

HIGHMOOR PARISH COUNCIL

WEDNESDAY 11 SEPTEMBER 2024

Clerk & Responsible Financial Officer

Theresa Goss

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Middleton Cheney

Banbury, OX17 2GD

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3 September 2024

Dear Councillors,

A meeting of the Parish Council will be held on **Wednesday 11 September 2024 at 7.00pm** 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.
7:00pm – 7:05pm
3. **Appointment of Chairman 2024/2025** – To appoint a Chairman for 2024/2025.
7:05pm – 7:10pm
4. **Appointment of Vice-Chairman 2024/2025** – To appoint a Vice-Chairman for 2024/2025.
7:10pm – 7:15pm
5. **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.

7:15pm – 7:20pm

6. **Minutes** – To consider the minutes of the meeting held on 10 July 2024 and any matters arising from those minutes. **(Attached)**
7:20pm – 7:25pm
7. **Chairman's Announcements**
7:25pm – 7:30pm

8. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.
(10 minutes maximum/3 minutes per person)
7:30pm – 7.40pm
9. **Reports from County and District Councillors** - To receive reports from the Highmoor County Councillor and District Councillors.
7:40pm – 7.50pm
10. **Planning**
7:50pm – 8:00pm
 - (i) To note the Parish Council's comments on the following application:
P24/S1450/O
The Lamb Satwell
Demolition of part of former pub and erection of a new dwelling and garage
Objection
 - (ii) To discuss the following planning application: None
 - (iii) To note the decisions made by South Oxfordshire District Council since the last meeting: None
 - (iv) Enforcement Matters – To discuss the enforcement matters at Haywood House, Satwell House and Rosewood House/The Wood Cutter.
11. **Village Matters**
8:00pm – 8:30pm
 - (i) Memorial – To receive an update on the memorial bench and planters located in The Glebe.
 - (ii) Meeting with the County Council's Highways Engagement Officer – To receive an update from Councillor Richard Stacpoole on the matters discussed at the meeting held on 15 August 2024, including the footpaths at Holly Close and Witheridge Hill and the hazardous trees on the B481.
 - (iii) Traffic Survey – To consider the results of the traffic survey carried out by Oxfordshire County Council.
(Previously circulated)
 - (iv) 20mph Speed Restrictions – To discuss the 20mph speed restrictions in the village.
 - (v) Haywood House – To discuss the anti-social behaviour at Haywood House.
 - (vi) Phone Box – To discuss painting the phone box located on The Green.
 - (vii) The Glebe – To discuss maintenance at The Glebe, including the trees which are over hanging the boundary into The Glebe.
12. **Parish Council Matters**
8:30pm – 8:40pm
 - (i) Councillors Expenses – To discuss the Parish Council paying travel expenses to Parish Councillors, when attending training courses.
 - (ii) Vacancy – To consider any applications for co-option onto the Parish Council. **(To follow)**

13. **Finance**
8:40pm – 8:50pm

(i) Financial Matters

- To approve the accounts for payment; and
- To note the income received since the last meeting, the uncashed receipts & uncashed payments and the bank reconciliation. **(To follow)**
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(ii) Model Financial Regulations – To approve the Model Financial Regulations for 2024/2025. **(To follow)**

(iii) Effectiveness of the Internal Audit – To review the effectiveness of the Internal Audit for 2023/2024. **(To follow)**

(iv) Nettlebed Conservators – To discuss a grant application for mowing and strimming of the common land known as The Triangle at Highmoor Cross.

14. **Next Meetings** – Future meeting dates to be agreed as follows and will commence at 7:00pm at the Memorial Hall, Highmoor.

Wednesday 13 November 2024

Wednesday 15 January 2025

Wednesday 12 March 2025

Wednesday 14 May 2025

8:50pm