highway opposite former Dog & Duck public house –

**Note:- this hazard was also the subject of a site visit by OCC officers and representatives of HPC in March 2020**

12 March `21 FMS report - passed to relevant team for investigation

HPC Meeting –  
2 June 2021 OCC Cty Cllr report –  
the site has been further investigated and location ownership confirmed with OCC Highways Records Team. as a result a Sect 154 letter, which is a Highways Act `request for attention` will be sent to property owner 2 June 2021. If no action taken a follow up letter will be sent and then possibly a third which will state that OCC will undertake the work and recharge the cost

HPC Meeting  
1 Sept 2021 OCC Cty Cllr – any progress? HPC response – no action

10 Sept 2021 FMS Report – investigation complete  
Report closed for updates

**OCC 10 September 2021 report on FMS website as complete but no action taken**

**HPC March 2020 first reported this hazard at OCC site meeting but no cutback of hedging has taken place the major hazard remains despite using FMS system as from 12 March 2021 as required.**

**HPC 30 Sept 2021 FMS report showing outstanding FMS enquiries to Cty Cllr D Bartholomew – passed for action to OCC officers**

**OCC 6 October 2021 OCC officers telephone call (followed by written report 7 October 2021) when agreed OCC to cutback hedging hazards as reported in ENQ 21889941 and 21899026.**

**HPC 27 October 2021 and 19 November 2021 emails to OCC asking for progress/timetable for work to be done.**

**ENQ 21890064-registered 14/03/21**

(collapsed gully at the side of the highway plus encroachment of private grassed area at the former public house The Lamb, Satwell reducing highway width)

HPC Meeting 2 June 2021 OCC report- the formal road closure to undertake the work was scheduled for 17 – 20 August 2021 this is the latest that the work will take place however Dan Depp has, in negotiation with OCC Network Management Team managed to bring this date forward to 22- 25 June 2021. Unfortunately, the closure is required due to its being necessary to undertake work to both sides of the carriageway and will include the removal of the “illegal” buildout” reinstatement of the ditch and verge opposite and clearance of the drainage assets.

In the meantime temporary SLOW and ROAD NARROWS signage has been erected to site road repairs complete

HPC Meeting Sept 2021 OCC report – any progress? HPC response - no further complaints received from the public – thanks to OCC and the item will be removed from the list of outstanding FMS complaints

**FMS COMPLETE - June 2021**

**ENQ21891668- registered 01/04/21**

damaged/poor condition of grass verges sole public access (on east side of B481) from The Glebe leading to Fp 19 and access to Highmoor Recreation Ground due to lack of gravel and uneven grass surface pedestrian hazard being immediately adjacent to B481 with high traffic volume travelling at speed

HPC Meeting 2 June 2021 OCC report – arrangements are in hand for the grass and vegetation to be cut back as soon as possible to re-expose the stone path

HPC Meeting 1 Sept 2021 OCC Cty Cllr – any progress? HPC response – no action

10 Sept 2021 FMS Report – satisfactorily re-instated footpath  
Report closed for updates

**FMS COMPLETE - 10 September 2021 unless further complaints received (28 Sept 2021)**

**ENQ21893402 - registered 28/04/21**

hazardous grass verge footpath on east side of busy B481 between Highmoor village and new residential development on the site of former Dog & Duck public house and public footpaths in the vicinity

HPC Meeting 2 June 2021 OCC report – although currently passable OCC has added this section from the Dog & Duck to Highmoor village to the Area Safety and Maintenance list for this year to effectively side out and return the path to its original width

HPC Meeting 1 Sept 2021 OCC Cty Cllr any progress? HPC response no action

10 Sept 2021 FMS footpath now cleared  
Report closed for updates

**FMS 10 September 2021 website reported complete but only half of footpath cleared**  
**HPC 28 September query why the clearance only reaches approx. 300 yards beyond 30 mph sign (travelling from Nettlebed) it does not continue as requested for pedestrian safety to middle of the village being its original established route?**

**OCC 6 October 2021 phone call and 7 October 2021 email confirmation querying new footpath and offer site visit – explained that not requesting new footpath only completion of clearance of existing footpath (which is the only pedestrian means of access alongside the B481)**

**HPC 27 October 2021/19 November 2021 emails to OCC seeking clarification whether a site meeting is still necessary/progress report and timetable for works being done**

**ENQ21899026 -registered 28/06/21**

heavily overgrown hedging (increasing in size) leading along Stoke Row Road (left hand side when travelling towards Stoke Row and opposite the junction with Witheridge Hill) as a **matter of urgency** needs cutting back as hazard for motorists and pedestrians

- 28 June 2021 FMS Report – thank you for your report once we have confirmed ownership of the vegetation either the adjacent landowner will receive a letter requesting cutback or if confirmed OCC ownership is OCC we will arrange the cutback of the encroachment. We will continue to monitor the location.
- HPC Meeting 1 Sept 2021 OCC Cty Cllr any progress? HPC – response no action **and emphasised urgent action required as reported in June 2021**  
OCC Cty Cllr agreed to progress urgently
- 10 Sept 2021 FMS – state changed to investigation complete  
Report now closed to updates
- HPC 28 June 2021 first reported on FMS system**  
**OCC 10 September 2021 FMS website reports work complete – no action taken.**  
**HPC 30 Sept 2021 FMS report showing outstanding FMS enquiries to Cty Cllr D Bartholomew – passed for action to OCC officers**  
**OCC 6 October 2021 OCC officers telephone call (followed by written report 7 October 2021) when agreed OCC to cutback hedging hazards as reported in ENQ 21889941 and 21899026.**  
**HPC 27 October 2021 and 19 November 2021 emails to OCC asking for progress/timetable for work to be done.**

**ENQ 2928110 - registered 11/08/21**

speed 30 mph limit road signage completely obliterated travelling south on B481 prior to corner at entrance to new residential development (former Dog & Duck public house) – location has recorded serious road traffic accidents most recently November 2019/ May and August 2021

- HPC Meeting recent complaint - **emphasised the hazard requires urgent action**  
1 Sept 2021 OCC - agreed to progress urgently  
OCC notified has arranged site visit w/c 6 Sept 2021  
3 Sept 2021  
**OCC 22 September 2021 posted no further action on FMS website – but no action taken**  
**HPC 18 November 2021 email querying progress/timetable for action**  
**OCC 19 November 2021 email apologising for delay work scheduled for 25 November 2021**  
**FMS COMPLETE – 24 November 2021**

**ENQ 2928138 - registered 11/08/21**

travelling south on B481 prior to corner at the entrance to new residential development (former Dog & Duck public house) no demarcation of grassed pedestrian verge and highway – hazardous for traffic and pedestrians – location has recorded serious road traffic accidents most recently November 2019/ May and August 2021

**Note: this hazard was also the subject of a site visit by OCC officers and HPC representatives in March 2020**

- HPC Meeting recent FMS complaint – **emphasised the hazard requires urgent action**  
1 Sept 2021 OCC – agreed to progress urgently  
OCC notified arranged site visit for w/c 6 Sept 2021  
3 Sept 2021  
**OCC 22 September 2021 posted no further action on FMS website – but no action taken**  
**HPC 18 November 2021 email querying progress/timetable for action**  
**OCC 19 November 2021 email apologising for delay work scheduled for 25 November 2021**  
**FMS COMPLETE – 24 November 2021**

**Update 24 November 2021**

# HPC

## Highmoor Parish Council

### Budget 2022/23

Receipts	Budget 21/22	Actual/estimated 2021/22	Budget 22/23
Precept	8462.00	8462.00	8462.00
VAT reclaim	856.16	-	107.92
Wayleave (SSE underground cable at Recreation ground?)	4.00	-	-
Rent recreation ground	150.00	-	150.00
<b>Sub totals</b>	<b>9472.16</b>	<b>8,462.00</b>	<b>8719.92</b>
CIL (ringfenced) received	-	9,263.95	-
<b>Sub totals</b>	<b>-</b>	<b>17,725.95</b>	<b>-</b>
<b>Totals</b>	<b>9472.16</b>	<b>17,725.95</b>	<b>8719.92</b>

Payments	Budget 21/22	Actual/estimated 2021/22	Budget 22/23
<b>Administration</b>			
Salary (gross) 2019/20 2020/21	4484.00	499.57 (20/21) 3484.00 (21/22)	3484.00
Home office allce 2019/20 2020/21	250.08	19.84 (20/21) 250.08 (21/22)	250.08
Training	300.00	50.00	300.00
Expenses Stationery/postage/printing ink etc		190.23 (20/21) 139.00 (21/22)	130.00
Website	250.00	310.00	325.00
Zoom	83.93	43.18 (20/21)	-
<b>Sub totals</b>	<b>5368.01</b>	<b>4985.90</b>	<b>4489.08</b>

<b>Mtce/repairs/Grasscutting</b>			
Glebe – grasscutting Other grass (see Sect 137)	700.00	152.00	700.00
Glebe tree mtce	500.00	450.00	500.00
Glebe tree survey		450.00(20/21)	
Recreation ground			
Hedgetrimming	85.00	85.00	90.00
Equipment (term of lease)	300.00	150.00	400.00
Hire of skip	-	240.00	-
Miscellaneous Dog bins (£312 pa weekly collection charge)	624.00 (2 bins)	624.00	1448.00 (4 bins)
Purchase of 1 new bin	-	-	150.00
Telephone kiosk	-	150.00	1150.00
War memorial	-	-	100.00
Mtce/repairs (general work)	200.00	-	400.00
<b>Sub totals</b>	<b>2409.00</b>	<b>2301.00</b>	<b>4938.00</b>

<b>General admin</b>			
Audit fees	465.00	475.00	470.00
Venue hire	40.00	90.00	140.00
Insurance (annual premium)	450.00	445.90	470.00
Solicitor`s fees (Rec ground)	-	956.00 (20/21)	-
<b>Sub totals</b>	<b>955.00</b>	<b>1966.90</b>	<b>1080.00</b>

<b>Section 137 (restricted spend)</b>			
Grants	400.00	100.00	100.00
Poppy wreath	55.00	55.00	60.00
Grasscutting The Common (x 7 £60 per cut)	420.00	216.00	420.00
Section 142 - donation (CAB)	100.00	100.00	100.00
Section 143 - (subscriptions)	200.00	187.80	200.00
<b>Sub totals</b>	<b>1175.00</b>	<b>658.80</b>	<b>880.00</b>

<b>CIL - ringfenced</b>			
Speed survey	300.00	350.00	-
<b>Sub total</b>	<b>300.00</b>	<b>350.00</b>	<b>-</b>

<b>Capital expenditure- earmarked</b>			
Laptop	500.00	600.00	-
<b>Sub totals</b>	<b>500.00</b>	<b>600.00</b>	<b>-</b>

VAT	<b>317.00</b>	<b>387.56</b>	<b>250.00</b>
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<b>Total</b>	<b>11024.01</b>	<b>11,778.16</b>	<b>11,637.08</b>
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Balance b/f 1 April 2021:- £ 14,584.88

Income to 27/10/21           18,058.75  
32,643.63

Expenditure to 27/10/21   5,743.40

Bank balance at 27/10/21 £ 26,900.23

Breakdown of £ 26,900.23

**Ring-fenced:-**

Barclays bank compensation £ 750.00  
SODC Community Fund       250.00  
Well Restoration Fund       1447.59  
Mtce equipment rec ground   300.00 £ 2,747.59

**CIL:-** Spend by 24/04/25 £ 2169.91  
" " 28/10/25       5326.69  
" " 30/04/26       9263.95 £ 16,760.55   £ 19,508.14

Working balance as  
at 27/10/21       £ 7,392.09

# **HPC**

## **Highmoor Parish Council**

### **Council meeting 1 December 2021 –** **Agenda item 15 - Information received since 1 September 2021**

<b>Ox-Cam Arc Planning</b>	<b>consultation</b>
<b>Inspectorate SODC Traffic Order SODC/ &amp; Vale</b>	<b>response to HPC letter re Little Sparrows development update on garden rubbish collection Stoke Row Road  Draft Joint Statement of Community Involvement – consultation on how SODC should consult with local parish/town councils/ communities in respect of planning applications/planning policy and the Joint Local Plan towards a revised SODC planning system 8 Sept – 20 October `21</b>
<b>SODC</b>	<b>Extraordinary Council meeting 24 September 2021 – discussion garden waste collections</b>
<b>SODC</b>	<b>Thames River Clean-up</b>
<b>SODC</b>	<b>Great Big Green Week</b>
<b>SODC</b>	<b>Women`s Cycling Tour (cycling)</b>
<b>SODC/ V of WH</b>	<b>activity trails – summer 2021</b>
<b>OALC</b>	<b>Newsletter September 2021</b>
<b>SODC</b>	<b>Policy to boost planting &amp; protection of trees</b>
<b>V of WH</b>	
<b>SODC</b>	<b>new Leader elected for SODC – Councillor David Romane</b>
<b>CPRE</b>	<b>Future of English Countryside – online lectures</b>
<b>SODC</b>	<b>Grant funding affordable housing Henley on Thames</b>
<b>SODC</b>	<b>Launch of Halloween Re-use competition</b>
<b>SODC</b>	<b>South News October 2021</b>
<b>SODC</b>	<b>Grant Scheme for voluntary/community Groups</b>
<b>SODC</b>	<b>Chairman fund-raising for Earth Trust</b>
<b>OALC</b>	<b>Plunkett Foundation 2 day event/OCC Household Waste Recycling</b>
<b>SODC</b>	<b>Commercial Litter Pick Nettlebed B481 (already circulated)</b>
<b>SODC</b>	<b>Garden waste collection restarts as from 1 November 2021 (already circulated)</b>
<b>SODC</b>	<b>waste collection leaflets for new residents</b>
<b>SODC/ V of WH</b>	<b>new office building venue</b>
<b>SODC/ V of WH</b>	
<b>SODC/ V of WH</b>	<b>campaign re dangers of nitrous oxide (sent separately)</b>
<b>SODC/ V of WH</b>	
<b>SODC/ V of WH</b>	<b>support for climate action at COP 26</b>
<b>SODC/ V of WH</b>	
<b>SODC/ V of WH</b>	<b>capital grant funding for good causes</b>
<b>OALC</b>	<b>October 2021 newsletter</b>
<b>OCC</b>	<b>November 2021 – Parish Report</b>
<b>SODC</b>	<b>Chair of SODC support for local charities</b>
<b>SODC</b>	<b>Information on Advisory Board for Didcot Garden Town</b>
<b>SODC/ V of WH</b>	<b>December 2021 – free car parking</b>

**SODC/  
V of WH  
SODC/  
V of WH  
OALC**

**Community Governance Review 2022 – replies required  
by 22 January 2022  
New laws/more funding required to tackle climate change**

**Seeking improvements to maximise attendance for training  
courses (have suggested that due to the usual long time  
span between booking and actual training date it would be  
helpful if Clerks were copied in on the reminders sent to  
councillors which gives a more consistent/team approach  
to the booking system and OALC has this morning agreed  
that this will be implemented in future)**

**SODC  
OALC  
OCC**

**South News for November 2021  
Civility and Respect Newsletter  
Emergency Community Plan**

**Keys:**

**OCC  
SODC  
V of WH  
OALC  
CPRE**

**Oxfordshire County Council  
South Oxfordshire District Council  
Vale of White Horse District Council  
Oxfordshire Council for Local Councils Association  
Council for the Protection of Rural England**

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20 November 2021