

# HPC

## Highmoor Parish Council

Councillors are summoned to attend the meeting of Highmoor Parish Council which will **commence at 7.00 pm on Wednesday, 6 July in the Memorial Village Hall, Highmoor RG9 5DX**

*( 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 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 30 May 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 receive update on progress for traffic calming measures in Highmoor (circulated report also includes FMS reports and miscellaneous works required to ensure safety of users of footpaths)
5. South Oxfordshire District Council
  - (a) To receive the monthly report from District Councillors J Robb and L M Hillier
  - (b) SODC related matters including updates:-
    - ( i ) Enforcement issues:-

Decision taken by SODC

**SE21/276 - Chainlink fence at The Upway, Highmoor** – response from SODC **no enforcement action to be taken** - this is largely permitted development but where it is not permitted development is its height (2 metres) and location ie along parts of a track which is used by vehicles where fence height should be limited to 1m however it is alongside other fences of close-board of a 2m height which have been in place for a long time thereby immune to enforcement`

(ii) Awaiting officer allocation:-

**The Woodman**, Highmoor SE21/102 - query land use change

**Hayward House/Brooks Barn**, residential dwellings on site of former public house (The Dog & Duck) Highmoor – query breach of planning by incorrect siting of gated access plus annexation of intended garden area (to the front and side of Hayward House and into the adjacent Paddock plus use of Hayward House as holiday let. (see Report)

**The Paddock, Highmoor, Highmoor** adjacent to site of Hayward House and Brooks Barn – very large amount of soil deposited at the top of this site – is this the start of development by owners (W H Brakspear)?

**Satwell House, Highmoor** – new building erected and creation of new gated access onto the B481 – new photographs of gate now available

**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 –

- awaiting information from Lunnon family for siting memorial bench

- annual rent

- planting of trees (including memorial rowan tree Armistice anniversary)

(ii) The Glebe –

(a) cost of grasscutting

(iii) Telephone kiosk -

- cleaning of telephone kiosk

(iv) To receive and consider the annual inspection report of Council's assets

(b) To consider issues relevant to The Common

( i) response of Commons Conservators re parking/pond clearance

( ii) cost of grasscutting

7. Model Code of Conduct

To consider adoption of the Oxfordshire Councillor's Code of Conduct 2022

8. Planning

(a) Planning applications:-

P22/S1991/AG - Conway Farm, Satwell, RG9 4QZ – proposed new barn for storage of feed/machinery/ and sheep grazing

**HPC** - no objection

P22/S2007/HH – Maple Lodge, Highmoor loft conversion to form 2 additional to front bedrooms plus 1 bathroom consisting of a flat roof dormer to rear elevations and 3 roof lights to front elevation

**HPC** – no objection subject to compliance with HPC's Dark Skies Policy

P22/S2211/HH – "Bluebells" Rocky Lane RG9 4RD – Two storey and single storey extensions and alterations to existing house and garage/erection of replacement tractor store

**HPC** – decision required

(b) Planning decisions:-

P22/S1991/AG – Conway Farm, Satwell RG9 4QZ – proposed new barn for storage of feed/machinery and sheep grazing

**SODC** – no planning permission required – should any modifications be made to the plans submitted then further notice must be given to SODC

9. Finance:-

(a) To consider proposed hire charge of Memorial Highmoor as venue for Council meetings

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

Mrs J E Pickett – June 2022	
Salary	£ 232.27
Tax	58.06
Home office allowance	20.84
Hire of Memorial Hall 6 July 2022	18.00
ICO (Information Commissioners Office)	40.00

(c) To receive bank reconciliation – for information

10. Information/publications received since 11 May 2022 (see attached list – copy available upon request )

11 **CONFIDENTIAL**

Vacancy – Clerk/RFO

Signed



Date 29 June 2022

Clerk to the Council -  
Mrs J E Pickett

Tel: 01491 577474

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