HIGHMOOR PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 11 September 2024 at 7.00pm at the Memorial Hall, Highmoor

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

Also Present: Theresa Goss (Clerk, Proper Officer and Responsible Financial Officer).

31.24 Apologies for Absence – County Councillor David Bartholomew submitted his apologies.

Resolved that the apologies be noted.

32.24 Appointment of Chairman for 2024/2025 – Councillor Richard Stacpoole asked for nominations for the position of Chairman for 2024/2025. The vacancy had arisen due to the resignation of Elaine Mulvaney.

Resolved that Councillor Richard Stacpoole be appointed as Chairman of the Parish Council for 2024/2025.

33.24 Appointment of Vice-Chairman for 2024/2025 – The Chairman asked for nominations for the position of Vice-Chairman for 2024/2025.

Resolved that Councillor Catherine Clarke be appointed as Vice-Chairman of the Parish Council for 2024/2025.

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

35.24 Minutes and Matters Arising - Prior to the meeting, the minutes of the meeting held on 10 July 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 10 July 2024 be approved and signed by the Chairman.

36.24 Chairman's Announcements

- Elaine Mulvaney – The Parish Council asked the Clerk to contact Elaine Mulvaney and pass on its thanks for all her work as a Councillor and Chairman. Councillor Judi Stacpoole agreed to source a suitable gift. **Action TG/JS**.
- Remembrance Service – Councillors Richard and Judi Stacpoole would not be able to attend a Remembrance Service on 10 November 2024. It was agreed to contact Andrew Stacey to establish whether we would be willing to attend on behalf of the Parish Council. **Action RS**
- Travel Hubs – The Chairman highlighted the consultation on the Travel Hubs which was advertised in the OALC newsletter. If Councillor had any comments, they should forward them to the Clerk. **Action ALL**
- Third River Crossing Reading – The Chairman and Councillor Sally Cray would be attending this meeting being held on 3 October 2024 at 7pm.
- Works to Cricket Pavilion – The Cricket Club had contacted the Parish Council regarding internal improvements to the pavilion at the playing field. The Parish Council had no objections to this work being carried out. **Action TG**

37.24 Open Forum – There were no residents in attendance.

(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)

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

Resolved that the reports be noted.

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39.24 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
Demolition of part of former pub and erection of a new dwelling and garage

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

(ii) Enforcement Matters – The Chairman would be preparing a report on the enforcement matters at Haywood House, Satwell House and Rosewood House/The Woodman.

Resolved that the report be noted.

40.24 Village Matters

(i) Memorial Bench – The Parish Council discussed the memorial bench dedicated to Vicky Horgan and Emma Watson, which was located in The Glebe and residents had completed strimming around the bench, to keep the area tidy. A number of people had been using the bench and there had been positive feedback.

Councillors felt that planters might not be necessary and some small low maintenance plants and shrubs could be planted near to the bench to screen the garages and planted in other appropriate areas around The Glebe.

Resolved that:

1) the report be noted;
2) Councillor Judi Stacpoole to identify and source suitable plants; **Action JS**
3) Councillor Sally Cray to source advice on planting; and **Action SC**
4) a Working Party consisting of Councillors and residents to complete the planting. **Action ALL**

(ii) Meeting with the County Council's Highways Engagement Officer – The Chairman reported on the matters which had been discussed at the meeting held on 10 September 2024, including the footpaths at Holly Close and Witheridge Hill and the hazardous trees on the B481.

The Chairman reported that, along with Councillor Catherine Clarke, he had met Chloe from Oxfordshire County Council and she advised that a new structure had been put in place and Highway Engagement Officers had been appointed for the north and south of the County. They were now the contact point for any matters relating to Highways. The Highways Engagement Officers would liaise with Parish Councils and visit villages on a regular basis to monitor how issues were being addressed.

The footpaths in Holly Close were reviewed and the repairs had been categorised as Category 3, which was non-urgent repairs. The Parish Council could use its CIL funding if the County Council could offer solutions to improve the footpaths, not just repair them.

There were fewer issues at the end of Holly Close and the road markings in the turning area would be repainted.

Chloe also noted the condition of the footpath by the Well and that it was a trip hazard. This was registered as Category 1 and would hopefully be repaired quickly.

They had reviewed the footpaths at Witheridge Hill and noted the lack of kerbing and that the footpath was such poor quality, there was no structure to it.

Chloe noted the drains and gullies along B481 and on Witheridge Hill which were blocked, as well as the blocked silt traps and the trees which were covering road signs by The Glebe.

There were a number of trees and hedges which needed to be cut back as they were overhanging or growing into the highways. Chloe agreed to write to the appropriate landowners if the Parish Council could supply a list of the addresses.

Resolved that:

1) the report be noted;
2) Councillor Judi Stacpoole to supply a list of addresses to be contacted by the County Council regarding the trees and bushes which were overhanging the highway; and **Action JS**
3) further information be requested from the County Council to enable Councillor Sally Cray to become a 'Fix My Street Superuser'. **Action TG**

(iii) Traffic Survey – The Parish Council considered the results of the Traffic Survey conducted by Oxfordshire County Council.

Resolved that:

1) the report be noted;
2) Olly Brake be asked to supply the data which has been collected by the Parish Council VAS;
3) a second VAS be ordered with the same specification as the previous order and Olly Brake be asked to complete the installation, moving the two units between the three poles and downloading the data; and
4) the traffic survey results be discussed again at the next Parish Council meeting, when the data has been downloaded from the VAS.

Action TG

(iv) 20mph Speed Restrictions – The Parish Council discussed the 20mph speed restrictions in the village and confirmed that it would like to continue to the formal consultation, which would be carried out by the County Council.

Resolved that the County Council be asked to proceed with the 20mph speed restrictions consultation. **Action TG**

(v) Haywood House – The Parish Council discussed the recent incidents of anti-social behaviour which had been caused by guests staying at Haywood House.

Resolved that the incidents of anti-social behaviour at Haywood House be noted and continue to be monitored.

(vi) Phone Box – The Parish Council discussed painting the phone box which was located on The Green.

Resolved that the phone box be repainted, and suitable contractors be sourced for quotes. **Action TG**

(vii) The Glebe – The Parish Council discussed maintenance at The Glebe, including the trees which are overhanging the boundary into The Glebe.

Resolved that a meeting be held arranged with the landowner to discuss the trees which are overhanging into The Glebe. **Action TG**

41.24 Parish Council Matters

(i) Councillors Expenses – The Parish Council discussed paying travel expenses to Parish Councillors, when attending training courses.

Resolved that Councillors be reimbursed for their travel expenses for mileage at 45p per mile, when attending training courses. **Action TG**

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(ii) Vacancy – The Chairman reported that the deadline for calling an election was 13 September 2024 and after that date, the Parish Council could co-opt to fill the vacancy. There had been an expression of interest from a resident of the village, but no formal applications as yet.

Resolved that the report be noted.

42.24 Finance

(i) Financial Documents – Prior to the meeting, the accounts for payment, invoices, uncashed payments and the bank reconciliation as at 11 September 2024 had been circulated to the Parish Council.

Resolved that:

1) the bank reconciliation as at 11 September 2024 and the uncashed payments and uncashed receipts be noted;
2) the following accounts for payment be approved: and

Name	Expenditure	Amount	VAT	Total
Theresa Goss	Aug 2024 salary & expenses	£308.60	£0.00	£308.60
HMRC	HMRC payment Aug 2024	£188.00	£0.00	£188.00
Theresa Goss	Salary & expenses for Sept 2024	£353.45	£0.00	£353.45
HMRC	HMRC payment Sept 2024	£188.00	£0.00	£188.00
Nettlebed Conservators	Grant for grass cutting	£800.00	£0.00	£800.00
Oxfordshire County Council	Traffic Survey	£760.00	£152.00	£912.00
Highmoor Memorial Hall	Room Hire	£108.00	£0.00	£108.00

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 11 September 2024 and the July & August bank statements for the Barclays bank account and Unity Trust Bank.

(ii) Model Financial Regulations – The Parish Council considered the Model Financial Regulations for 2024/2025

Resolved that the Financial Regulations be approved for 2024/2025. **Action TG**

(iii) Effectiveness of the Internal Audit – The Parish Council reviewed the effectiveness of the Internal Audit for 2023/2024.

Resolved that the Effectiveness of the Internal Audit be approved.

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

Resolved that the grant application for £800.00 be approved. **Action TG**

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

Wednesday 13 November 2024
Wednesday 15 January 2025
Wednesday 12 March 2025
Wednesday 14 May 2025

44.24 Items for Future Agendas

- Grass cutting contractor for 2025/2026
- Lease with the Cricket Clubs
- Information sheet

The meeting concluded at 8.40pm

Signed: _____ Chairman

Date: 13 November 2024

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