

# HPC

## Highmoor Parish Council

Councillors are summoned to attend the meeting of Highmoor Parish Council which will commence at 7.00 pm on Wednesday, 2 March 2022 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:** The Highmoor Parish Council notes the government's lifting of Covid restrictions but continues to be vigilant with regard to the Covid virus and the venue will receive appropriate cleaning measures for disinfecting and ventilation. If those attending the meeting wish to socially distance/wear face masks the Council asks that such individual choices to do so be respected.

Key:	HPC	Highmoor Parish Council
	OCC	Oxfordshire County Council
	SODC	South Oxfordshire District Council
	VWH	Vale of White Horse 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 meeting held on 5 January 2022
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 and determine action where mentioned in the attached report (copies available upon request)
    - (iii) To suggest ideas for traffic calming for inclusion on a list for future discussions
    - (iv) To determine response to OCC annual survey for emergency planning
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) Enforcement submissions to date:-

**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 officer allocation yet (time lapse August 2020 to 1 December 2021)**

**August 2021** - enforcement ref: S/21/276 – erection of chainlink fencing at+ Upway - 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 **(time lapse August 2021 – December 2021)**
    - (ii) To consider new submissions:-

Dog & Duck former public house – creation of a new and separate wide access in front of the residential development and leading to the adjacent Paddock – (possible breach of planning) – plus concerns at the dumping of large area of 'spoil' from the residential development onto The Paddock

Satwell House – erection of large structure (on land adjacent to Recreation Ground) being used as an animal shelter (llamas) plus creation of a new access from the land onto the B481 – (possible breach of planning)  
Swan Wood – excessive and increasing size of soil ‘embankment’ being created on this development site (is this temporary?)

6. SODC/VWH - Draft Joint Design Guide  
To consider response to the above document
7. SODC/VWH Draft Community Infrastructure Levy (CIL)  
To consider response to the above document
8. SODC/VWH - Draft Developer Contributions Supplementary Planning Document (SPD)  
To consider response to the above document
9. Great British Spring Clean 2022 - this event will take place during the week of 25 March/10 April 2022 Councillors to arrange date for Keep Highmoor Tidy.
10. Queen`s Platinum Jubilee  
To consider tree/hedge planting programme in conjunction with Greener Henley

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

11. Highmoor Parish Council
  - (a) To consider issues relevant to Council`s assets:-
    - (i) Recreation Ground –
      - (a) the lease - update
      - (b) to consider siting of memorial seat (Mrs M Lunnon) in the vicinity of existing maple tree
      - (c) to consider appropriate notices to deter dog fouling – notices to be erected at each entrance to the Recreation Ground – draft notice to be circulated prior to the meeting for approval
    - (ii) The Glebe –
      - (a) cost of grasscutting (quotation awaited)
    - (iii) Telephone kiosk -
      - (a) to consider costs for cleaning
  - (b) To record actions taken under delegated powers:  
HPC Newsletter to be published via Stoke Row Newsletter in March 2022  
HPC submission of support to central government for legalising the right of local councils to hold meetings via Zoom as well as face to face  
HPC purchase of a laptop for the sole use of Council business by the Clerk – cost £529 plus Microsoft software £44
  - (c) To consider points relevant to The Common (main grassed area plus adjacent verges) administered by the Nettlebed & District Conservators)
    - (i) to consider costs of grasscutting
    - (ii) to consider deterrents for irregular parking of vehicles on common land

12. Planning

- ( i) Planning applications since 5 January 2022:-

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**

Amended plans for retrospective permission for change of use of land from agricultural to residential

**HPC – no further comments**

P21/S3388/HH – Autumn House, Bolts Cross

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

Amendment - arboriculturist report

**HPC – No objection**

Amendment – change to roofline creating dual pitch roof instead of a mansard roof

**HPC – No objection**

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

amendment No 1

**HPC No objection**

P22/S0275/HH – Rosewood House, Highmoor Cross

Erection of single storey side and rear extension

**HPC objection**

P22/S0332/FUL Variation of Condition 2 on approved plans for

Planning application P21/S16447/FUL (Two storey side extension demolition of existing garage and erection of a new two storey house and associated parking) to vary the style of the external appearance

**HPC objection**

P21/S3549/HH – The Old Place, Witheridge Hill, Highmoor amendment (no 2) – amended site plan)

**HPC No objection**

P22/S0532/HH – Longwood, Witheridge Hill, Highmoor

Single storey side extension with single storey double garage extension to the left of the principle elevation

**HPC – awaiting decision**

(ii) Planning decisions SODC:-

P21/S4337/FUL – Half Acre, Witheridge Hill, RG9 5PE

Demolition of garage erection of detached garage plus residential outbuildings.

Retrospective change of use from agricultural to residential on land to south east of the site for additional parking

**SODC – permission granted**

P21/S3388/HH – Autumn House section of B481 from Bolts Cross to Highmoor Cross RG9 5LG

Proposed extension to rear of dwelling to house leisure area including sitting room, gym, covered swimming pool with changing facilities and plant room. Proposed extension to existing garage with accommodation above

**SODC – permission granted**

13. Finance:-

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

Mrs J E Pickett - February 2022

Salary	£ 232.27 (nett)
Tax -	58.06
Allce -	20.84
Hire of Rotherfield Greys Village Hall (2 March 2022)	18.00
OALC Training course (Councillor C Clarke)	132.00
Curries/Amazon (purchase of laptop/software £529 + £44	573.00
Mercer`s (solicitors – lease for Recreation Ground)	1147.20

(b) To receive details of bank reconciliation as at 26 January 2022 (for information)

(c) To consider grant application from Oxfordshire-South/Vale Citizens` Advice Bureau

14. Information/publications received since 5 January 2022 (see attached list – copy available upon request )

Signed



Clerk to the Council -  
Mrs J E Pickett

Date

24 February 2022

Mrs J E Pickett  
Clerk to the Council  
01491 577474  
Email: [clerk@highmoorparishcouncil.org.uk](mailto:clerk@highmoorparishcouncil.org.uk)

HPC  
Highmoor Parish Council  
FMS REPORTS

**Item 4 (ii) – Agenda Council meeting 2 March 2022**

**To consider progress on Council's complaints on the OCC's Fix My Street website**

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

**UPDATES SINCE 5 JANUARY 2022:-**

**ENQ: 21893402 - 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 2 June 2021 HPC meeting** - 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 1 Sept 2021 HPC meeting** - OCC Cty Cllr any progress? - HPC response no action

**FMS 10 Sept 2021** - footpath now cleared - Report closed for updates

**HPC 28 September 2021** 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

**HPC 1 Dec 2021 HPC meeting** report of no action– County Councillor D Bartholomew agreed to chase (time lapse to date 28 April 2021 to 1 December 2021)

**FMS 21 December 2021** enquiry now assessed and included in future programming schedule

**HPC 2 March 2022 meeting – inspected by HPC there is clearance to almost opposite Memorial Hall however the end of the path is extremely narrow and is obstructed by hedging – debris from recent storms covering the area as well as the gutter against the footpath edge**

**ACTION: submit a new FMS re hedging pointing out there are no hard surface footpaths in this area which provides the only means of pedestrian crossing B481? and monitor for further blockages of gutter?**

**ENQ: 21911931 registered 13 December 2021**

blocked drains (2) opposite Memorial Hall, Highmoor Cross causing flooding – concerns re possible early bad winter weather

**HPC 5 January 2022 HPC meeting – first reported**

**FMS 21 December 2021** passed to drainage team

**HPC 2 March 2022 meeting – inspected by HPC – drains are running COMPLETE - monitor for further blockages**

**ENQ: 21911933 registered 13 December 2021**

road surface ( Highmoor Cross) previously repaired and now failed again on the B481 opposite Memorial Hall –a considerable hazard for cyclists

**HPC 5 January 2022 HPC meeting – first reported**

**FMS 21 December 2021** passed to maintenance team for repair within 28 days

**HPC 2 March 2022 meeting – inspected by HPC – very bad repair carried out which has now raised the surface of the highway creating a “dam” effect which is blocking the water from running along the gutter which has formed a large pool of water on the pavement**

**ACTION: submit a new FMS explaining the new problem created?**

**ENQ: 22914595 registered 21 January 2022**

Badly blocked drain (drains with an interceptor to pond south of former Dog & Duck public house) causes bad flooding on B481 reported several months ago (as of 21 January 2022 still no clearance)

**HPC 2 March 2022 HPC meeting – inspected by HPC – drain now running COMPLETE**

**ENQ: 22914597 registered 21 January 2022**

Badly blocked drain (drains into pond on south side of former Dog & Duck public house) causes bad flooding on B481 – reported several months ago (as of 21 January 2022 still no clearance)

**FMS 26 January 2022** – will arrange for the gully wagon to attend to clear the Blockage

**HPC 2 March 2022 HPC meeting – inspected by HPC – drain now running COMPLETE**

**ENQ: 22914599 registered 21 January 2022**

Badly blocked drain causes flooding on B481 – reported several months ago (as of 21 January 2022 still no clearance)

**FMS 26 January 2022** – the gullies highlighted have been inspected, several of these were confirmed as blocked and will be cleared within 28 days. One of the gullies reported had only the grating covered by mud and leaves and this was cleared by hand today

**HPC 2 March 2022 HPC meeting – inspected by HPC – drain now running COMPLETE**

**ENQ: 22914605 registered 21 January 2022**

Pavement left in sunken condition following sewerage works many months ago – now sinking deeper and is a considerable hazard for pedestrians – reported previously but as at 21 January 2022 no repairs

**FMS 26 January 2022** – ‘I have previously attended site and requested the Technical Officer to investigate further. Since my visit the area has not deteriorated further’

**HPC 2 March 2022 HPC meeting – ACTION – query criteria from OCC as to what area/depth/disruption to public highway constitutes a hazard for pedestrians and therefore a repair?**

## **COMPLETED**

### **ENQ: 21889941- 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**

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 1 Sept 2021 HPC meeting** -OCC Cty Cllr – any progress? HPC response – no action  
**FMS 10 Sept 2021** FMS Report – investigation complete Report closed for updates  
**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  
**HPC 1 Dec 2021 HPC meeting** report of no action– County Councillor D Bartholomew agreed to chase (time lapse to date verbal register March 2020 – FMS register 12 March 2020 to 1 December 2021)  
**OCC 5 Jan 2022 HPC meeting** Cty Cllr D Bartholomew - work scheduled  
**HPC 2 March 2022 HPC meeting**  
**COMPLETE**

### **ENQ: 21899026 -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

- FMS 28 June 2021**– 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 1 Sept 2021** HPC Meeting - 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  
**FMS 10 Sept 2021** – state changed to investigation complete - Report now closed to updates  
**HPC note 28 June 2021 first reported on FMS system**  
**FMS 10 September 2021** reports work complete but no action taken  
**FMS 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  
**OCC** no response  
**HPC 1 Dec 2021** HPC meeting reported no action - County Councillor D Bartholomew agreed to chase (time lapse to date 28 June 2021 to 1 December 2021)  
**OCC 5 Jan 2022** HPC meeting Cty Cllr D Bartholomew report – work scheduled  
**HPC 2 March 2022 HPC meeting**  
**COMPLETE**

J E Pickett

Clerk to the Council Tel: 01491 577474 Email: [clerk@highmoorparishcouncil.org.uk](mailto:clerk@highmoorparishcouncil.org.uk) – 24 February 2022

# HPC

## HIGHMOOR PARISH COUNCIL

**Item 13 (b) – Agenda Council meeting 2 March 2022**  
**To receive details of bank reconciliation as at 26 January 2022**

Bank reconciliation as at 26 January 2022:-

Balance as at 1 April 2021:-	£14584.88
plus income	<u>18058.75</u>
	£32643.63
less expenditure	<u>8422.84</u>
	£24220.79
plus unpresented cheques	<u>484.63</u>
Balance as at 26 January 2022	<u>£24705.42</u>

3 February 2022

# HPC

## HIGHMOOR PARISH COUNCIL

**Item 14 - Agenda Council meeting 2 March 2022**  
**Information/publications received since 5 January 2022:-**

OALC	Queen`s Jubilee
OALC	High Sheriff Oxfordshire awards scheme plus amended link for Queen`s Jubilee
OCC	Cty Cllr D Bartholomew – General Report plus Highmoor Report
Trust Pilot	Jubilee Beacon Trail
	in partnership with
	Help for Heroes
OALC	petition for option to have Zoom meetings
SODC	Members allowances
SODC	members` allowances
Community	
First Forum	promoting membership
OALC	Training programme 2022 –
Oxfordshire	
South/Vale	
CAB	grant application
SODC/VWH	consultation on draft Joint Design Guide – replies 28/2/22
SODC/VWH	£2.5 million for business grants
SODC	South News
OALC	Newsletter – January 2022
OCC	January 2022 Report
SODC/VWH	Councillor grant scheme
SODC/VWH	Joint Design Guide Consultation extended to 15 March 2022
SODC/VWH	Didcot Concert Orchestra – The Beacon, Wantage
	4.30 pm 6 February 2022
SODC/VWH	Great British Spring Clean/SODC Litter Pick
OCC	Emergency Planning Annual survey
Holly	noise disturbance
Close	
SODC/	copy of Planning Enforcement Briefing presentation
VWH	
SODC	budget 2022/23
Cllr	District councillor`s report February 2022
Jo Robb	
Highmoor	comments re highway safety
Nursery	
OALC	pay negotiations and employment training
OxPCF/	survey Oxfordshire Parent Carers Forum/
CAMHS	Childrens` and Adolescent Mental Health survey
GLEAM	Green Lanes Environment Movement) re consultation
	on useage of AONB areas by `off roaders` eg 4 x 4`s/
	motor cyclists/quad bikes

OALC	NALC/SLCC – Civility and Respect project
CPRE	Star Count – how to take part
SODC/ VWH	Climate Action Plan
OALC sessions	introduction of Chairman`s question/answer
SODC/ VWH	consultations on Draft Community Infrastructure (CIL) Charging Schedule Draft Developer Contributions Supplementary Planning Document (SPd)
SODC	the newly built cottage (adjacent to 2 Stonehouse Cottages) postal address is 3 Stonehouse Cottages Highmoor Cross RG9 5DU
SODC	new headquarters for Great British Railways could be built at Didcot