

HIGHMOOR PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 15 January 2025 at 7.00pm at the Memorial Hall, Highmoor

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

Also Present: County Councillor David Bartholomew

58.24 Apologies for Absence – Theresa Goss, Clerk & Responsible Financial Officer submitted her apologies because she was unwell.

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

60.24 Minutes and Matters Arising - Prior to the meeting, the minutes of the meeting held on 13 November 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 13 November 2024 be approved and signed by the Chairman.

61.24 Chairman's Announcements

- Tree planting at The Glebe – Thanks were passed to all who had helped with the planting. The newly planted trees looked very good. Selina Craig had also planted the smaller bed between the benches and had planted some bulbs around the trees which were already showing signs of growth.

62.24 Open Forum – There were no residents present.

(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)

63.24 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 proposed local government reorganisation, and that Oxfordshire County Council had applied to be one of the earliest Councils to change to a Unitary Authority. A Unitary Authority removed some duplication of county/district responsibilities, but it could result in reduced local representation. The local elections in May 2025 might be postponed if the application was successful.

District Councillor Jo Robb also included information in her report on the proposed reorganisation of local government.

Councillors Bartholomew and Robb were thanked for their reports.

Resolved that the reports be noted.

64.24 Planning

(i) Planning Applications

Resolved that, it be noted that no objections were submitted in respect of the following applications:

P24/S3715/FUL

Agricultural Barn and Shed, Satwell

Demolition and replacement of existing agricultural building and associated shed

P24/S3797/HH

Cherry Hill House Highmoor Henley-on-Thames

Demolition of existing extension and porch to south elevation and replacement with single storey oak framed Orangery extension

P24/S3814/HH
Cherry Hill House Highmoor
Single storey oak framed extension to north elevation

Resolved that, it be noted that objections had been submitted in respect of the following application: None

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

- (ii) Enforcement Matters –The Chairman reported that there was no update on the enforcement matters at Haywood House, Satwell House and Rosewood House/The Woodman.

Resolved that the report be noted.

65.24 Village Matters

- (i) 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:

- 1) a new noticeboard be erected to the right of the bus shelter, subject to permission from the County Council as it will be positioned on their grass verge; **Action TG**
- 2) the quote from Greenbarnes be accepted, with an additional header in a black or green finish; **Action TG**
- 3) Councillor Judi Stacpoole to source a local contractor who has the necessary insurance to erect the noticeboard; and **Action JS**
- 4) Councillor Sally Cray be the keyholder and manage the content on the noticeboard. **Action SC**

- (ii) The Glebe – The Parish Council discussed maintenance at The Glebe, including emails which had been received from Selina Craig and RJ Groundcare Ltd. Councillor Sally Cray agreed to contact Selina to proceed with the areas to be sown.

The plans were to remove the turf and sow the seeds in March 2025. Further sowing of Yellow Rattle would be undertaken in the autumn. A date would be agreed with local volunteers to complete this work and the seeds would also need to be purchased.

Resolved that the report be noted.

- (iii) Meeting with the County Council's Highways Engagement Officer – There were a number of matters which were still outstanding following the meeting with the Highways Engagement Team.

These included the condition of the pavements in Holly Close and outside Well Cottage, conifers overhanging the pavement outside Belmont Cottage (it was noted that owners might be intending to remove this hedge in the near future as part of their building work), condition of the pavement at Witheridge Hill, and the gravel footpath leading to the recreation ground was becoming overgrown.

Councillor Judi Stacpoole had also provided a list of trees which were causing concern and questions were outstanding regarding clarifying liability for some of these.

It was noted that the gravel which had built up at the bottom of Witheridge Hill towards Stoke Row had been cleared.

The new soakaway at Holly Close had been installed, however the area had been left in an unsightly condition with lots of loose mud, some damage to the footpath and no attempt to reseed the grass bank. Councillor

Sally Cray would report this to Fix My Street and the Clerk would be asked to raise this with the Highways Officers.

Councillor Sally Cray was also due to complete the Fix My Street Superuser training on 29 January 2025.

With regard to the Third Thames Bridge, a note had been received from Sue Biggs regarding the proposed third Thames bridge requesting that the Parish Council supports the draft letter which had been emailed to Councillors recently.

Resolved that:

- 1) the report be noted;
- 2) the contents of the letter objecting to the third Reading Bridge, be supported;
- 3) the County Council be asked for a progress report relating to the outstanding items raised at the meeting with the Highways Engagement Officer; and
- 4) the County Council be asked for clarification on when the land around the new soakaway in Holly Close will be reinstated.

Action TG

- (iv) 20mph Speed Restrictions – The Parish Council received an update on the 20mph speed restrictions in the village which were now in place. Councillors reported that they had seen an immediate improvement in speeds as drivers entered the village, with reduced noise and a general feeling of safety when out walking. The VAS' located at the entrances to the village were now in 20mph area and needs to be recalibrated by Ollie Brake.

The location of the 30mph roundel to the north of the village might need to be repositioned because it was on boundary of the speed limit change.

Resolved that the report be noted.

- (v) Village Deep Clean and Litter Pick – The Parish Council discussed the deep clean being carried out by the District Council and the village litter pick would be held on 16 March 2025. The Clerk would be requested to order the litter picking kits. Councillor Judi Stacpoole would provide a risk assessment for the litter pick too.

With regard to the deep clean, requests have been made for cleaning at the Holly Close and Witheridge Hill footpaths.

Resolved that the report be noted.

- (vi) Holly Close Highways Works – The Parish Council discussed the standard of the works to the highway in Holly Close.

Resolved that this matter be reported to the County Council and a request be made for reinstatement works to be completed. **Action TG**

66.24 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
- 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 December 2024 and the November and December 2024 bank statements for the Barclays bank account and Unity Trust Bank.



(ii) Budget Monitoring – The Parish Council considered the budget monitoring report for 2024/2025.

Resolved that the report be noted.

67.24 Correspondence

- A letter had been received from Caroline Bushell regarding the recent Satwell planning application to replace the existing storage building. The Parish Council could not comment on boundary disputes and had only submitted comments to South Oxfordshire District Council regarding the Parish Council's dark skies policy and footpath access. Caroline was also going ahead with plans to site Asian Hornet Traps and Councillor Judi Stacpoole had been liaising with her regarding the funding of two traps and bait.
 - An email had been received from A Ball regarding the condition of ground/paths following soakaway installation in Holly Close. This would be reported to the County Council and also on Fix My Street.
- Action SC/TG**

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

Wednesday 12 March 2025

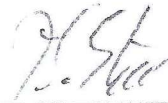
Wednesday 14 May 2025 (Parish Council Meeting and Highmoor Annual Parish Meeting)

69.24 Items for Future Agendas

- Noticeboard for The Glebe

The meeting concluded at 8.30pm

Signed:



Chairman

Date:

12 March 2025

Highmoor Parish Council PAYMENTS LIST

9 March 2025 (2024 - 2025)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
46	15/11/2024		Unity Trust Current /		Clerks salary and expenses Nov	Theresa Goss	X	359.96		359.96
47	15/11/2024		Unity Trust Current /		Clerks expenses	Theresa Goss	X	26.00		26.00
48	15/11/2024		Unity Trust Current /		VAS Monitoring	Olle Brake	X	80.00		80.00
49	15/11/2024		Unity Trust Current /		VAS Work	Olle Brake	X	35.00		35.00
50	15/11/2024		Unity Trust Current /		Security teams for VAS	Theresa Goss	X	24.22		24.22
47	15/11/2024		Unity Trust Current /		Clerks expenses	Theresa Goss	X	42.30		42.30
51	15/11/2024		Unity Trust Current /		HMRC Nov 2024	HMRC	X	239.60		239.60
53	30/11/2024		Unity Trust Current /		Scribe Accounts	Starboard Systems Ltd	S	496.50	99.30	595.80
52	30/11/2024		Unity Trust Current /		Service charge	Unity Trust Bank	X	5.40		5.40
60	30/11/2024		Unity Trust Current /		Service charge	Unity Trust Bank	X	6.00		6.00
39	08/12/2024		Unity Trust Current /		Tree works at the Rec	Migel Payne	X	1,650.00		1,650.00
56	09/12/2024		Unity Trust Current /		Milage to Training	Glasdon UK Ltd	X	35.10		35.10
43	09/12/2024		Unity Trust Current /		Padlock & drixboxes for SID	Theresa Goss	X	19.94		19.94
57	09/12/2024		Unity Trust Current /		Clerks salary and expenses Dec	Theresa Goss	X	292.32		292.32
58	09/12/2024		Unity Trust Current /		Clerks expenses Dec 2024	Theresa Goss	X	3.40		3.40
58	09/12/2024		Unity Trust Current /		Clerks expenses Dec 2024	Theresa Goss	X	26.00		26.00
54	09/12/2024		Unity Trust Current /		Milage to garden Centre	Judi Starpoole	X	32.40		32.40
59	09/12/2024		Unity Trust Current /		HMRC Dec 2024	HMRC	X	194.40		194.40
55	09/12/2024		Unity Trust Current /		Plants for The Glebe	Judi Starpoole	X	36.10		36.10
61	31/12/2024		Unity Trust Current /		Service charge	Unity Trust Bank	X	6.00		6.00
Total								3,610.64	99.30	3,709.94

Handwritten signature