

HIGHMOOR PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 13 November 2024 at 7.00pm at the Memorial Hall, Highmoor

Present: Councillor Richard Stacpoole, Chairman, Councillors Catherine Clarke and Sally Cray.

Also Present: Theresa Goss (Clerk, Proper Officer and Responsible Financial Officer), County Councillor David Bartholomew and two members of the public.

44.25 Apologies for Absence – Councillor Judi Stacpoole submitted her apologies because she had another appointment.

Resolved that the apologies from Councillor Judi Stacpoole be approved and the absence authorised.

45.24 Declarations of Interest – There were no declarations of the interest.

46.24 Minutes and Matters Arising - Prior to the meeting, the minutes of the meeting held on 11 September 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 September 2024 be approved and signed by the Chairman.

47.24 Chairman's Announcements

- A gift had been sent to Elaine Mulvaney as a thank you from the Parish Council for all her hard work as a Councillor and more recently as Chairman.
- The Chairman and Councillor Sally Cray had attended a meeting of Parish Councils to agree a position of the third Reading bridge before Reading Borough Council made their decision on the Transport Plan 2024. Unfortunately, the objections did not have any effect, but the Parish Councils submissions were acknowledged. It was noted that the County and District Councils and most Parish Councils were opposed to the bridge and due to funding, it was unlikely to ever be constructed.

48.24 Open Forum – A resident addressed the Parish Council with regard to the proposed 20mph speed restrictions in the village. The resident supported the proposals but felt that they should start further out of the village, and other traffic calming measures should be introduced at the same time, otherwise the reduced speed restrictions wouldn't have any effect.

There was a discussion about the proposals and an analysis of the traffic data which had been downloaded from the Parish Council's VAS' in the village, was presented by Councillor Catherine Clarke.

At the conclusion of the discussion, the resident was thanked for attending the meeting and she left at this 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)

49.24 Reports from the County and District Councillors – Prior to the meeting, County Councillor David Bartholomew and District Councillor Jo Robb had circulated their reports to the Parish Council.

Councillor David Bartholomew highlighted the results of the residents' satisfaction survey, which in the main, showed that residents did not believe the County Council provided value for money. It also concluded that roads and drains were the key issues for residents, but they were not the key issues for the County Council administration

Councillor Bartholomew also reported on an initiative to provide free bike lights and jackets to cyclists, pension scheme investments and an art exhibition.

The 2025/2026 budget planning process had commenced and because no political party had overall control of the Council, the Liberal Democrats as the majority party, would be required to work with either the Labour Group or Conservative Group to ensure their budget was approved.

In readiness for the County Council elections in May 2025, there would be a boundary review of the County Council divisions. Highmoor would have a new County Councillor as Councillor Bartholomew would be standing in a separate division. The reason for the review was to ensure that each County division had approximately 7000 electors.

Councillor Bartholomew was thanked for his report and left at this point.

Resolved that the reports be noted.

50.24 Planning

(i) Planning Applications

Resolved that, it be noted that no objections were submitted in respect of the following applications: None

Resolved that, it be noted that objections had been submitted in respect of 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

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

(ii) Enforcement Matters – Prior to the meeting, the Chairman had prepared a report on the enforcement matters at Haywood House, Satwell House and Rosewood House/The Woodman.

It was highlighted that the boundary at Haywood House did not conform with the boundary on the approved plans.

With regard to Rosewood Cottage, the existing summerhouse structure had been taken down and it was a condition of the planning permission that it be removed from the site. However, the structure had been re-erected on site and the curtilages had also been changed.

Resolved that the report be noted and the enforcements issues at Haywood House and Rosewood Cottage be submitted to South Oxfordshire District Council. **Action TG**

51.24 Village Matters

(i) Traffic Survey & 20mph Speed Restrictions – Prior to the meeting, the results of the traffic survey had been circulated to the Parish Council and there was a discussion regarding the proposal for 20mph speed restrictions.

Resolved that the Parish Council supports the proposal for 20mph speed restrictions, with minor amendments which will be submitted to the County Council. **Action RS/TG**

(ii) Hayward House – The Parish Council noted that there had not been any recent incidents of anti-social behaviour at Hayward House, since the summer period.

Resolved that the report be noted.

(iii) Noticeboard – The Parish Council discussed purchasing a new noticeboard to be located by The Glebe. It was felt that the new board should be metal, lockable, free standing with one door and have a header.

Resolved that quotes be obtained for a noticeboard for consideration at the next meeting. **Action TG**

- (iv) The Glebe – The Parish Council discussed maintenance at The Glebe, including grass cutting, planting and the trees which were over hanging the boundary into The Glebe. It was reported that plants had been purchased for The Glebe and would be planted soon.

In addition, the Clerk had tried to contact the adjacent landowner regarding the trees overhanging the boundary into The Glebe but had not received a response.

Resolved that the report be noted and the trees overhanging the boundary into The Glebe be monitored.

- (v) Meeting with the County Council's Highways Engagement Officer – The Clerk reported there had been an update from the Highways Engagement Team, but the response wasn't completely clear and some matters were still outstanding.

Resolved that the Highways Engagement Team be contacted about progress with all issues discussed at the meeting in September 2024. **Action TG**

52.24 Parish Council Matters

- (i) Vacancy – The Parish Council considered an application for co-option onto the Parish Council.

Resolved that James Waite be co-opted onto the Parish Council. **Action TG**

- (ii) Sexual and General Harassment Policy & Procedure – The Parish Council discussed a policy relating to Sexual and General Harassment.

Resolved that that the Sexual and General Harassment Policy and Procedure be approved. **Action TG**

53.24 Finance

- (i) Financial Documents – Prior to the meeting, the accounts for payment, invoices, uncashed payments and the bank reconciliation as at 13 November 2024 had been circulated to the Parish Council.

Resolved that:

- 1) the bank reconciliation as at 13 November 2024 and the uncashed payments and uncashed receipts be noted;
- 2) the following accounts for payment be approved: and

Nigel Payne	Tree work at Recreation Ground	£1,650.00	£0.00	£1,650.00
Unity Trust Bank	Service charge	£18.00	£0.00	£18.00
RJ Groundcare Ltd	Grass cutting The Glebe	£200.00	£40.00	£240.00
Elancity	VAS	£1,899.00	£379.80	£2,278.80
Theresa Goss	Padlock & driboxes for SID	£19.94	£0.00	£19.94
Theresa Goss	Salary for October 2024	£282.60	£0.00	£282.60
Theresa Goss	Clerks Expenses	£26.00	£0.00	£26.00
HMRC	Payment for Oct 2024	£188.00	£0.00	£188.00
Theresa Goss	Salary for November 2024	£359.96	£0.00	£359.96
Theresa Goss	Clerks Expenses	£68.30	£0.00	£68.30
Ollie Brake	VAS Monitoring	£80.00	£0.00	£80.00
Ollie Brake	Moving VAS	£35.00	£0.00	£35.00
HMRC	Payment for Nov 2024	£239.60	£0.00	£239.60
Theresa Goss	Security for VAS'	£20.84	£3.38	£24.22
Unity Trust Bank	Service Charge	£5.40	£0.00	£5.40

3) it be noted that Councillor Richard Stacpoole, as Councillor for monitoring the Parish Council's financial internal controls, has signed the accounts for payment, the invoices, the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 31 October 2024 and the September bank statements for the Barclays bank account and Unity Trust Bank.

(ii) Scribe Accounts – The Parish Council considered a quote from Starboard Systems Ltd for the Scribe accounts package.

Resolved that the quote from Starboard Systems Ltd for the Scribe accounts package be approved at £595.80. **Action TG**

(iii) Budget and Precept 2025/2026 – The Parish Council discussed the Budget and Precept for 2025/2026.

Resolved that the Budget for 2025/2026 be approved and the Precept for 2025/2026 be approved at £14,437.00. **Action TG**

54.24 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 55.24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

55.24 **Staffing Matters** – The Clerk reported that the National Joint Council for Local Government Services had reached a pay agreement and advised on the increase in salary for the Clerk & Responsible Financial Officer, which was back dated to 1 April 2024.

Resolved that the report be noted and salary for the Clerk & Responsible Financial Officer be amended to reflect the agreed increase and it be back dated to April 2024. **Action TG**

56.24 **Dates of Future 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

57.24 Items for Future Agendas

- Noticeboard for The Glebe

The meeting concluded at 8.45pm

Signed: _____

Chairman

Date: 15 January 2025