

Present: -

Councillor R. Stacpoole RSt (Vice Chair)
Councillor J.Stacpoole JSt (Minutes Secretary in absence of Clerk)
Councillor Mrs C Clarke (CC)
Councillor J Stevens (JS)

Cllr David Bartholomew (DB) – part only

Key:

SODC	South Oxfordshire District Council
OCC	Oxfordshire County Council
HPC	Highmoor Parish Council
OALC	Oxfordshire Association Local Councils
CIL	Community Infrastructure Levy
ICO	Information Commissioners Office
AGAR	Annual Governance Accountability Return
Conservators	Nettlebed & District Commons Conservators

72.23 APOLOGIES FOR ABSENCE

Apologies were received from Cllr E. Mulvaney , Cllr Jo.Robb

73.23 MEMBERS` DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None received.

74.23 MINUTES

RESOLVED that:

A) The minutes of the Extraordinary Council meeting held on 26th June 2023 were adopted and signed by the Vice Chairman.

Proposed by Cllr C. Clarke: Seconded by Cllr J. Stacpoole

B) The minutes of the Council meeting held on 5th July 2023 were adopted and signed by the Vice Chairman.

Proposed by Cllr C. Clake: Seconded by Cllr J. Stevens

75.23 OXFORDSHIRE COUNTY COUNCIL

The Council noted receipt of the OCC General Report dated September 2023. This is available on the Parish Council Web Site. Most of the content was Oxford Centric.

- Highways are trialling a high- performance material Gipave (a Graphene Plus enhanced asphalt). A 725-metre stretch of road in Middle Barton is being resurfaced with Gipave while an adjacent length of road will be resurface using conventional high-performance asphalt.
- Cllr Bartholomew will keep us informed of the results.
- Remedial work has been completed by the installation of Bollards on both the north and south bound carriageway on the B481 on the bend by the Dog Duck after several serious accidents.
- Highways will be doing the line marking down the B481.
- The Silt Traps still haven't been emptied.

ACTION: Cllr R.Stacpoole will report on FMS.

Cllr Bartholomew was asked his advice about using CIL monies to repair and improve some pavements in Highmoor, he stated that all work done on Highways had to go through OC.

ACTION: The Council to send photographs and references of pavements selected for repair to him requesting a quote for the project.

Cllr R.Stacpoole

Public Transport Survey OCC:

ACTION: HPC to complete the questionnaire by September 29th 2023.

Cllr: R.Stacpoole

76.23. SOUTH OXFORDSHIRE DISTRICT COUNCIL

Cllr Jo. Robb sent her apologies, The September 2023 report from SODC is available on the Parish Web-Site.

The Parish Council has been informed that a new Planning Officer has been allocated to the Parish, the Council has several planning issues.

ACTION: HPC to find the contact details and establish a communication pathway.

Cllr: R.Stacpoole will email J.Robb .

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 2022.

Cllr Robb explained that a planning officer has now been assigned to deal with the outstanding possible enforcement issues of concern to HPC. Cllr Robb has emailed the Clerk on this and will provide further updates once available.

Standing Orders was not suspended as no members of the public were present at this meeting/

77.23 HIGHMOOR PARISH COUNCIL MATTERS

- a) **Grass cutting The Triangle:** **ACTION:** The Council to clarify and monitor who and when the Triangle will be cut each year with Partrick Amory. Proposed: Cllr C.Clark; Seconded: Cllr J.Stevens.
Acting Clerk: will email Patrick Amory
- b) **The Glebe:** The grass is now being cut Twice a year by S Cook.
ACTION: HPC to ask Sally Cray if she would be willing to let residents know that the grass is going to be cut and not to park their cars there on that day. Proposed: Cllr C.Clark; Seconded: Cllr J.Stevens.
Acting Clerk will email Sally Cray.
- c) **Tree Survey:** HPC to contact Mr N.H. Payne so that the Council can proceed with stage 2 and then stage 3 of the maintenance procedure. Proposed by Cllr C.Clark: Seconded by Cllr J.Stevens.
ACTION: Acting Clerk will contact Mr Payne
- d) **Defibrillator at the Memorial Hall:** The Council discussed the letter from Millie's Dream dated 30th March 2023.
Resolved: The Council agreed to help 'Millie's Dream' with the financial support for the maintenance and upkeep of the Defibrillator by granting £125.00 this year for the upkeep of the battery and pads. The Council also decided that it would be sensible for 'Millie's Dream' to apply annually for a maintenance grant.
Proposed by Cllr C.Clark: Seconded by Cllr J.Stevens.
ACTION: The Acting Clerk email Mrs Debbie Warren Price informing her of the of the Council's decision.
- e) **Noise Complaints about Holly Close.** The Council discussed the issue raised by a resident on 7th July 2023. The Council agreed that they could not appear to take a side in a problem like this, and the District Council is the body with any mechanism for dealing with these types of issues.
Proposed: Cllr C.Clark; Seconded: Cllr J.Stevens

ACTION: The Acting Clerk email the resident concerned explaining the Council's decision.

- f) **Recreation Ground: Rosewood House:** The Council discussed the issue concerning cricket balls landing in the garden of Rosewood House. The neighbour will continue to monitor the situation and report problems.

78.23 PLANNING

Date of Publication	Application Reference No.	Address	Details	Our response deadline	HPC Response	Target Date for Decision	Decision
02/12/2022	22/S4127/FUL	Lamb, Satwell	Conversion to Domestic	21/07/2022	21/07/2022	01/09/2023	Approved
24/02/2023	23/S0582/FUL	Satwell House	Drive, Lake, Trees	08/04/2023	06/04/2023	06/10/2023	
19/06/2023	23/S2013/LB-HH	St Pauls Church	Solar Panels		21/07/2023	14/08/2023	Approved
19/06/2023	P23/S1966/HH	Halfacre	Single storey extension	18/07/2023	17/07/2023	14/08/2023	Approved
04/08/2023	P23/S2646/HH	Belmont Cottage	Replace two storey extension	08/07/2023	No Comment	29/09/2023	

79.23 CLERK

The Clerk tendered his resignation in writing on 26th July 2023, giving one months' notice his final day was 25th August 2023.

ACTION:

- The Council is resolved to seek a replacement Clerk.
- To find out how much time Cllr E. Mulvaney currently (Acting Clerk) has spent on this job.
- The future of the Parish Council to be put on the agenda for the next parish Council Meeting,

80.23 To consider appointment of Internal Auditor for 2024:

Resolved: To continue with Jane Olds as our Internal Auditor.

Proposed by Cllr C.Clark Seconded by Cllr J.Stevens.

ACTION: Acting Clerk and Cllr R.Stacpoole to contact Jane Olds.

81.23 To consider Dignity at Work Policy.

Resolved: The Council will adopt the draft Dignity at Work Policy.

Proposed by Cllr J.Stacpoole seconded by Cllr C.Clark

ACTION: Cllr C.Clark will put this policy on HPC website.

82.23.To consider ICO renewal:

Resolved: Payment has been made, and cheque has been sent 1st Class.

83.23. To consider a new grant scheme for Electric Vehicle Chargers:

The Council fully supports the concept, but currently there is no available Public area where these EVC could be placed.

Resolved: The Council will wait for future grants.

84.23 To consider Community Transport Grants, deadline Friday 29th September. 2023. The council fully support this in principal but felt OCC hadn't done

Enough research into local need. It was noted that some households in Highmoor don't have any form of transport.

Proposed Cllr C.Clark Seconded Cllr J.Stevens

ACTION: Cllr R.Stacpoole will complete OCC's Questionnaire recommending that a proper survey of need is conducted.

85.23 To consider AGAR 30th September 2023 publication deadline:

Resolved: The Council to publish the papers by the deadline, on the Councils Notice board and on the Councils Web Site.

Proposed: Cllr C.Clark; Seconded Cllr J.Stevens

ACTION: Acting Clerk will do this.

86.23 .To Consider CIL contributions deadline Sunday 1st October 2023.

Resolved: The Council voted to leave the CIL money with the District Council Until it was needed.

Proposed: Cllr: C.Clark seconded: J.Stevens

ACTION: Acting Clerk will contact the District Council

87.23.To agree a further meeting to be added to the schedule of HPC meetings for 2024, to take place on Wednesday 29th May 2023 to consider AGAR submissions.

Resolved: The Council voted for this meeting to take place.

Proposer:Cllr J.Stevens seconded: Cllr.C.Clark

ACTION: This meeting to be added to the schedule of meetings.

88.23. FINANCE – to approve expenditure (inc VAT where applicable):-

Mr R Norton – Salary	£929.60]of which Tax = £185.92
Tax	£185.92]
Allowance (£26.00 pm)	£26.00
Mileage (£34.00)	£15.00
Total	£970.90 (JS RSt
Highmoor Mem Hall - Hire of Hall (Ex Mtg 26/06/23).	£18.00 (JS CC)
Highmoor Mem Hall -Hire of Hall (Mtg 06/09/23)	£18.00 (JS CC)
OALC Clerk (Training Roles Responsibilities)5/6/23	£ 18.00 (JS CC)
Grass cutting The Glebe SJ Cook	£400.00 (JS RSt)
Book of 8 first class stamps E. Mulvaney	£ 8.00 (JS RSt)
(Invoices available for scrutiny on request)	

RESOLVED the expenditure listed be approved for payment.

Proposed Cllr C.Clark seconded Cllr J.Stevens

The meeting concluded at 20.30 pm

Signed: _____

Chairman/Vice Chairman

Date: 6th December 2023