

# HPC

## Highmoor Parish Council

Councillors are summoned to attend the meeting of Highmoor Parish Council which will **commence after the conclusion of the Annual Parish Meeting which will commence at 7.00 pm on Wednesday, 13 April 2022 both meetings will be held in the Rotherfield Greys Village Hall, Greys Green RG9 4QG.**

*( 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

The following business will be transacted:-

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 2 March 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 receive update on efforts to progress traffic calming measures in Highmoor
5. South Oxfordshire District Council
  - (a) To receive the monthly report from District Councillor
  - (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) – reply awaited**

**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) – reply awaited**

- (ii) Awaiting submission - recent possible enforcement submissions:-
  - ( i ) creation of a new and separate wide access in front of the residential development and leading to the adjacent Paddock
  - ( ii) Satwell House – erection of large shelter/shed structure plus installation of new access with gate to the B481
- (iii) Concerns expressed re :-
  - ( i) dumping of large area of `spoil` from the residential development on the former Dog & Duck site onto adjacent Paddock
  - ( ii) large areas of soil forming an `embankment` at the residential development at Swan Wood

All the above items passed to District Councillor Mrs J Robb for response

- ( iv) ( ii) Enforcement SE21/88 – The Old Place, Witheridge Hill, Highmoor RG9 5PJ  
Erection of a close board fence over one metre adjacent to the highway  
SODC response received 30/03/22 –  
The erection of the fence is a breach of planning control – under the SODC`s temporary/trial enforcement procedures and government guidance (the latter states that the planning authority should not take enforcement action simply to regularise an unauthorised development) thus there being no perceived harm being caused by the development the harm score/national planning law the SODC decision is that no further action be taken

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

- 6. Highmoor Parish Council
  - (a) To consider issues relevant to Council`s assets:-
    - ( i) Recreation Ground –
      - (a) the lease - update
      - (b) awaiting information from Lunnon family for siting memorial bench
      - (c) dog fouling notices erected
    - (ii) The Glebe –
      - (a) cost of grasscutting
    - (iii) Telephone kiosk -
      - (a) To record decision taken under delegated powers scheme- that Mr Z Janota clean telephone kiosk (inside/outside) at annual cost of £110
  - ( iv) To consider response of Commons Conservators re parking/ pond clearance
- 7. Planning
  - ( i) Planning applications since 2 March 2022:-  
P22/S0332/FUL 2 Stonehouse Cottages, Highmoor Cross  
Two storey side extension demolition of existing garage and erection of a new two storey house and associated parking) to vary the external appearance  
Amendment by way of Variation of Condition 2 of the permission given  
**HPC Objection**

(ii) Planning decisions SODC:-

P22/S0275 HH – Rosewood House, Highmoor RG9 5DT  
Single storey side and rear extension

**SODC – permission granted**

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

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

**SODC permission granted**

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 and car port and new detached garage

**SODC – permission granted**

(iii) Tree Preservation Order Ref: 22S08

To consider details of proposed Tree Preservation Order for trees on the boundaries of property at The Old Place, Witheridge Hill RG9 5PJ

8. Climate Emergency 2030 – Working Group

To consider how to support/promote efforts towards improving the Climate/ Environment with a view to working with other relevant Groups

9. NALC (National Association of Local Councils)

To consider issues of relevance to smaller local parish/town councils for submission to NALC for consideration and implementation where practicable.

10. Annual Inspection of Council's Assets

To organise the above-mentioned inspection delegating 2 councillors to carry out the task

11. Finance:-

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

Mrs J E Pickett - March 2022

Salary + allce £ 252.01

Tax for 1 year (12 x £58.06) 696.80

Expenses for 13 mths Mar '21 to 283.20

Mar '22 (inc telephone/stationery/  
ink/postage)

Mrs J E Pickett – April 2022

Salary 232.23

Tax 58.06

Allce 20.84

Hire of Rotherfield Greys

Village Hall (13 April 2022) 18.00

OALC – annual subscription 150.00

CAB – Oxon South/Vale – grant 100.00

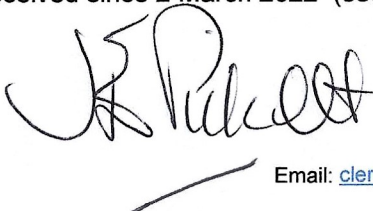
(b) To receive details of bank reconciliation as at 31 March 2022 (see attached for information)

(c) To consider annual subscription of £ 30 to Chilterns Society

12. Information/publications received since 2 March 2022 (see attached list – copy available upon request )

Signed

Date 6 April 2022



Clerk to the Council -

Mrs J E Pickett

Tel: 01491 577474

Email: [clerk@highmoorparishcouncil.org.uk](mailto:clerk@highmoorparishcouncil.org.uk)

**HPC**  
**Highmoor Parish Council**

**Agenda Item 11(b) – Agenda meeting 13 April 2022**

Bank reconciliation as at 31 March 2022:-

b/f 01/04/21	£ 14584.88	
Receipts	<u>18058.75</u>	
	32643.63	
Payments	<u>11656.16</u>	
	£ 20987.47	
Plus o/s cheques		
Cheque No.		
100087	£ 85.00	
100094	1147.20	
100096	253.01	
100097	696.80	
100098	<u>283.20</u>	£ <u>2465.21</u>
Bank balance as at 31/03/22	£ <u>23452.68</u>	
<u>Balance includes:-</u>		
CIL - spend by 22 April 2024	(P18/S0879/FUL - Dog & Duck)	£ 2519.91
" 27 October 2025	(P18/S0880/FUL - Dog & Duck)	5328.69
" 30 April 2026	(P20/S1918/FUL - Swan Wood)	<u>9263.95</u>
		17110.55
Barclays Bank compensation	£ 750.00	
Community Fund balance	250.00	
Well Restoration Fund	<u>1447.59</u>	2447.59
Rec Ground mtce equipment		300.00
Budget 2022/23 balance of income required		<u>723.16</u>
		£ 20581.30
Reserves balance as at 31 March 2022:	£ <u>2871.38</u>	

7 April 2022

HPC  
Highmoor Parish Council

**Agenda item 12 – Meeting 13 April 2022**

To receive list of information/publications received since 2 March 2022:-

Community First Oxfordshire	Free 1 hour Zoom workshops
SODC/ VWH	national pilot for new supplier approach to neighbourhood planning
SODC	changes in car parks
OALC	salary awards 2021/22
CPRE	Campaign against Abingdon Reservoir
SODC/ VWH	£150 rebate towards payment for energy supplies (circulated separately)
HTC	Climate Emergency 2030 Working \Group
SODC/ VWH	Support for Ukraine
CPRE	Star Count submissions
SODC	March report from District Cllrs J Robb/L Hillier Kidmore/ End PCrequest support t for objection to proposed development of former site of Reading Golf Club what would you like NALC to consider by way of support for parish councils?
OALC	growing food in the County
Green Party/West Oxfordshire	
OALC	what can your Council do for the Ukraine?
SODC	Cornerstones Arts Centre
OCC	Notification of Highways statement re rights over land at Shenley Wood Farm, Highmoor Cross RG9 5BQ
SODC	Cornerstones - Arts Centre (recycling for young people)
SODC	Tree Officer – TPO Notices for trees on the boundaries of the property at The Old Place, Witheridge Hill, Highmoor RG9 5PJ
SODC/ VWH	financing to fund Thame COP26 community projects
SSEN	Emergency Planning Oxfordshire
SODC/ VWH	Home for Ukraine Scheme
SODC	reply to enforcement ref: SE21/88 – The Old Place, Witheridge Hill, Highmoor RG9 5PJ
SODC	Cornerstones – summer programme
SODC	Planning application P22/S0332/FUL – 2 Stonehouse Cottages, Highmoor Cross
SODC	Planning application P22/SO532/HH Longwood, Witheridge Hill, Highmoor – planning permission granted
SODC	Planning application P21/S3549/HH The Old Place, Witheridge Hill, Highmoor RG9 5PJ
	Amendments received 31/03/22 – receipt of Arboricultural Impact Assessment/Tree Protection Plan drawing
	Planning permission granted 1 April 2022
OCC	April report from County Councillor D Bartholomew
OALC	Update for March 2022

6 April 2022

**HPC**  
**Highmoor Parish Council**  
**FMS REPORTS**

**Item 4 b (ii) – Agenda Council meeting 13 April 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 2 MARCH 2022:-**

**New FMS Reports/follow-ups with investigation reports:-**

- ENQ: 21893402 – registered 17 March 2022 (follow up to 21893402 28/04/21 – see previous report as per 2 March 2022 Update)**  
**Narrow rough surface footpath east side of B481 leading to and from Highmoor Cross**
- HPC** Reported footpath clearance December 2021 – thank you. However this is the sole pedestrian access alongside the very busy B481 to access to and from the village to new (former site of Dog & Duck public house) and older residential dwellings and this footpath has an extremely narrow ending towards its end (when approaching the Cross opposite the Memorial Hall) and this is now blocked by hedging giving an even more perilous pedestrian access – can the hedging be cut back by County Council or owner of the hedge ?
- FMS** Thank you for your report I have inspected the location today and have taken photographs of the footway which requires siding out which should give pedestrians more width to walk on. I will forward this to the Supervisor responsible for programmed works of this type. Investigation complete
- ENQ: 22919636 registered 17 March 2022 (follow-up to 21911933 registered 13 December 2021 – see previous report as per 2 March 2022 Update)**  
**Raised highway surface on B481 Highmoor Cross (opposite Memorial Hall)**
- HPC** Ref: ENQ 21911933 original road repair disintegrated/another repair carried out in January 2022. This last repair has created a "dam" effect on the road surface which is blocking the water from running along the gutter forming a large pool of water on the footpath. Extreme hazard for the many cyclists in the area
- FMS** Thank you for your report I have attended the site today following my inspection I will be forwarding the photographs taken during my visit to the Supervisor responsible requesting that he arranges for the repairs to be completed within the next 28 days or sooner. Investigation complete
- ENQ: 22914605 – registered 17 March 2022 (follow-up to 22914605 registered 21 January 2022 – see previous report as per 2 March Update)**  
**Sunken pavement outside Well Cottage, Highmoor Cross**
- HPC** Ref: ENQ: 22914605 – response by Technical Officer `Since my last visit the area has not deteriorated further` - Noted. However the kerb by the Well has sunk due to work carried out months ago on a sewage connection which badly affected the pavement which is also sunken and badly broke up leading to "ponding" during heavy rain increasing the pedestrian hazard – this pavement is used for access to residential dwellings as well as the route to the Recreation Ground at Highmoor and is of course immediately adjacent to the extremely busy B481 – dates of visits by the Technical Officer/criteria used to determine pedestrian safety are unknown – as queries continue to be raised a further enquiry is raised with a request to advise perhaps the frequency of monitoring which could be used to respond to enquiries?
- FMS** Thank you for your recent report. I have attended site today. I have taken photographs and will pass these to the Technical Officer for this area to investigate further. Investigation complete

**ENQ: 22919640 registered 17 March 2022**

**Heavy steel barrier on footpath to the Recreation Ground, Highmoor**

**HPC** Oxfordshire County Council installed a heavy steel barrier on the footpath access to the Highmoor Recreation Ground many years ago – the barrier is now badly damaged following regular difficulties for grasscutting etc., and a request is made for the removal of the barrier as and when a roadworks team is in this area

**FMS** Thank you for your report we have arranged for the removal of the barrier which should be completed within the next 28 days.

Investigation complete

**ENQ: 22919639 registered 17 March 2022**

**Holly Close, Highmoor pavements on both sides of the road**

**HPC** This residential street has no street lighting and pavements are in an extremely poor condition for pedestrians – they have been continually deteriorating over recent years – no repairs carried out

**FMS** Thank you for your report for Holly Close, Highmoor – this has now been passed to the Technical Officer for assessment for possible overlay scheme

Investigation complete

J E Pickett  
Clerk to the Council Tel: 01491 577474 Email: [clerk@highmoorparishcouncil.org.uk](mailto:clerk@highmoorparishcouncil.org.uk)  
6 April 2022