

# AGENDA 10<sup>th</sup> May 2023 HPC

## Highmoor Parish Council

Councillors are summoned to attend the meeting of Highmoor Parish Council which will **commence after the Annual Parish Council (7pm) on Wednesday, 10 May 2023 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.)

**COVID: The Highmoor Parish Council continues to be vigilant with regard to the Covid virus and if those attending the meeting wish to socially distance/wear face masks the Council asks that such individual choice be respected.**

<b>Key:</b>	<b>HPC</b>	<b>Highmoor Parish Council</b>
	<b>OCC</b>	<b>Oxfordshire County Council</b>
	<b>SODC</b>	<b>South Oxfordshire District Council</b>
	<b>VWH</b>	<b>Vale of White Horse District Council</b>
	<b>FMS</b>	<b>Fix My Street</b>
	<b>OALC</b>	<b>Oxfordshire Association Local Councils</b>
	<b>CIL</b>	<b>Community Infrastructure Levy</b>

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 Council meeting held on 8<sup>th</sup> March 2023
4. Oxfordshire County Council:-
  - (a) To note receipt of General Report and if required raise any issues therein
  - (b) To receive/consider Highmoor report from County Councillor D Bartholomew
  - (c) To raise any specific Highmoor highways related matters with County Councillor D Bartholomew
  - (d) OCC related highway matters including updates:-
    - (i) To receive updates re proposed SID signage for driver awareness scheme
    - (ii) To receive new FMS reports
    - (iii) To consider response to OCC re proposals to plant a tree in each parish
5. South Oxfordshire District Council
  - (a) To receive the monthly report from District Councillors J Robb and L M Hillier
  - (b) To receive information on SODC related matters:-
    - (i) Enforcement issues raised in 2022 awaiting updates:-

**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.

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

6. Highmoor Parish Council

No Action.

7. Planning

<b>Planning Applications - Highmoor Parish 2023</b>									
Location	Received	Registration	Start Consultation	End Consultation	Target Decision	HPC Challenge	Decision date	Decision	
<b>P23/S1155/HH</b> <b>The Old Place</b> <b>Witheridge Hill</b>	<b>29 Mar 23</b>	<b>04 Apr</b>	<b>06 Apr</b>	<b>29 Apr</b>	<b>30 May</b>	<b>No</b>			<b>Pending</b>
<i>Demolition of existing extension to detached cottage and new replacement extension.</i>									
<b>P23/S0582/FUL</b> <b>Satwell House</b>	<b>15 Feb</b>	<b>24 Feb</b>	<b>06 Mar</b>	<b>08 Apr</b>	<b>26 May</b>	<b>Yes</b>			<b>Pending</b>
<i>Landscaping works including the creation of a new access, the creation of a lake and substantial tree planting.</i>									
<b>P23/S0397/FUL</b> <b>Conway Farm</b> <b>Satwell</b>	<b>01 Feb</b>	<b>15 Feb</b>	<b>17 Feb</b>	<b>10 Mar</b>	<b>12 Apr</b>	<b>No</b>	<b>24-Mar</b>	<b>Accepted</b>	
<i>Erection of replacement commercial building (Class E) with access.....</i>									
<b>P22/S4646/N4C</b> <b>Merrimoles</b> <b>Farm Highmoor</b> <b>RG9 5DH</b>	<b>22 Dec</b>	<b>22 Dec</b>	<b>09 Jan</b>	<b>30 Jan</b>	<b>16 Feb</b>	<b>No</b>	<b>15-Feb</b>	<b>Accepted</b>	
<i>Change of use from Agriculture to Flexible Commercial Use falling within Class E(g) (i), pursuant to Schedule 2, Part 3, Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015.</i>									
<b>P22/S4127/FUL</b> <b>The Lamb</b> <b>Satwell RG9</b> <b>4QZ</b>	<b>14 Nov</b>	<b>02 Dec</b>	<b>07 Dec</b>	<b>06 Jan</b>	<b>27 Jan</b>	<b>Yes</b>			<b>Pending</b>
<i>Conversion to a single dwellinghouse.</i>									

8. Finance:-

(a) To approve expenditure (inc VAT where applicable):-

Mr R Norton –	Salary	461.75
	Tax	87.15
	Allowance (£26 pm)	26.00
Highmoor	Hire of hall	18.00
Memorial Hall	(10 May 23)	
Zurich	Insurance (LY 450.39)	497.30
E Mulvaney	Postage (Bank mandates)	3.10
R Norton	Stamps, 3x files, Envelopes	29.22
	(invoices available for scrutiny on request)	

The clerk spoke to the internal auditor who advised that a timesheet be kept.  
A full analyse will be produced for the AGAR, and agreed with the internal auditor before publishing.

(b) To receive details of bank reconciliation

Opening Balance (May 23)	38,465.65
Salary J Pickett	338.91
Microsoft Subscription	59.99
Closing Balance	38,067.04

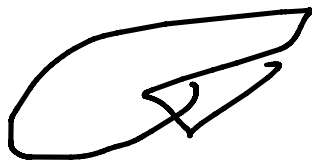
A full summary is attached as at 27<sup>th</sup> April 2023.

9. AGAR (Annual Governance and Accountability Return)

The annual AGAR process is going ahead and the final report to be presented to Moore (external auditors) by 30<sup>th</sup> June.  
Prior to this, the internal auditors needs to scrutinise and accept.

10. Litter Pick 2023

To agree date/arrangements for Highmoor Litter Pick 2023



Signed \_\_\_\_\_

Date 3<sup>rd</sup> May 2023 \_\_\_\_\_

R Norton  
Clerk to the Council

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Email: [clerk@highmoorparishcouncil.org.uk](mailto:clerk@highmoorparishcouncil.org.uk)