

**Present:-** Councillor Ms E M Mulvaney (Chairman)  
Councillor R Stacpoole (Vice Chairman)  
Councillor Mrs C Clarke  
Councillor Mrs J Stacpoole  
Councillor Mrs J Stevens

Mrs J E Pickett - Clerk

**Key:** SODC South Oxfordshire District Council  
OCC Oxfordshire County Council  
HPC Highmoor Parish Council  
FMS Fix My Street  
TVP Thames Valley Police  
OALC Oxfordshire Association Local Councils

#### **014.22 APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillor D Bartholomew and District Councillors J Robb and L Hillier

#### **015.22 MEMBERS' DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS**

Councillor Ms E M Mulvaney (Chairman) – owner of Yew Tree Cottage,  
Highmoor RG9 5DH - NOTED

#### **016.22 MINUTES**

**RESOLVED** that the Minutes of the meeting held on 5 January 2022  
be adopted and signed by the Chairman

#### **017.22 OXFORDSHIRE COUNTY COUNCIL**

- (a) Council received reports from County Councillor D Bartholomew for March (copies available upon request)
- (b) OCC related highway matters were noted as follows:-
- ( 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 ) FMS enquiries – see report attached after discussion
- RESOLVED**
- that action denoted in red lettering on FMS ENQ: 21893402/21911931/21911933/22914605 be adopted
  - that a new FMS report be made denoting the poor condition of pavements/no street lighting/parked vehicles at Holly Close
- (iii) Members discussed potential ideas/schemes for reducing the speed of vehicles through the village and listed as follows:-
- 20 mph scheme
  - signage for 20mph replacing existing 30mph
  - vehicle assist signs/'happy face` signs
  - seek improvements for pedestrian safety
  - signage to denote nursery school in the village
  - possible alteration of narrow layout on B481 at the bend at the entrance to the former public house Dog & Duck

- pinchpoints at village entrance
- ( iv) Councillors discussed the possible assistance available in the village  
In the event of an emergency and  
**RESOLVED**

that the use of The Glebe plus the Recreation Ground be offered  
by the Parish Council and the car park area of the Memorial Village  
Hall be offered by the Trustees for the Hall

#### **018.22 SOUTH OXFORDSHIRE DISTRICT COUNCIL**

- (a) Council received report from District councillors (copy available upon request)  
(b) Council considered potential enforcement submissions both existing and new+  
as follows:-

Existing\_ -

**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)**

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) –

The Paddock (adjacent to site of former Dog & Duck public house) concerns re  
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?)

**RESOLVED** – that updates be sought for existing enforcement enquiries and new  
submissions be progressed

#### **019.22 SOUTH OXFORDSHIRE /VALE OF WHITE HORSE DISTRICT COUNCILS – DRAFT DESIGN GUIDE**

A copy of the above document was received and after discussion it was  
**RESOLVED**

that the Highmoor Parish Council welcomes the publication of the  
Draft Design Guide which is very relevant to large developments eg  
housing/commercial and would also reference the document when  
required for smaller individual planning applications

**020.22 SOUTH OXFORDSHIRE/VALE OF WHITE HORSE DISTRICT COUNCILS CHARGING SCHEDULE**

Councillors noted recent receipt of the above document and agreed to read the document –

**RESOLVED** – that any comments would be determined under delegated powers and submitted by the deadline of 21 March 2022

**021.22 SOUTH OXFORDSHIRE/VALE OF WHITE HORSE DISTRICT COUNCILS - DRAFT DEVELOPER CONTRIBUTIONS SUPPLEMENTARY PLANNING DOCUMENT (SPD)**

Councillors noted recent receipt of the above document and agreed to read the document –

**RESOLVED** – that any comments would be determined under delegated powers and submitted by the deadline of 21 March 2022

**022.22 GREAT BRITISH SPRING CLEAN 2022 – (25 March to 10 April 2022)**

Councillors discussed aspects of the annual Litter Pick and **RESOLVED**

that the Highmoor Litter Pick 2022 would take place on Sunday 10 April 2022 from 10.00 am to 12 noon convening at the car park, Memorial Hall – seeking volunteers by way of advertising via Facebook (to be agreed by Council)/Council noticeboard and website

**023.22 QUEEN`S PLATINUM JUBILEE**

The Chairman reported meetings with herself /Councillor J Stacpoole and representatives of Greener Henley discussing the natural environment of the village area being acknowledged as highly rated for its woodland/ grass cover and species/hedgerows.

Reference was made to a document produced for Highmoor by Grow Green Carbon on Highmoor`s Treescape which will be circulated to Councillors. – a location plan is awaited and once received a summary of the Treescape Plan plus location details will be circulated to all councillors. It was acknowledged that the Council wishes to incorporate a possible tree planting scheme to commemorate H M Queen Elizabeth II Platinum Jubilee.

**RESOLVED** – that final proposals for Council`s action require adoption by Council – next meetings 13 April 2022 or 11 May 2022

No public in attendance – the meeting continued

**024.22 HIGHMOOR PARISH COUNCIL**

Matters relating to HPC assets and Highmoor village:-

- ( i) Recreation Ground –
  - (a) Delays have been experienced due to Clubs inaccurate responses and/or non submission of documents - NOTED
  - (c) Lunnon family wish to progress the supply and installation of a memorial seat in memory of Mrs M Lunnon – awaiting details
  - (d) Dog poo draft notices to be produced for consideration –  
**RESOLVED** – that councillors consider draft notices and adopt under delegated powers

- ( ii) Telephone kiosk – awaiting costs for regular cleaning
- (b) Items dealt with under delegated powers since the last meeting of 5 January 2022 were listed and  
**RESOLVED** – that the listed documents (as follows) be adopted formally on record:-
  - HPC Newsletter – to be published via Stoke Row Newsletter in March 2022
  - HPC submission to central government of support 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) The Common –
  - ( i) awaiting costs of grasscutting
  - ( ii) the Clerk reported on a meeting with two Conservators (Peter Allport and Michael Green) and the owner of common land in Highmoor (Jessie Grimond) – discussion included the following points relevant to The Triangle plus verges and supplementary issues raised:
    - no funding available for the next financial year in respect of grasscutting/wooden posts NOTED
    - gradual extension of car parking on The Triangle – suggested research on the original agreement with St Paul’s church for provision of one space be carried out meanwhile Conservators suggesting use of excess spoil to create a heightened ‘embankment’ on the south side of The Triangle to prevent encroachment of car parking and possibly reduce numbers of spaces to 3
    - car parking on Common land is only legal with the lawful consent of The Conservators
    - the poor state of the pond to the south of the former public house The Dog and Duck was raised plus the deteriorating state of the access area to public footpaths and Merrimoles due to parked vehicles was mentioned
    - the ongoing and increasing litter problem in the area was referred to – Highmoor Litter Pick on 10 April 2022 was noted
    - concerns over the recent reduction in levels of available assistance for injured deer/removal of dead deer from Highways was discussed  
**RESOLVED** –
      - that Conservators be thanked for the meeting and consideration of car parking difficulties and await results of research of the original agreement with the Church and that the possibility of an embankment with the proviso that wooden posts be retained on the top of the embankment be supported
      - that excessive parking on the Common verges to the front of Post Office Cottages be acknowledged but decided await outcome of aforementioned research/firm decision on The Triangle before determining possible deterrents eg wooden posts on the verges
      - that research on the last maintenance programme carried out on the pond be examined with a view to assessing whether a programme for volunteer organisations could be introduced
      - that a resolution to the excessive parking at the access point to public footpaths and Merrimoles would be welcomed
      - that the Council pass on information to the Nettlebed Estates re the current status of assisting injured deer/removal of dead

deer from highway

**025.22 PLANNING**

- (i) Planning applications received since 5 January 2022:-
- 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 – No objection**
- P21/S4733/DIS – 2 Stonehouse Cottages, Highmoor Cross – discharge of Condition 9 –  
**HPC** – query lodged with SODC Planning Department expressing concern at the removal of the large yew tree from the site despite being noted as of historical importance as submitted in arboriculturist’s report.  
**RESOLVED** – that the above decisions be adopted
- (ii) Planning decisions notified by SODC since 5 January 2022:-
- 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**  
All SODC decisions NOTED

**026.22 FINANCE**

(a) **RESOLVED** – that the following expenditure (including VAT where relevant) be approved

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) **RESOLVED** – that details of bank reconciliation as at 26 January 2022 be NOTED

(c) A grant application was received from Oxfordshire-South/Vale Citizens` Advice Bureau after discussion

**RESOLVED** – that the sum of £100 be granted

**027.22 INFORMATION/PUBLICATIONS**

A list of information/publications since 5 January 2022 was received (see attached list – copy available upon request )

The meeting closed at 8.17 pm

Date of next meeting 13 April 2022 (Annual Parish Meeting followed by Council meeting)