

## HIGHMOOR PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Wednesday 6 December 2023 at 7.00pm at the Memorial Hall, Highmoor

**Present:** Councillor Elaine Mulvaney (Chairman); Councillors Catherine Clarke, Judi Stacpoole and Richard Stacpoole.

**Also Present:** Theresa Goss, Locum Clerk, Proper Officer and Responsible Financial Officer.

**97.23 Apologies For Absence** – County Councillor David Bartholomew submitted his apologies.

**Resolved** that the apologies be noted.

**98.23 Declarations of Interest** – There were no declarations of the interest.

**99.23 Minutes and Matters Arising** - Prior to the meeting, the minutes of the meetings held on 6 September 2023, 27 September 2023 and 26 October 2023 had been circulated to the Parish Council and were taken as read.

There were no matters arising.

**Resolved** that the minutes of the meetings held on 6 September 2023, 27 September 2023 and 26 October 2023 be approved and signed by the Chairman.

#### 100.23 Chairman's Announcements

The Chairman announced that Councillor Jane Stevens had sadly passed away on 29 October 2023. Jane had such dedication to the role, that she had been attending meetings whilst she was very unwell. She gave so much to the community and everyone would miss her terribly. Condolences from the Parish Council had been passed to Jane's family.

**101.23 Open Forum** – There were no residents present.

**102.23 Reports from the County and District Councillors** – Prior to the meeting, County Councillor David Bartholomew had circulated his report to the Parish Council. There were no reports from the District Councillors.

It was highlighted that a number of discarded vapes had been seen in the village and it was suggested that the recycling of vapes should be highlighted to the community. Councillor Catherine Clarke agreed to add a note to the web site and social media. **Action CC**

#### 103.23 Planning

(i) Planning Applications

**Resolved** that, it be noted that no objections were submitted in respect of the following application:

P23/S3507/HH

Straw Barn, Stonehouse Farm, Highmoor Cross

Extension and alterations to existing barn conversion

**Resolved** that, it be noted that objections were submitted in respect of the following application:

P23/S0582/FUL

Satwell House, Satwell

GM

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) The Parish Council considered application P23/S3793/HH at Rosewood House, Highmoor Cross for a first floor extension. Prior to the meeting, Councillor Richard Stacpoole had circulated a draft response for the Parish Council to consider.

**Resolved** that the Parish Council objects to application P23/S3793/HH and the draft response be approved for submission to the Local Planning Authority. **Action RS/TG**

- (iii) The Parish Council considered application P23/S3923/HH at Autumn House, Bolt's Cross for a new triple garage to the front of the property with living accommodation in the roof space extended from the existing garage roof, and a new single storey sunroom to the rear of the property.

**Resolved** that the Parish Council has no objections to application P23/S3923/HH, however the Parish Council draws the Local Planning Authority's attention to its Dark Skies Policy and requests that this is applied. **Action TG**

- (iv) The Parish Council considered application P23/S3990/FUL at Astbury Satwell Close Rotherfield Greys for the proposed demolition of an existing bungalow and the erection of a replacement two storey dwelling house with attached double garage.

**Resolved** that the Parish Council has no objections to application P23/S3990/FUL, however the Parish Council draws the Local Planning Authority's attention to its Dark Skies Policy and requests that this is applied. **Action TG**

- (v) The Parish Council considered application P23/S3926/HH at Autumn House, Bolt's Cross for a single storey outbuilding forward of the main house elevation to house, a garden shed and craft workshop.

**Resolved** that the Parish Council has no objections to application P23/S3926/HH, however the Parish Council draws the Local Planning Authority's attention to its Dark Skies Policy and requests that this is applied. **Action TG**

#### 104.23 Parish Council Matters

- (i) Parish Council Policies and Documents – The Parish Council discussed a number of policies and documents.

**Resolved** that the following policies and documents be approved and uploaded to the Parish Council web site:

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

GM

- (ii) Vacancy – The Parish Council discussed the vacancy on the Parish Council and the procedure for filling the vacancy. The deadline for calling an election was 22 December 2023. If an election was not called, then the Parish Council could fill the vacancy by co-option.

**Resolved** that the report be noted.

- (iii) Parish Council Email Addresses – The Parish Council considered adopting ‘.gov.uk’ email addresses for all Councillors.

**Resolved** that:

- 1) the quote from Parish On-Line for the ‘.gov.uk’ email addresses and a new web site be approved;
- 2) training for editing the new web site be discussed with Parish On-line; and
- 3) once the current Parish Council gmail addresses are no longer required, the passwords for these accounts be filed securely by the Clerk. **Action ALL**

### 105.23 Finance

- (i) Accounts for Payment, Income & Bank Reconciliation– Prior to the meeting, the accounts for payment, the income since the last meeting and the bank reconciliation as at 22 November 2023 had been circulated to the Parish Council.

**Resolved** that:

- 1) the bank reconciliation as at 22 November 2023 and the income since the last meeting be noted; and
- 2) the following accounts for payment be approved:

Payee	Amount	Cheque Number
Theresa Goss – Locum Clerk Salary for October 2023	£243.20	100171
Highmoor Memorial Hall – Hall Hire	£18.00	100172
Darren Edwards – Repairs to gate at playing field	£600.00	100173
Theresa Goss – Locum Clerk Salary for November 2023	£400.00	100174
Theresa Goss – Locum Clerk Salary for December 2023	£400.00	100175

- (ii) Budget & Precept 2024/2025 – Prior to the meeting, a draft budget for 2024/2025 had been circulated to the Parish Council.

**Resolved** that:

- 1) the Budget for 2024/2025 be approved;
- 2) the Precept for 2024/2025 be approved at £13,749.00
- 3) the Parish Council’s CIL funds be allocated for tree work in The Glebe and the Recreation Ground and on footpaths in the village.

**Action TG**

- (iii) Internal Auditor 2023/2024 – The Parish Council discussed appointing Jane Olds as the Internal Auditor for 2023/2024.

**Resolved** that Jane Olds be appointed as the Internal Auditor for 2023/2024.

GM

- (iv) Financial Internal Controls – The Parish Council discussed appointing Councillor Richard Stacpoole as the Councillor to monitor Internal Financial Controls.

**Resolved** that Councillor Richard Stacpoole be appointed as the Councillor to monitor Internal Financial Controls.

- (v) Internal Audit 2022/2023 – Prior to the meeting, a review the Internal Auditor's report and recommendations for 2022/2023 was circulated to the Parish Council.

**Resolved** that:

- (1) the Locum Clerk, Proper Officer and Responsible Financial officer be thanked for her work on the recommendations; and
- (2) the completed actions be noted and approved.

- (vi) Bank Signatories – The Parish Council discussed the signatories on the Parish Council's bank accounts.

**Resolved** that the signatories on the Parish Council's bank account be confirmed as Councillors Catherine Clarke, Elaine Mulvaney, Judi Stacpoole and Richard Stacpoole.

- (vii) Grant Funding – The Parish Council considered a request from Highmoor Memorial Hall for grant funding for works to the roof and the drainage.

**Resolved** that it be agreed in principle to support the request for a grant, subject to further information and sight of the quotes which are obtained. The Parish Council would expect a minimum of three quotes to be obtained for all works being undertaken. **Action TG**

#### 106.23 Exclusion of the Public and Press

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 107.23 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

#### 107.23 Appointment of Locum Clerk, Proper Officer and Responsible Financial Officer – The Parish Council discussed the appointment of a permanent Clerk, Proper Officer and Responsible Financial Officer and the continued appointment of Theresa Goss, as the Locum Clerk, Proper Officer and Responsible Financial Officer.

**Resolved** that:

- 1) Theresa Goss to continue as the Locum Clerk, Proper Officer and Responsible Financial Officer, until 7 February 2024 when the appointment will be reviewed; and
- 2) the process for recruiting a permanent Clerk, Proper Officer and Responsible Financial Officer be commenced, with a starting salary of spinal point 24, as per the NJC salary scales. **Action TG**

*(The public and press were invited back into the meeting at the conclusion of this item)*

#### 108.23 Date of Next Meeting – Wednesday 7 February 2024 at the Memorial Hall, Highmoor.

The meeting concluded at 8.25pm

GM

Signed: *Emwoney*

Chairman/Vice Chairman

Date: 7 February 2024

*Em*