

HIGHMOOR PARISH COUNCIL

WEDNESDAY 6 DECEMBER 2023

Locum Clerk & Responsible Financial Officer

Theresa Goss

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Middleton Cheney

Banbury, OX17 2GD

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30 November 2023

Dear Councillors,

A meeting of the Parish Council will be held on **Wednesday 6 December 2023 at 7.00pm** at the Memorial Hall, Highmoor to transact the business set out in the Agenda below and you are summoned to attend.

County Councillor David Bartholomew and District Councillors James Norman and Jo Robb are also invited to attend.

Members of the public are invited to attend the meeting, however please note that this will be for the purposes of viewing the meeting only and public participation will only be permitted during the Open Forum. The 3 minute public speaking rule, as per the Parish Council's Standing Orders, will apply.

T.Goss
Clerk to the Parish Council

1. **Welcome** – The Chairman to welcome members of the public and Councillors to the meeting.
7:00pm – 7:05pm
2. **Apologies for absence** - To receive any apologies for absence from the meeting.
7:05pm – 7:10pm
3. **Declarations of Interest** - Members are asked to declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.

7:10pm – 7:15pm

4. **Minutes** – To consider the minutes of the meetings held on 6 September 2023, 27 September 2023 and 26 October 2023 and any matters arising from those minutes. **(Attached)**
7:15pm – 7:20pm
5. **Chairman's Announcements**
 - Jane Stevens**7:20pm – 7:25pm**
6. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.
(10 minutes maximum/3 minutes per person)
7:25pm – 7.35pm

7. **Reports from County and District Councillors** - To receive reports from the Highmoor County Councillor and District Councillors.

7:35pm – 7.45pm

8. **Planning**

7:45pm – 8:00pm

- (i) To note the Parish Council's responses to the following applications:

P23/S3507/HH

Straw Barn, Stonehouse Farm, Highmoor Cross

Extension and alterations to existing barn conversion

No objections

P23/S0582/FUL

Satwell House, Satwell

Landscaping works including the creation of a new access, the creation of a lake and substantial tree planting (amended plans and additional information received 27 September 2023 and 07 November 2023)

Objection

- (ii) To discuss the following planning application:

P23/S3793/HH

Rosewood House, Highmoor Cross

First floor extension

- (iii) Planning applications under consideration by the Parish Council:

P23/S3923/HH

Autumn House, Bolt's Cross

New triple garage to the front of the property with living accommodation in roof space extended from existing garage roof, and new single storey sun room to the rear of the property

P23/S3990/FUL

Astbury Satwell Close Rotherfield Greys

Proposed demolition of existing bungalow and erection of a replacement two storey dwelling house with attached double garage

P23/S3926/HH

Autumn House, Bolt's Cross

Single storey outbuilding forward of the main house elevation to house a garden shed and craft workshop

9. **Parish Council Matters**

8:00pm – 8:30pm

- (i) Parish Council Policies and Documents - To approve the following policies and documents:

- Retentions Policy
- Reserves Policy
- Risk Management Register
- Standing Orders
- Financial Regulations
- Publication Scheme
- Code of Conduct

