

# AGENDA 6<sup>th</sup> September 2023 HPC

## Highmoor Parish Council

Councillors are summoned to attend the meeting of Highmoor Parish Council which will **commence at 7pm on Wednesday, 6<sup>th</sup> September 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.)*

**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 receive declarations of personal and prejudicial interests from councillors
3. To receive and approve minutes of the Extraordinary Meeting held on 28<sup>th</sup> June 2023 and the Council meeting held on 5<sup>th</sup> July 2023 (drafts have been circulated)
4. Oxfordshire County Council:-
  - (a) To note receipt of OCC General Report (August 2023 report not yet received and if required raise any issues therein
  - (b) To receive/consider Highmoor report from County Councillor D Bartholomew
5. South Oxfordshire District Council
  - (a) To note receipt of SODC the monthly report (August 2023) from District Councillor J Robb (see supporting papers for copy of report)
  - (b) To receive information and any updates on SODC related matters:-

**Ref: SE21/102 The Woodman** - query land use change. First raised by HPC with SODC in August 2020.

**Ref: SE22/215 and 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. First raised by HPC with SODC in December 2021 and again in March 2022 and thereafter. Now with new planning officer Aaron [ ].

**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. First raised by HPC with SODC in December 2021 and again in March 2022 and thereafter.

**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. First raised by HPC with SODC in March 2022. Now with new planning officer Aaron [ ].

**Swan Wood** – dumping of large amount of soil. First raised by HPC with SODC in March 2023.

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

6. Highmoor Parish Council matters

- (a) Grass cutting at The Triangle – update
- (b) Grass cutting at The Glebe, Highmoor - update
- (c) Defibrillator at the Memorial Hall – Council to discuss email of 8<sup>th</sup> June 2023 from Mrs Debbie Warren-Price re financial support for maintenance and upkeep of the defibrillator.
- (d) Noise complaints about Holly Close – Council to discuss an issue raised by a resident on 7<sup>th</sup> July 2023 relating to noisy work taking place on Holly Close.
- (e) Recreation Ground – Council to discuss email response from cricket clubs dated 15<sup>th</sup> August 2023

See supporting papers – relevant emails have been circulated to councillors, for privacy not to be published without redaction.

7. Planning

List of current and decided planning applications since last parish council meeting on 5<sup>th</sup> July 2023

This is a list of the Council's planning application receipts. It includes only applications that relate to **Highmoor** parish and were registered between **5th July 2023** and **30th August 2023**. Total records returned: 1. Please click on the reference number for details of the application.

Reference	Location/Description	Date Registered
<a href="#">P23/S2646/HH</a>	Belmont Cottage Highmoor Cross RG9 5DT Demolition of existing two storey side extension and proposed two storey side extension with internal alterations and alterations to existing garage.	4 August 2023

Current stage – Application under consideration. HPC has no comments on this application.

- 8. To consider Clerk's position – certain matters under Scheme of Delegation to be reported and recorded.
- 9. To consider appointment of internal auditor for 2023/24 (see supporting papers for background) – Resolution required.
- 10. To consider Dignity at Work policy - To adopt the draft policy on dignity and diversity at work (see supporting papers) – Resolution required.
- 11. To consider ICO Renewal - Data protection fee renewal – certain matters under Scheme of Delegation to be reported and recorded.
- 12. To consider a new grant scheme opportunity for Electric Vehicles chargers – deadline Friday 15<sup>th</sup> September 2023 (see supporting papers for background – email from Jo Robb dated 23 August 2023) - Resolution required.
- 13. To consider Community Transport grants – deadline Friday 29<sup>th</sup> September 2023 (see supporting papers for background – email from OCC dated 10 August 2023) - Resolution required.

14. To consider AGAR 30<sup>th</sup> September 2023 publication deadline – consider current status and agree publication of papers by deadline (see supporting papers for background) - Resolution required.
15. To consider CIL Contributions – deadline Sunday 1st October 2023 - To consider whether to accept CIL contributions (if available in October 2023) – information on Current CIL funds generated in Highmoor parish based on the CIL register SODC’s website has been circulated (see supporting papers for background – email from SODC dated 3 July 2023) - Resolution required.
16. To agree a further meeting to be added to the schedule of parish council meetings for 2024, to take place on Wednesday 29<sup>th</sup> May 2024 and primarily to consider the AGAR submissions for 2023/24 – Resolution required.
17. Finance - to approve expenditure (inc VAT where applicable):-

Mr R Norton – Salary	£929.60
Tax	£185.92
Allowance (£26 pm)	£26.00
Mileage (34 miles)	£15.30
Highmoor Mem Hall – Hire of hall (Ex Mtg 26 June 2023)	£18.00
Highmoor Mem Hall – Hire of hall (Mtg 6 Sept 2023)	£18.00
Annual GDPR/Data protection fee – ICO	£40.00
OALC Clerk Training (Roles and Responsibilities) 5/6/2023	£96.00
Grass cutting The Glebe - SJ Cook	£400.00
Book of 8 first class stamps - E Mulvaney	£8.80
(invoices available for scrutiny on request)	

Signed \_\_\_\_\_

Date 30<sup>th</sup> August 2023

E Mulvaney  
 Acting Clerk to the Council  
 Email: [clerk@highmoorparishcouncil.org.uk](mailto:clerk@highmoorparishcouncil.org.uk)