

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

Oxfordshire County Council - Councillor D Bartholomew (part meeting)  
South Oxfordshire District Council - Councillor Ms L M Hillier (part meeting)

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

**076.22 APOLOGIES FOR ABSENCE**

None received

**077.22 MEMBERS' DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS**

None received

**078.22 MINUTES**

**RESOLVED** that the Minutes of the meeting held on 6 July 2022  
be adopted and signed by the Chairman

**079.22 OXFORDSHIRE COUNTY COUNCIL**

- (a) County Councillor D Bartholomew presented his report including the following points:- (copy of the Report available upon request)
- inappropriate "story time" readings by drag queens for primary school children leading to protests/demonstrations by parents
  - proposals by Lib-Dem/Green/Labour coalition for a cut in VAT to 17.5% to be discussed at September 2022 meeting
  - further proposals to promote vegan agenda both VAT and promotion of vegan agenda proposals provoke concerns re national not local agendas by OCC
  - Kent Council find introduction of 20 mph zones do not prompt less car use – again Councillor Bartholomew expressed doubts/concerns re 20 mph traffic schemes as not enforceable
  - proposal for the provision of gender-neutral toilets in all Council buildings could be in the region of £1,000,000
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  - Draft Central Oxfordshire Travel Plan – consultation now launched to assess potential ways of taxing motorists in order to reduce car use in and around the city of Oxford

Councillor Bartholomew referred to the OCC focus on the needs of Oxford City and its surrounds but it is not addressing rural needs on the boundaries of the County eg loss of direct transport services to reach Oxford by bus and rail putting the city virtually out of reach of those without cars – the Council should be focusing on these needs with service providers  
Councillors agreed that the lack of interest in transport services and other issues for those living on the boundaries of the County has always been a problem which has worsened over recent years.

(b)

(i) Traffic calming measures –

Submission to OCC made seeking inclusion in a 20 mph traffic scheme for Highmoor. OCC indicates that if the submission accepted then unlikely to see implementation prior to 2024 (due to size of OCC scheme throughout Oxfordshire). OCC will assess over the next 3 - 4 months and advise HPC whether accepted. HPC councillors reminded Councillor Bartholomew that this application is the first step of other possible traffic calming measures for the village and of the importance that an effort has to be made, and be seen to be made to reduce speeding traffic and improve safety for drivers and pedestrians in the village. Councillors emphasised that a negative approach using lack of police enforcement as a reason to do nothing is not an option. Noted other villages implementing similar schemes eg Cuxham and Ewelme and others joining ie Nettlebed/Ewelme. Councillors reiterated that other measures have and will be considered noting the installation of village entrance gates and I particular note the difficulties/hazards experienced by pedestrians walking about the village ie criss-crossing busy roads eg B481. Arrangements are already in hand for OCC to provide and install a sign denoting the presence of the nursery school in the village.

Nettlebed Estates response of `broad support of 20 mph scheme expressing reservations about the siting of a VAS sign opposite Greenman Cottage increasing both artificial light on The Common and creeping urbanisation`  
Permission to site a new sign at the aforementioned site is required from the Conservators **NOTED**

Cost of SID portable radar sign £2697 (inc VAT) plus installation cost of £35 (volunteer available to assist on date of installation) plus £35 per visit to download data from the equipment and relocate sign (every 3-4 weeks)

**RESOLVED** – that the costs be accepted in principle and confirmed with maximum details required prior to order/installation taking place  
that councillors would ensure assistance available at the time of installation

(ii) Fix My Street reports –

(a) One new FMS report -

ENQ:3795022 – fading dash markings on B481 nr Hayward House  
Councillor Bartholomew to “chase” if no action perceived

County Councillor D Bartholomew left the meeting

Update of previous FMS Reports/highway issues:

**FMS Reports:-**

**ENQ22919639** – hazardous state of pavements Holly Close reported and subsequently chased asking whether an improvement scheme could be considered for this area eg instead of grassed verges use of grasscrete/ include possible tree planting etc

OCC response 2 Sept 22 - Holly Close footways added to list for assessment for future schemes and assessment to be carried out next week for maintenance work.

OCC willing to consider improvement scheme (HPC possible use of CIL funds) grasscrete maybe not viable due to constant heavy parking use in the area/maybe alternatives to look at

Councillor C Clarke pointed out that when entering Holly Close the left hand side of the road was in a better condition than the right

**ENQ:22919632** – Footpath clearance east side of B481

OCC carried out some maintenance work

Further query raised as to overgrown hedging blocking footpath – Nettlebed Estates advise that the hedge is in its ownership – no hedgecutting is carried out during bird nesting season (lasts until July) - the hedge will be trimmed soon

**Highways:-**

Gully clearance along the B481 was requested earlier in the year and OCC carried out some maintenance. A definitive reply was recently requested ie flooding on B481 due to possible blockages in drainage for the pond (adjacent to site of former D & D public house).

To date research indicates project in approx. 1995 with Chilterns Society/Highmoor Pond Action Group/Oxfordshire County Council when the deep gullies taking away storm water from the outfall of the two road drains into the pond were removed and replaced with two silt traps which OCC agreed to clear twice a year. Am currently chasing OCC for clarification as to whether gully clearance means the two silt traps plus details of when last cleared.

Once information clarified and received will pass to Nettlebed Estates – the latter is arranging **NOTED**

**080.22 SOUTH OXFORDSHIRE DISTRICT COUNCIL**

(a) District Councillor Ms L M Hillier presented the District Council's report (already circulated (copy available upon request) subjects included as follows:-

- cost of living clinic held in Didcot over the August bank holiday and a further clinic to be held on 19 September 2022
- Household Support Fund now spent with a balance remaining open for applications from eligible pensioners
- rough sleeping (numbers increasing) and housing support is available to the homeless
- Oxfordshire Plan 2050 talks collapsed due to lack of agreement – all work to date to be absorbed by District Councils in Local Plans

Councillor Ms Hillier supported the comments made at the lack of public transport for Oxfordshire rural areas and the lack of 'inclusion' for the rural areas on the southern boundary of Oxfordshire – noted the Council's intent to seek reductions in speeding traffic and improve safety for drivers and pedestrians

- planning appeal for 350 houses at Cholsey refused by District Council and called in for determination by Secretary of State
- South and Vale leaders have agreed not to support proposals for a pan-regional development and growth partnership across the Oxford-Cambridge Arc

- bathing water for Wallingford – water testing at 8 sites along the River Thames as part of partnership led by Thames21 and funded by the District Council. Sewage disposal into river remain a concern
- grants available for individuals/groups working on projects to help residents get active
- capital grants scheme now open to applicants
- survey being conducted (open to parish/town councils for comment) to ensure District Council services and support are accessible to all
- Broadband rollout continuing by Gigaclear in Kidmore End/Sonning Common and Streatley
- almshouse vacancy – applications to Henley Municipal Charities

The meeting moved to Item 7 on the agenda –

**PLANNING**

Planning application P22/S2879/FUL – Highmoor Farm, Highmoor RG9 5DH  
An ancillary dwelling

**RESOLVED** – that an objection be recorded supported by the following comments:-

- an unnecessary extension of the residential parameters of the farm residential dwellings ie a new separate residential dwelling away from the main farmhouse/buildings creating a precedent for future ad hoc residential dwellings on this farmland creating a need for another septic tank (there being no main drains in the area) therefore two new structures in the area not one
- no ancillary car parking space – only an allocated space at the main dwelling (impractical for proposed residential use of the proposed dwelling)
- creating further vehicular useage of the access lane already used by existing residential dwellings and which is accessed by way of the already overloaded B481
- concerns that existing historic trees (oak in particular) may not be as well protected in accordance with the plan produced by Heritage Tree Services and having seen such plans fail more recently with the actual unexpected removal of trees from site ask that the Tree Officer consider implementing TPO`s accordingly
- the proposed development is located within the Chiltern`s Area of Outstanding Natural Beauty and the proposed ad hoc residential development on beautiful rural farmland is undesirable and portends future loss of such an area such areas deserve protection not development
- take account of HPC Dark Skies Policy – it is important for the environment to be protected particularly in AONB`s

P22/S2980/HH - Belmont Cottage, Highmoor Cross, RG9 5DT  
Demolition of existing 2 storey extension and proposed 2 storey side extension with internal alterations

**RESOLVED** - No objection in principle but would prefer a less contemporary external appearance to the property ie prefer retention of the cottage character of this property in the Chiltern`s Area of Outstanding Natural Beauty

The meeting returned to Agenda item 5 – South Oxfordshire District Council

- Council returned to Agenda item 5 –
- (b) SODC related matters (including updates on Enforcement enquiries):-  
 Enforcement – awaiting updates:-  
**Ref: SE21/102 The Woodman** - query land use change  
**Ref: 388921 - 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.  
**Ref: 388927 -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 – query possible development  
**Ref: 388937 & SE22/141 - Satwell House, Highmoor** – new building erected and creation of new gated access onto the B481 – new photographs of gate now available  
 Councillor Ms L Hillier reported no updates available as yet **NOTED**

Councillor Ms L Hillier left the meeting

No public present – the meeting moved to Agenda item 6

## **081.22 HIGHMOOR PARISH COUNCIL**

- (a) Items relevant to Council assets:-
- (i) Recreation Ground –
- (a) Councillor Mrs J Stevens reported a conversation with a member of the Lunnon family advising that the family no longer wished to place a memorial seat at the Recreation Ground as very few players from Highmoor now play at the Ground – **NOTED**
- (b) Report from residents of Rosewood House (recently built residential property adjacent to the Ground) complaining of cricket balls reaching their garden area and dangerous to children  
**RESOLVED** – that a letter be sent to the 3 cricket clubs drawing attention to the problem and request appropriate safety measures be taken prior to next cricket season
- (c) Councillor reported that recently planted rowan tree had died –  
**RESOLVED** – an approach be made to Greener Henley for a possible replacement
- (ii) The Glebe –  
 Costs received in respect of signage and bollards as follows:-  
 Sign (note wording only suggestion to denote ownership as well as no parking) – HIGHMOOR PARISH COUNCIL – NO PARKING on aluminium (white background black letters) approx. size 20" w x 12" d with steel post (approx. 6" above ground) – circa £200 (sign + post) + circa £275 (installation)  
 3 bollards – telescopic bollards £517 each (inc VAT) in yellow/black/grey – cost is for supply and installation  
 SODC – response to date -  
 Creation of car parking spaces on land unlikely to receive permission the land is classified as Open land plus Agreement precludes licensing land to any third parties or giving any other party rights  
**RESOLVED** – that despite the recent parking of caravan/car at The Glebe no further action be taken to install sign/bollards

SODC has been asked to consider use of land for – memorial seat/wildflower area/introduction of green soft landscaping/childrens' play equipment  
**RESOLVED** – that residents be consulted as to use of the area

(iii) Telephone kiosk – first clean completed **NOTED**

(b) The Common – (administered by the Nettlebed & District Conservators Nettlebed & District Conservators) –  
 HPC has arranged and paid for grasscutting these areas in recent years but difficulties have been experienced in retaining a contractor  
 After discussion it was  
**RESOLVED** – that the Conservators be asked to consider incorporating grasscutting at The Common in their current contracts and that HPC would consider offering grant assistance.

**082.22 PLANNING (see also Minute 080.22)**

Planning decisions by SODC/HPC:-

(b) Planning decisions:-

P22/S2441/HH – Satwell House, Satwell RG9 4RB

Re-cladding of external walls

**HPC** - no objection

**SODC** - permission granted

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

**SODC** - permission granted

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** - no objection

**SODC** - permission granted

**083.22 FINANCE**

(a) Expenditure (inc VAT where applicable):-

Mrs J E Pickett – July 2022	
Salary	232.27
Tax	58.06
Home office allowance	20.84
Mrs J E Pickett – August 2022	
Salary	232.27
Tax	58.06
Home office allowance	20.84
S J Cook – grasscutting The Glebe	400.00
Zurich annual insurance premium	450.39
Tax	58.06
Home office allowance	20.84
CPRE – annual subscription	36.00
Hire of Memorial Hall 7 September 2022	18.00
Z Janota – cleaning telephone kiosk	50.00

**RESOLVED** – that the list of expenditure be agreed for payment

- (b) Following receipt of information and advice from OALC regarding external audit councillors  
**RESOLVED** – that Highmoor Parish Council should not opt out of the “umbrella” of this contract for the County which gives a legal means of compliance for notification for exemption of opting out of external audit requirements for budgets below £25K plus submission of annual AGAR powers
- (c) Internal Audit Report 2021/22 – work to commence **NOTED**
- (d) Internal auditor  
**RESOLVED** – that Mrs Jane Olds be appointed internal auditor for the Council’s accounts for 2022/23 at a cost of £200

#### **084.22 CIL CONTRIBUTIONS**

Councillors noted the current status of HPC CIL contributions as follows:-

##### CIL Contributions

£ 2,519.91 spend by 24 Aug 2025  
 5,326.69 “ “ 28 Oct 2025  
 9,263.95 “ “ 27 April 2027  
3,623.65 “ “ 27 April 2027  
 £20,734.20 currently held by HPC

£ 11,753.49  
2,642.81  
 £14,396.30 currently held by SODC at request of HPC

£ 23,506.98 funds expected by SODC June 2023

The meeting noted the above information and  
**RESOLVED** – that a further approach from SODC anticipated in October 2022 to transfer would receive the HPC response not to make such a transfer until such time as HPC make a request

#### **085.22 DIGNITY AT WORK**

Noting information received from OALC it was  
**RESOLVED** that a policy for Dignity at Work be drafted for consideration

During discussion it was recognised that Council does not see a draft of material posted on its behalf on Facebook – the Chairman was thanked for her efforts in publicising Council’s work via this media. After discussion it was

**RESOLVED** that the Facebook Community Facebook page should reflect the use by Council with the wording ‘Supported by Highmoor Parish Council’

Councillors can access membership by application to the host Councillor Ms E M Mulvaney

Also discussed was the pursuance of support for a 20 mph traffic scheme for the village and that a tick box form be placed on Facebook

**086.22 CIVILITY AT WORK PLEDGE**

Councillors having adopted the new Oxfordshire Model Code of Conduct for Councillors

**RESOLVED** that they would commit to the `Civility at Work` Pledge and subsequently signed the Pledge

**087.22 LIST OF INFORMATION/PUBLICATIONS**

Councillors received a list of information/publications received since 6 July 2022 (see attached list) **NOTED**

It was proposed and seconded

that the meeting discuss Item 13 - Vacancy for Clerk in Confidential session session

Vote taken – motion carried

**088.22 VACANCY FOR CLERK**

**RESOLVED** – that this item be taken in confidential session

**Council meeting 7 September 2022**  
**Minute 087.22 - Information/publications received since 6 July 2022**

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OCC Winter preparedness  
SODC FREE Litter Bug Detectives trails  
ECO environmental stations  
Green  
Communities  
SODC emergency planning heat alert  
SODC/ financial boost to keep residents active  
VWH calling for communities to plant trees in record numbers  
SODC plans to help sustainable food production and reduction  
of food waste  
South News – July 2022  
SODC/ residents asked to check voter registration details  
VWH  
SODC questionnaire on settlements in south Oxfordshire and Vale of White Horse  
Keep Love Parks week 2022  
Britain  
Tidy  
Jo Robb 5 year housing land supply  
OALC Newsletter July 2022  
“ Civility & Respect project – next agenda  
CPRE 250,000 tonnes vegetables lost to development per annum  
South survey – community `unpaid work`  
Central  
Probation  
SODC/ Draft Diversity & Inclusion Plan  
VWH  
SODC help with energy bills (separate email)  
SAAA option to opt out of external audit  
CPRE walk around Jericho, Oxford  
OALC Dignity at Work policy – agenda 7 September 2022  
“ Civility & Respect Pledge – agenda 7 September 2022  
SODC WasteTeam tour  
SODC/ relocation of offices  
VWH  
OCC OCC Report September 2022 – agenda 7 September 2022  
SODC views on Diversity & Inclusion Plan  
OALC newsletter August 2022