

HIGHMOOR PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 10 July 2024 at 8.00pm at the Memorial Hall, Highmoor

Present: Councillor Elaine Mulvaney (Chairman); Councillors Catherine Clarke, Sally Cray Judi Stacpoole and Richard Stacpoole.

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

17.24 Apologies for Absence – There were no apologies for absence.

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

19.24 Minutes and Matters Arising - Prior to the meeting, the minutes of the meeting held on 8 May 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 8 May 2024 be approved and signed by the Chairman.

20.24 Chairman's Announcements

- The Chairman reported that her property had been sold and she would be moving back to Ireland in the coming weeks.

21.24 Open Forum – A resident addressed the Parish Council with regard to the footpaths in Holly Close and that the footpath outside of his property had subsided due to a soakaway in his front garden. The resident reported that water collected from both sides of the B481 and ran into the soakaway in his garden and the garden was continually sodden and under water.

The County Council had inspected the garden and soakaway several times and carried out remedial works, but the garden continued to flood. The soakaway was not fit for purpose and the situation was made worse by the drains along the B481 being filled with silt and other debris.

The County Council was now planning to replace the soakaway with another unit which was bigger and also install an additional one next to the bus shelter on the B481, as this was land in their ownership.

County Councillor David Bartholomew advised that Matthew Timms from the County Council would be investigating the issues in Holly Close and a site visit was being undertaken the following week.

The Chairman also reported that she was attending a site meeting with Katryn Gash from the Highways Engagement Team on 15 August 2024.

The resident was thanked for attending the meeting.

(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)

22.24 Reports from the County and District Councillors – Prior to the meeting, County Councillor David Bartholomew had circulated his report to the Parish Council.

Councillor Bartholomew highlighted a number of points including the Administration's nine strategic priorities, none of which included roads and drains which were the issues most electors complained about.

There had been a data breach, which had resulted in a cost to the County Council of £95,000 and these were due to system failures or hacking. The number of employees had also increased to almost 6000 members of staff.

The Children Services budget had been £172m, but this had been overspent by £8m and the total number of children in care was 768. Dementia support was also due to be improved and Trading Standards was focussing on beauty salons which were illegally allowing under 18 year olds to undertake Botox fillers.

There was a discussion regarding the comments made by the Deputy Leader of Reading Council about the proposed 'third Reading bridge' and that a number of his comments were inaccurate. There would be a negative impact on South Oxfordshire if the project went ahead, but now Reading had all Labour MP's, the policy decision not to progress the project could be reviewed.

There was no report from District Councillors Jo Rob and James Norman.

Resolved that the report be noted.

23.24 Planning

(i) Planning Applications

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

P24/S1563/OH

Nuffield (NUFF) E2/E3/E4 11kV circuit Nuffield

The replacement of 79 x 11kV wooden electricity poles on the Nuffield (NUFF) E2/E3/E4 11kV circuit

Resolved that, it be noted that objections were submitted in respect of the following application and clarification be sought on whether the application will be considered by the Planning Committee and whether a site visit will be undertaken:

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:

P24/S1045/HH

13 Holly Close, Highmoor Cross

Proposed single storey side extension

Permitted

P23/S0582/FUL

Satwell House, Satwell

Landscaping works including the creation of a new access, the creation of a lake and substantial tree planting (amended plans and additional information received 27 September 2023 and 07 November 2023 and 02 January 2024).

Refused

P10/E0825/NM

Non-material amendment to planning permission P09/E0982 to alter the roofing material of the approved single storey rear extension

7 Highmoor Cross, Highmoor

Permitted

P23/S3990/FUL

Astbury, Satwell Close, Satwell

Proposed demolition of existing bungalow and erection of a replacement two storey dwelling house with attached double garage. (As amended by plans 2024-03-15 to re-orientate the proposed replacement dwelling).

Permitted

P24/S1260/HH & P24/S1261/LB

The Woodman, Highmoor Cross

Proposed kitchen and utility room extension -variant on permission P22/S1364/HH

Permitted

- (ii) Enforcement Matters – The Parish Council were due to discuss the enforcement matters at Hayward House, Satwell House and Rosewood House/The Woodman, however an update from District Councillor Jo Robb had not been received.

Resolved that the report be noted.

24.24 Village Matters

- (i) Community Garden – The Parish Council did not discuss the proposal for a community garden at The Glebe because no further updates had been received.

Resolved that the report be noted and the matter be removed from the agenda until such a time that the volunteers running the project, make contact with the Parish Council. **Action TG**

- (ii) Memorial Bench – The Parish Council discussed the memorial bench dedicated to Vicky Horgan and Emma Watson which was located in The Glebe. The new bench had been delivered and once the bolts had also been delivered, Councillor Richard Stacpoole would be arranging the installation.

The Chairman confirmed that the Parish Council had laid flowers on the current bench on the 20th anniversary.

Resolved that the report be noted.

- (iii) Tree Survey – The Parish Council considered a tree survey at the Recreation Ground and Councillors felt that the priority 1 work should be undertaken.

It was also reported that the trees around outside of The Glebe needed to be cut back as dying branches were falling into The Glebe, which could be dangerous if people were in there at the time.

Resolved that:

- 1) the report be noted; and
- 2) the landowner be contacted and asked to cut back the trees which are overhanging their boundary into the Glebe.

Action TG

- (iv) Footpaths on Holly Close and Witheridge Hill – The Parish Council discussed the condition of the footpaths at both locations and the Chairman advised that a site meeting was being undertaken on 15 August 2024 with Kathryn Gash from the Highways Engagement Team.

Resolved that the report be noted and a list of highways issues in the village be collated, prior to the meeting on 15 August 2024 with the Highways Engagement Team. **Action TG**

- (v) Traffic Survey – The Parish Council considered the results of the Traffic Survey however, an analysis of the results from the County Council had not yet been received.

Resolved that:

- 1) the report be noted;
- 2) this item be deferred to the next meeting when the analysis of the data has been received; and
- 3) another VAS, which is the same as the current unit, be purchased from Elancity and Ollie Brake be requested to complete the installation.

Action TG

- vi) The Glebe – The Parish Council discussed grass cutting in The Glebe and it was felt that one cut would be enough to tidy up the area.

Resolved that delegated authority be given to the Clerk, in consultation with the Chairman, to appoint a contractor for one cut of The Glebe. **Action TG**

- vii) Asian Hornets – The Parish Council discussed purchasing traps to locate around the village to capture Asian Hornets.

Resolved that the Parish Council supports in principle, the purchase of the Asian Hornet traps and further clarification on the monitoring and the number of required traps be sought. **Action JS**

- viii) Wildflower Planting – The Chairman reminded the Parish Council that planting of wildflowers had taken place on the triangle on the B481.

Resolved that the report be noted.

25.24 Parish Council Matters

- i) Memorial Hall Car Park – The Chairman reported that it had been brought to the attention of the Parish Council by the Henley Standard, a complaint from a resident regarding cars which were parking too closely to the War Memorial. The Parish Council owned the War Memorial, but the complainant had not contacted the Parish Council directly about the matter.

The Parish Council discussed the matter and the response which the Chairman had submitted to the Henley Standard. However, because the parking issues had not been reported to the Parish Council with any evidence, Councillors felt that this was not a pattern of behaviour and as far as they were aware, there had been two incidents, both of which had happened some time ago and had been rectified quickly.

The matter would also be discussed by the Memorial Hall Committee and parking would continue to be monitored.

Resolved that the Parish Council remains open to discussion regarding potential measures to ensure the dignity of the War Memorial is upheld and concerned parties should contact the Parish Council directly to discuss their concerns.

- ii) Civility and Respect Pledge – The Parish Council discussed supporting the National Association of Local Council's Civility and Respect Pledge.

Resolved that the Parish Council adopts the National Association of Local Council's Civility and Respect Pledge.

26.24 Finance

- (i) Financial Documents – Prior to the meeting, the accounts for payment, invoices, uncashed payments and the bank reconciliation as at 10 July 2024 had been circulated to the Parish Council.

Resolved that:

- 1) the bank reconciliation as at 10 July 2024 and the uncashed payments and uncashed receipts be noted;
- 2) the following accounts for payment be approved: and

Name	Expenditure	Amount	VAT	Total
Nigel Payne	Tree Survey & tree work	£2375.00	£0.00	£2375.00
Zurich Municipal	Insurance 2024/2025	£507.36	£0.00	£507.36
Adderbury Parish Council	SLCC membership	£57.60	£0.00	£57.60

PM
10.7

Local Authority Technology CIC	Parish Council Web site	£280.00	£56.00	£336.00
Glasdon	Memorial Bench	£1077.70	£215.54	£1293.24
Theresa Goss	Flowers for memorial	£30.00	£0.00	£30.00
Elancity	VAS	£3267.29	£653.46	£3920.75
Theresa Goss	June 2024 salary & expenses	£356.85	£0.00	£356.85
HMRC	HMRC payment June 2024	£188.00	£0.00	£188.00
Mr O Brake	VAS Set Up	£165.00	£0.00	£165.00
Theresa Goss	Dri box for VAS	£12.19	£0.00	£12.19
Theresa Goss	Salary & expenses for July 2024	£354.30	£0.00	£354.30
HMRC	July payment	£188.00	£0.00	£188.00
Unity Bank	Service Charge	£6.92	£0.00	£6.92
Millie's Dream	Grant for 2024/2025	£125.00	£0.00	£125.00

- 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 10 July 2024 and the May & June bank statements for the Barclays bank account and Unity Trust Bank.

27.24 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 28.24 on the grounds that it could involve the likely disclosure of private

- 28.24 **Quotes for Tree Work** – The Parish Council discussed a quote for tree works at the Recreation Ground, following the Tree Survey which had been completed.

Resolved that the quote from Nigel Payne be accepted. **Action TG**

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

Wednesday 11 September 2024
 Wednesday 13 November 2024
 Wednesday 15 January 2025
 Wednesday 12 March 2025
 Wednesday 14 May 2025

30.24 Items for Future Agendas

- Effectiveness of Internal Audit 2023/2024
- Traffic Survey
- Report from the meeting with the Highways Engagement Team
- Financial Regulations 2024/2025

Signed:



Chairman

Date:

11 September 2024

The meeting concluded at 8.20pm