

## HIGHMOOR PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 3 April 2024 at  
8.00pm at the Memorial Hall, Highmoor

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

Also Present: Theresa Goss (Clerk, Proper Officer and Responsible Financial Officer) County  
Councillor David Bartholomew and Babu Loganathan, representative from Reading Cricket Club.

141.23 Apologies for Absence — District Councillor Jo Robb submitted her apologies.

Resolved that the apologies be noted.

142.23 Declarations of Interest — There were no declarations of the interest.

143.23 Minutes and Matters Arising - Prior to the meeting, the minutes of the meeting held on 11 March  
2024 had been circulated to the Parish Council and were taken as read.

There were no matters arising.

Resolved that the minutes of the meeting held on 11 March 2024 be approved and signed by the  
Chairman.

144.23 Chairman's Announcements

- Annual Litter Pick - The event had gone very well and everyone who attended was thanked for their support. Councillor Catherine Clarke reported that there were some large items of rubbish around the edge of the Recreation Ground which needed to be removed, including wire fencing and a builders bag. The Councillors agreed to have a look at this and advise on the best course of action. Action ALL

145.23 Open Forum — Babu Loganathan was in attendance for the item on the artificial pitch at the  
Recreation Ground and would speak during at that point.

(For information, following guidance from the National Association of Local Councils, the  
Parish Council did not specifically name individual residents within its minutes, unless they  
were speaking in an official capacity)

146.23 Reports from the County and District Councillors — Prior to the meeting, County  
Councillor David Bartholomew and District Councillors Jo Robb and James Norman  
had circulated their reports to the Parish Council.

Councillor Bartholomew highlighted a number of issues including anti-driver road schemes,  
Oxford Zero Emission Zone Pilot Scheme and that late night opening of recycling centres was  
going to end.

There would be additional spending by the County Council on SEND children and OCC had also  
been awarded E3.6m to triple the number of publicly available electric vehicle charging points.  
There was also information on overseas recruitment and a housing programme which supported  
adults with additional needs.

Councillor Bartholomew was thanked for his report.

Resolved that the reports be noted.

### 147.23 Planning

#### (i) Planning Applications

Resolved that, it be noted that no objections were submitted in respect of the following application: P23/S3990/FUL  
Astbury, Sawvell Close, Satwell

Proposed demolition of existing bungalow and erection of a replacement two storey dwelling house with attached double garage. (As amended by plans 2024 03-15 to re-orientate the proposed replacement dwelling).

Resolved that, it be noted that objections were submitted in respect of the following applications:  
None

Resolved that, it be noted that the following applications had been determined by South Oxfordshire District Council: None

#### (ii) The Parish Council considered the following application:

P24/S1045/HH

13 Holly Close, Highmoor Cross

Proposed single storey side extension

No objections to application P24/S1045/HH, however the Parish Council has strong concerns about how the applicant will access to the site from the highway. The driveway does not appear to be wide enough and the Parish Council would like reassurances that the applicant will reinstate the highway and also apply for a dropped kerb.

### 148.23 Village Matters

#### (i) Community Garden — The Parish Council did not discuss the proposal for a community garden at The Glebe because no further updates had been received.

Resolved that the report be noted.

#### (ii) Memorial — The Parish Council discussed marking the 20<sup>th</sup> Anniversary of the tragedy involving Vicky Horgan and Emma Watson which fell on 6 June 2024.

Contact had been made with their family and a response was awaited to the suggestion of a memorial bench and a small event on 6 June 2024.

Resolved that the matter not be progressed until the family of Vicky Horgan and Emma Watson have been in contact with the Parish Council regarding the memorial bench and event.

### 149.23 Parish Council Matters

Artificial Pitch at the Recreation Ground — The Parish Council discussed a request from the Cricket Club to support an application for grant funding from the ECB for two artificial wickets on the pitch at the Recreation Ground.

Babu Loganathan attended the meeting and provided information on the project and the grant funding from the ECB.

Following a detailed discussion, the Parish Council as the landowner, felt that a decision could not be made to support the grant application and the installation of the two artificial wickets until

a site visit at the Recreation Ground had been undertaken and also, if necessary, visits to other cricket grounds where there were artificial wickets. Mr Loganathan agreed to meet the Councillors on site and discuss this further.

Resolved that a decision on the installation of two artificial wickets at the Recreation Ground and support of the grant application to the ECB be deferred until a site meeting has been undertaken at the Recreation Ground and if necessary, site meetings at other cricket grounds where artificial pitches have already been installed. Action TG

- (ii) General Power of Competence — The Parish Council had appointed a CiLCA qualified Clerk and given over two third of the Parish Council had been appointed by an election, it could now have the General Power of Competence.

The General Power of Competence gave Parish Councils the power to do anything an individual could do, provided it was not prohibited by other legislation. The criteria stated that a Parish Council must have two thirds of its Councillors appointed by an election and a Clerk who had the Certificate in Local Council Administration. (CiLCA). For more information visit: [https://www.local.gov.uk/sites/default/files/documents/general-power-competence—\(\).pdf](https://www.local.gov.uk/sites/default/files/documents/general-power-competence—().pdf)

Resolved that Highmoor Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

#### 150.23 Finance

- (i) Financial Documents — Prior to the meeting, the accounts for payment, invoices, uncashed payments and the bank reconciliation as at 3 April 2024 had been circulated to the Parish Council.

Resolved that:

- 1) the bank reconciliation as at 3 April 2024 and the uncashed payments be noted;
- 2) the following accounts for payment be approved: and

Payee	Amount	Cheque Number
Paul Wyatt — Hedge Cutting at the Recreation Ground	2415.00	TBC
Highmoor Memorial Hall — Hire of Hall from December 2023 to April 2024	€72.00	TBC
Theresa Goss — Salary for April 2024	TBC	TBC
Millie'S Dream - Grant tor 2024/2025	E150.00	TBC

- 3) it be noted that Councillor Richard Stacpoole, as Councillor for monitoring the Parish Council's internal controls, has signed the accounts for payment, the invoices, the uncashed payments list and the bank reconciliation as at 3 April 2024,

- (ii) Parish Council Bank Account — The Parish Council discussed closing the Barclays bank account and opening a new account at Unity Trust Bank.

Resolved that:

- 1) the account at Barclays bank be closed;
- 2) a new account be opened at Unity Trust Bank; and

- 3) the signatories on the new account at Unity Trust Bank be approved as follows: Catherine Clarke, Sally Cray, Theresa Goss, Elaine Mulvaney, Judi Stacpoole and Richard Stacpoole.

Action TG

- (iii) Grant Application — The Parish Council considered an application from Millie's Dream for grant funding for 2024/2025.

Resolved that a grant of E 150 be approved. Action TG

- (iv) Anticipated CIL Payments to Parishes in South Oxfordshire DC — Following advice from South Oxfordshire District Council, the Parish Council discussed again, whether any outstanding CIL funds allocated to Highmoor Parish, should be transferred to the Parish Council or they could continue to be held by South Oxfordshire DC.

Resolved that:

- 1) the report be noted;
- 2) following advice from South Oxfordshire District Council, the CIL funds allocated to Highmoor to remain with South Oxfordshire District Council until such a time the Parish Council wishes to draw it down;
- 3) the SID and associated equipment and costs, be funded from the CIL funds which the Parish Council already has in its own bank account;
- 4) the SID be moved between the three poles, once a month for six months as a trial and the data be downloaded from the unit after six months;
- 5) Oxfordshire County Council be requested to provide a quote for a traffic survey in the village;
- 6) any appropriate invoices for future projects which fit within the CIL criteria, be paid using the CIL funds; and
- 7) advice be sought from the County Council and South Oxfordshire District Council with regard to maintenance of the footpaths in Holly Close and Witheridge Hill being funded from CIL funds.

Action TG

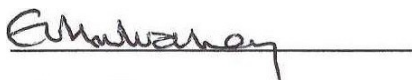
151.23 Date of Next Meeting — Wednesday 8 May 2024 at 7.00pm at the Memorial Hall, Highmoor.

152.23 Items for Future Agendas

- Removal of rubbish from the Recreation Ground.
  - Footpath on Holly Close and Witheridge Hill
  - Artificial Wicketts at the Recreation Ground
  - Approval of Accounts 2023/0224
  - Annual Governance and Accountability Return

The meeting concluded at 9.20pm

Signed:



Chairman

Date: 8 May 2024