

# HIGHMOOR PARISH COUNCIL

WEDNESDAY 13 NOVEMBER 2024

**Clerk & Responsible Financial Officer**

**Theresa Goss  
3 Tanners Close  
Middleton Cheney  
Banbury, OX17 2GD**

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6 November 2024

Dear Councillors,

A meeting of the Parish Council will be held on **Wednesday 13 November 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. **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.**  
**7:05pm – 7:10pm**

4. **Minutes** – To consider the minutes of the meeting held on 11 September 2024 and any matters arising from those minutes. **(Attached)**  
**7:10pm – 7:15pm**
5. **Chairman's Announcements**  
**7:15pm – 7:20pm**
6. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.  
**(10 minutes maximum/3 minutes per person)**  
**7:20pm – 7.30pm**

7. **Reports from County and District Councillors** - To receive reports from the Highmoor County Councillor and District Councillors.

**7:30pm – 7.40pm**

8. **Planning**

**7:40pm – 7:45pm**

- (i) To note the Parish Council's comments on the following application:  
P24/S1450/O  
The Lamb Satwell  
Outline application for demolition of part of former pub and erection of a new dwelling and garage with all matters reserved except for access (layout changed to a reserved matter and additional heritage assessment received 17th September 2024).  
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.

9. **Village Matters**

**7:45pm – 8:00pm**

- (i) Traffic Survey – To consider the results of the traffic survey carried out by Oxfordshire County Council. **(Previously circulated)**
- (ii) 20mph Speed Restrictions – To discuss the proposed 20mph speed restrictions in the village.
- (iii) Haywood House – To discuss the anti-social behaviour at Haywood House.
- (iv) Noticeboard – To discuss purchasing a new notice board to be located by The Glebe.
- (v) The Glebe – To discuss maintenance at The Glebe, including grass cutting, planting and the trees which are over hanging the boundary into The Glebe.
- (vi) Highways Engagement Team – To discuss the outcomes following the meeting with the County Council's Highways Engagement Team.

10. **Parish Council Matters**

**8:00pm – 8:10pm**

- (i) Vacancy – To consider any applications for co-option onto the Parish Council. **(To follow)**
- (ii) Sexual and General Harassment Policy & Procedure – To approve a policy relating to Sexual and General Harassment. **(To follow)**

11. **Finance**

**8:10pm – 8:20pm**

- (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)**
- (ii) Scribe Accounts – To consider a quote for an on-line accounts package. **(To follow)**
- (iii) Budget and Precept 2025/2026 – To agree the Budget and Precept for 2025/2026. **(To follow)**
12. **Correspondence** – Items of correspondence will be circulated to Councillors.  
**8:20pm**
13. **Public and Press** – To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item numbered 14 on the grounds that it could involve the likely disclosure of private and confidential information.  
**8:20pm**
14. **Staffing Matters** – To discuss issues affecting the Clerk and Responsible Financial Officer.  
**8:20pm – 8:25pm**
15. **Next Meetings** – Future meeting dates to be agreed as follows and will commence at 7:00pm at the Memorial Hall, Highmoor.

Wednesday 15 January 2025

Wednesday 12 March 2025

Wednesday 14 May 2025

**8:25pm**

***(Timings are only an approximate guide. If you are interested in a particular item, please arrive for a 7pm start)***