

# HPC

## Highmoor Parish Council

Councillors are summoned to attend the meeting of Highmoor Parish Council which will **commence at 7.00 pm on Wednesday, 08 March 2023 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 continues to be vigilant with regard to the Covid virus and if those attending the meeting wish to socially distance/wear face masks the Council asks that such individual choice 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
	OALC	Oxfordshire Association Local Councils
	CIL	Community Infrastructure Levy

The following business will be transacted:-

1. To receive apologies for absence
2. To endorse appointment of Clerk to the Council
3. To receive declarations of personal and prejudicial interests from councillors
4. To receive and approve minutes of Council meeting held on 11 January 2023
5. Oxfordshire County Council:-
  - (a) To note receipt of General Report and if required raise any issues therein
  - (b) To receive/consider Highmoor report from County Councillor D Bartholomew
  - (c) To raise any specific Highmoor highways related matters with County Councillor D Bartholomew
  - (d) OCC related highway matters including updates:-
    - (i) To receive updates re proposed SID signage for driver awareness scheme
    - (ii) To receive new FMS reports
    - (iii) To consider response to OCC re proposals to plant a tree in each parish
6. South Oxfordshire District Council
  - (a) To receive the monthly report from District Councillors J Robb and L M Hillier
  - (b) To receive information on SODC related matters:-
    - (i) Enforcement issues raised in 2022 awaiting updates:-

**Ref: SE21/102 The Woodman** - query land use change (July 2022)

**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

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

7. Highmoor Parish Council
  - (a) To consider issues relevant to Council's assets:-
    - (i) Recreation Ground
    - (ii) The Glebe
    - (iii) Telephone kiosk
  - (b) To consider further issues relevant to Highmoor
  
8. Planning
  - (a) Planning applications
    - P22/S4127/FUL - The Lamb at Satwell, Public house  
Conversion to a single dwellinghouse  
**HPC** – Objection there being no approved change of use for this property
  
    - P22/S4846/N4C - ( access track to) Merrimoles Farm, Highmoor  
Change of use from agricultural to flexible commercial use  
falling within Classes B8 and E(g) pursuant to Schedule 2  
Part 3 of the Town and Country Planning (GPD)( Original Order  
2018)  
**HPC** – no objection to change of use
  
    - P23/S397/FUL - Conway Farm, Satwell,  
Erection of replacement commercial building (Class E) with  
Access parking and external work (retrospective) amendment to  
the commercial building approved under the terms of implemented  
planning permission (P20/S0177/FUL) a variation of planning permission  
P17/SO917/FUL as varied by P18/DS0902/FUL alterations to position  
and design of building to provide first floor Class E accommodation  
and alterations to vehicular access and parking and provision of patio  
area  
**HPC** - to be discussed
  - (b) Planning decisions
    - P22/S2980/HH - Belmont Cottage, Highmoor Cross  
Demolition of existing 2 storey side extension/proposed 2 storey side  
Extension  
**SODC** – permission granted
  
9. CIL (Community Levy Infrastructure) contributions 2023  
  
To consider acceptance/non acceptance of CIL contributions for 2023
  
10. Finance:-
  - (a) To consider grant applications:-
    - (i) a request for grant towards grasscutting of The Common  
at Highmoor Cross
    - (ii) a request for grant assistance for a replacement battery in the  
defibrillator at Highmoor Memorial Hall

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

Mr R Norton	Salary (February 2023 10hrs)	£ 181.60
	Tax	32.30
	Allowance	26.00
Mrs J E Pickett	Salary (February 2023)	250.30
	Tax	62.61
	Allowance	26.00
Memorial Hall Management	hire for 8 March 2023	18.00
OALC	Clerk's training course	36.00

(c) To receive details of bank reconciliation as at 25 January 2023 (see attached)

11. Litter Pick 2023

To agree date/arrangements for Highmoor Litter Pick 2023 (between 17 March 2023 – 2 April 2023)

12. Date of Annual Council meeting 2023

To revise date for the above meeting

13 Annual Parish Meeting 5 April 2023

(i) To adopt Council's annual report for the above meeting (see attached)

(ii) To agree items for inclusion on the Annual Parish meeting agenda 5 April 2023

14. Information/publications received since 11 January 2023

To receive attached report



1/3/23

Signed

Date 2 March 2023

R Norton - Clerk to the Council -  
Email: [clerk@highmoorparishcouncil.org.uk](mailto:clerk@highmoorparishcouncil.org.uk)  
Tel: 0780108876C

**HIGHMOOR PARISH COUNCIL**

**Agenda – Council meeting 8 March 2023:- Item 10 (c)**

**Bank reconciliation: 25 January 2023:-**

<b>c/f</b>	<b>1 April 2022</b>	<b>£ 23452.68</b>
	<b>Income</b>	<b><u>22631.52</u></b>
		<b>£ 46084.20</b>
	<b>Expenditure</b>	<b><u>6688.55</u></b>
	<b>Balance as at 25 Jan 2023</b>	<b>£ <u>39395.65</u></b>

**u/p cheques as at 25 January 2023:- £ 1312.34**

**Balance includes:-**

<b>CIL contributions</b>	<b>£29648.15</b>
<b>Barclays Bank compensation</b>	<b>750.00</b>
<b>Community Fund</b>	<b>250.00</b>
<b>Well Restoration Fund</b>	<b>1447.59</b>
<b>Mtce fund Recreation Ground</b>	<b><u>600.00</u></b>
	<b>£32695.74</b>

25 January 2023

**HIGHMOOR PARISH COUNCIL**  
**ANNUAL COUNCIL REPORT TO ANNUAL PARISH MEETING – 5 APRIL 2023**  
**Council meeting 8 March 2023 – Item 14**

Administration

Another year has passed by with some `normality` restored after Covid, the Highmoor Parish Council now meets `face to face` again which is beneficial not only for councillors but also for local electors who once again have the opportunity to see published agendas and attend meetings in person and participate in the public speaking aspect of every Council agenda – you can find us on: website [www.highmoorparishcouncil.org.uk/](http://www.highmoorparishcouncil.org.uk/) the village noticeboard (Memorial Hall car park at Highmoor Cross) as well as contact the [clerk@highmoorparishcouncil.org.uk](mailto:clerk@highmoorparishcouncil.org.uk) plus details of individual councillors are also available in the aforementioned forums.

The position of Clerk was filled by Mrs Jean Pickett from December 2019 to February 2023 and is now succeeded by Mr Roger Norton (known as Ben) tel: 07801088760

Councillors

Highmoor Parish Council has 5 councillors and electors should be aware that elections will take place this year on 4 May 2023 for both parish and district councillors.

Meetings

Meetings are held in the Memorial Hall, Highmoor and the dates are determined at the Annual Council meeting each year and published on Council's website and noticeboard .

Budget 2023/24/Precept 2023/24

The Council has pursued an objective to retain the status quo on its budget and annual Precept as a result of which the Precept (the sum of monies collected via Council Tax from each household in the Parish) remains unchanged from the last year therefore the annual precept for 2023/24 will not be increased and remains at £8885.

Audit

A successful audit was once again accomplished for 2021/22. Policies and procedures are successfully reviewed each year and councillors remain vigilant of the need to introduce revised procedures/policies as and when necessary

Planning

Highmoor Parish Council retains a high level of vigilance when considering new planning applications for the parish as well as monitoring developments which perhaps interpret planning permissions in a wider context than the actual permission granted by the planning authority (South Oxfordshire District Council). In particular the Council seeks to draw attention to the need for any development which may affect the climate/environment to be aware of its Dark Skies and Friendly Lighting Policy. Another area of concern is that of planning applications affecting Areas of Outstanding Natural Beauty/rural environments where planning permissions may impact the wider infrastructure of the District/County. The Council continues to participate in all relevant planning issues which perhaps may have an impact on the village ie responding to all consultations such as Third Reading Bridge/potential 7.5 tonnes weight restriction on Henley Bridge/potential development of Cholsey airfield. The Council would welcome input from residents on relevant planning applications.

### Traffic calming measures

The Council continues to seek ways of reducing the increasing levels of traffic speeding through the village as well as protecting/improving the environment and works with the highways authority, Oxfordshire County Council, towards achieving the best solutions possible.

A new driver awareness scheme will be in place by the early part of 2023 which will involve the erection of 3 metal posts north/south on the B481 as well as on the Stoke Row Road near the Witheridge Hill junction when approaching from Stoke Row and a Vehicle Activated Sign (using happy/sad face e-moji) which will show vehicle travelling speeds – the sign will be relocated around and displayed on each post every 6/8 weeks. As part of this scheme a new School sign will be provided and installed on the existing traffic pole to denote the existence of the Nursery school held daily at the Memorial Village Hall.

Following the County Council's decision to set aside a budget of £8,000,000 towards the Implementation of 20 mph traffic schemes in the County the Parish Council has submitted a request for the village to be considered for such a scheme – due to the level of requests for such schemes it is unlikely that this request will be considered until 2024 and the Parish Council will use this period to publish information and to assess/listen to the views of parish residents.

### Highway issues

The Council has successfully used the Fix My Street website for Oxfordshire as well as direct contact with the County Council and assistance from County Councillor D Bartholomew to achieve a quick response to repairs of potholes/renewing road markings/cutting back of hedges in the village.

### Miscellaneous

The Glebe – tree maintenance continues annually and future use of the area is under consideration including a replacement memorial bench

Recreation Ground – under the current lease 2 cricket clubs continue to maintain the area and use for fixtures throughout the year

Website – improvements are to be made for this website in order to facilitate and improve communications with local residents

### Future

As always the Parish Council would welcome a closer working relationship with the local Community to better understand and where possible help with any relevant issues as well as ideas for improvements within the Parish.

The next year will start with newly elected councillors attending the Annual Council meeting followed by a Council meeting both of which will take place on ....., to be held in the Memorial Village Hall commencing at 7.00 pm. Public attendance welcome and agendas, as always can be found on the Council's website [www.highmoorparishcouncil.org.uk](http://www.highmoorparishcouncil.org.uk) and the village notice board (Memorial Hall car park, Highmoor)

**HIGHMOOR PARISH COUNCIL**  
**Agenda 8 March 2023 – Item 14**

Information received since 11 January 2023

OALC	village hall grants
SODC	Community Grants Scheme (circulated separately)
SODC	car parking fees to increase April 2023
SODC	increase in CIL contributions
OALC	update 9 January 2023
J Robb	apologies for 11 January 2023 meeting (too late for meeting)
OCC	copy of Report (given at 11 January 2023 meeting )
OALC	improving standards/information re bullying-harassment/ training opportunities
CPRE	sign up for star count
SODC	assistance for those having difficulties with cost of living
SODC	Taxi driver convicted and fined
OCC	Highway tree planting
SODC/ VWH	South News
VWH	Vale News
SODC	funding received towards improvements at Cornerstones, Didcot
SODC	Keep Britain Tidy – Great British Spring Clean 17 March – 2 April `23
SODC	Elections 2023
OCC	Temporary road closure at Broadplat – 7 February 2023
Zurich	Coronation events 2023
SODC	Family activities half-term
OALC	January 2023 update
OALC	3 items for consideration
SODC/ VWH	News from Didcot Gateway
CPRE	Star Count has started
SODC/ VWH	Update on consultations for conservation areas
SODC	EV charging in South Oxfordshire
C Ahanchian	support for 20 mph
SODC	Community well-being and climate action SODC budget 2023/24
OCC	Traffic Order Highmoor Witheridge Hill pole replacement works 29 March 2023
OCC	Tree planting scheme Oxfordshire
SODC	South News
SODC	Information/guidance on elections 2023
Keep Britain Tidy	British Spring Clean 2023
SODC/VWH	Household Support Fund
SODC	Leader's statement on anniversary of Ukraine invasion
SODC/ VWH	£2 million boost for community and neighbourhood facilities
OCC	Monthly County Councillor ( D Bartholomew) report

28 February 2023