

# **MINUTES of the Meeting 8<sup>th</sup> March 2023**

## **HIGHMOOR PARISH COUNCIL**

### **Present:-**

Councillor R Stacpoole (Chairman)  
Councillor Mrs C Clarke  
Councillor J Stacpoole

Oxfordshire County Council - Councillor D Bartholomew (part meeting)  
Councillor J Robb (part meeting)

B Norton - 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  
CIL Community Infrastructure Levy

### **013.23 APOLOGIES FOR ABSENCE**

Apologies for absence received from Councillors Ms E Mulvaney, Mrs J Stevens

### **014.23 APPOINTMENT OF CLERK to the COUNCIL**

The council agreed the appointment of Roger Norton as Clerk to the Council as from 6<sup>th</sup> February 2023. At a starting salary of £3361.28 pa (pro rata £16.6 per hour) and pro rata NALC salary scale of Scale 24 and 4 hours per week – all other terms as per Contract of Employment approved by the councillors. The handover period will be February / March 2023 and suitable training courses will be provided.

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

None received

### **015.23 MINUTES**

Minutes of the meeting held on 11 January 2023 were adopted

### **016.23 OXFORDSHIRE COUNTY COUNCIL**

- OCC General Report January 2023 – The report was not circulated due to the transition of the HPC clerks, although hard copies were available at the meeting.  
Action: DB to reissue and BN will circulate to the councillors.
- TTRO (Temporary Traffic Report) was discussed and DB had real concerns with the solution (through Henley) offered for the Bix / Lower Assendon closure (2-6<sup>th</sup> June).  
Action: DB to send BN report and BN to circulate to councillors.  
DB to continue to challenge diversion and will keep HPC informed, and will ask for support if necessary.
- B481 Verge Markers and Bollards. DB presented photographs which were approved by councillors

Action: DB to proceed

- Traffic Speed Awareness SID posts to be installed – timing to be agreed

#### **017.23 SOUTH OXFORDSHIRE DISTRICT COUNCIL**

- (a) Report from SODC councillors already received and circulated – copy available upon request
- (b) Awaiting updates from SODC on enforcement items still being triaged – see below:-
- 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

No public question time.

#### **018.23 HIGHMOOR PARISH COUNCIL**

##### (a) Council assets

##### Recreation Ground –

Discussion was held in respect of the complaints received from the residents at the recently built Rosewood House cricket balls landing in their garden. RS has contacted the cricket club and they agreed speak to the house owner.

Action: Review at next meeting

The Glebe – referring to the recent approach from local resident for the creation of a possible Community Garden the meeting recognised existing suggestions for a wildflower area/memorial section/landscaping around garages – example of community garden at Stoke Row

Action: BN to invite Ms S Craig to attend the next meeting with Councillors to discuss ideas she may have.

Common Land Grass Cutting – Suggested that Conservators to pay £180 incurred for grass cutting.

Action: BN to contact Conservator Clerk (Mark Taylor) after speaking to EM

De-fibrillator – Mrs Debbie Warren-Price (Highmoor resident and designated guardian of the equipment) will contact Millies Dream Charity to ask them to pay for the cost to restore,

Action: DWP to contact Millie's Dream.

Other Assets – BN will walk the assets with a member of HPC to assess the asset status.

#### **019.23 PLANNING**

##### Planning applications

P22/S4127/FUL The Lamb at Satwell - Conversion of public house into residential dwelling

Noting the response from SODC – “ a residential use of the premises would be in

breach of Enforcement Notice SE16/078 – which requires the owner to cease the unauthorised residential use of the public house” it was  
**RESOLVED** – that the Council object to the application there being no change in the ongoing residential use of the property  
Planning decisions – none received

Conway Barn – Minor changes had been made to the plans and Mr H Conway presented these to the council. Mr H Conway has had detailed discussions with Ms Jo Robb who has accepted these changes.  
The Council accepted these alterations.

#### **020.23 HIGHMOOR PUBLIC FOOTPATHS**

The Council received notification from the Chiltern’s Society of the appointment of Mr Sean Clarke, as Highmoor Parish Footpath Officer who would report to the Council twice a year (if any issues need to be raised) and in an emergency would notify the Clerk for appropriate action

The appointment was welcomed and a report received from Mr Clarke indicating that two newly created/installed stiles on Fp HM1 (249/1) were in fact too high and did not conform to required standards.

**RESOLVED** that HPC write to the landowner and request an inspection of the stiles to assess whether a height reduction can be achieved Reports, if information available twice a year (Spring/Autumn).

#### **021.23 Community Levy Infrastructure (CIL) 2023**

The Council agreed for SODC to continue to hold the funds.

#### **022.23 FINANCE**

##### Finance:-

(a) Expenditure – (inc VAT if applicable)		
Mrs J E Pickett	Salary (January)	£ 250.30
“	Tax	62.61
“	Allowance	26.00
Mr B Norton	Salary (February)	£ 181.60
“	Tax	32.30
“	Allowance	26.00
OALC	Clerks Training Course	36.00
	Highmoor Memorial Hall Hire for 8 <sup>th</sup> March	18.00

**RESOLVED** that the expenditure as listed be approved

(b) Precept and Budget for 2023/24

**RESOLVED** that the expenditure under General administration be amended by the addition of an item for software ie Microsoft 365 and Norton security in the sum of £200 both in 2022/23 and 2023/24 figures  
that the annual Precept for 2023/24 remain at £8885

(c) Applications for financial assistance from:

Community First Oxfordshire (annual subscription £35)

Sue Ryder Palliative Care (donation)

**RESOLVED** that no subscription be taken out with Community First Oxfordshire

that Sue Ryder Palliative Care be reminded that a grant has already been made in this financial year and suggest re-apply in financial year commencing 1 April 2023.

**023.23 Litter**

Jo Robb explained that BIFFA are being scrutinised more carefully and asked the Council to monitor and report back any issues of litter in the parish.

HPC were asked whether they wanted to carry out a Deep Clean (as done in previous years), to which the Council agreed in principle.

Action: BN to contact JR to discuss equipment availability.

**024.23 Meetings**

Annual Council Meeting	10 <sup>th</sup> May
Annual Parish Meeting	5 <sup>th</sup> April
Council Meeting	5 <sup>th</sup> April

The Council approved the Annual Report written by J Pickett.

**025.23 INFORMATION/PUBLICATIONS**

- SODC - District councillor reports for November/December 2022
- S Craig - Community Garden
- A Yeo - Social Media Strategy course
- SODC - South News – December 2022
- OCC - OCC Cty Councillor D Bartholomew – Highmoor December 2022/ January 2023 reports
- SODC - District Councillors J Robb and L Hillier – reports December 2022 January 2023
- SODC - further emergency weather alert – Level 3
- SODC - illegal taxi hire
- SODC/VWH - revised timetable for Joint Local Plans
- RESOLVED** - that the above documents be NOTED