

HIGHMOOR PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 9 July 2025 at 7.00pm at the Memorial Hall, Highmoor

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

Also Present: Clerk & Responsible Financial Officer Theresa Goss.

18.25 Apologies for Absence – County Councillor Ben Higgins submitted his apologies.

Resolved that the apologies from County Councillor Ben Higgins be noted.

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

20.25 Minutes and Matters Arising - Prior to the meeting, the minutes of the meeting held on 14 May 2025 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 14 May 2025 be approved and signed by the Chairman.

21.25 Chairman's Announcements

- Resignation – Sally Cray had resigned from the Parish Council and was thanked for her work as a Parish Councillor and Councillors wished her well for the future.
- Noticeboard – The noticeboard would be erected inside the bus shelter and Councillor Catherine Clarke would advise the Clerk on the size which was required. The Chairman would take delivery and arrange the installation. **Action TG/CC**
- Deep Clean – The County Council's contractors had been in the village completing the deep clean, but appeared that only a small section of the main road had been cleaned.
- Phone Box – The phone box had been repainted and looked very good.
- Signs by Phone Box – The signposts by the phone box needed to be repainted and Joe Baker, who had painted the phone box, would be requested to provide a quote. **Action TG**
- Re-Organisation of Local Government – Councillors would respond individually to the consultation.

22.25 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)

23.25 Reports from the County and District Councillors – Prior to the meeting, County Councillor Ben Higgins had circulated his report to the Parish Council.

Resolved that the report be noted.

24.25 Planning

(i) Planning Applications

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

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Resolved that, it be noted that objections have been submitted in respect of the following application:

P25/S0942/FUL

Stonehouse Farmhouse, Highmoor Cross

Demolition of existing dwelling and construction of a replacement self-build 3-bedroom dwelling (Class C3).

Resolved that, it be noted that the following applications have been determined by South Oxfordshire District Council:

P25/S1015/HH

Satwell Old Farm, Satwell

Timber orangery

Granted

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 and amended biodiversity information received 13th December 2024 and District Licencing Scheme Certificate received 6th March 2025)

Granted

Resolved that, it be noted that the following application had been determined by the Planning Inspectorate:

APP/Q3115/W/24/3356473

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).

Dismissed

25.25 Village Matters

- (i) Recreation Ground – The Parish Council discussed waste at the Recreation Ground and the Chairman advised that he had undertaken a site meeting with Councillor James Waite and they felt that a contractor was needed to complete the work. The Chairman had spoken to Paul Wyatt regarding tidying up the site and completing some hedge cutting and he would be meeting Paul on site shortly.

With regard to a possible new entry to the Recreation Ground, this would be investigated further and the Chairman would update the Parish Council in due course.

Resolved that the report be noted.

- (ii) County Council's Highways Engagement Team – The Parish Council discussed the following outstanding issues which had not been addressed by the Highways Engagement Team. It was noted that these matters would be discussed at the meeting with the Team on 31 July 2025.

- creation of a new, better pedestrian crossing at the corner of the Recreation Ground;
- the condition of the footpath in Holly Close;
- the works to the soak away in Holly Close;
- the condition of the footpath leading from the Memorial Hall to Witheridge Hill;
- the condition of the footpath outside Well Cottage;
- clearance of debris from the footpaths following the resurfacing work;
- emptying of the roadside gullies of debris following the resurfacing work;
- dangerous trees overhanging the highway between Rocky Lane and Bolts Cross;
- 20mph & 30mph repeater signs in the village;
- traffic calming measures in the village;

- clearance of the silt traps and the two gullies leading to the silt traps next to the old Dog and Duck pond; and
- the installation of two new poles for the mobile Vehicle Activated Signs

Resolved that the report be noted.

- (iii) The Glebe – The Parish Council discussed a request from a resident for access over The Glebe to complete a tree survey on their neighbouring land

Resolved that:

- 1) the report be noted; and
- 2) permission be granted to Caroline Bushell, whose land is adjacent to The Glebe, to have access over The Glebe to undertake tree work on her land. **Action TG**

- iv) Tree Survey – The Parish Council discussed the tree work required at The Glebe and Recreation Ground.

Resolved that Nigel Payne be asked to provide a quote for the necessary work to tree 21 in The Glebe.
Action TG

- v) 20mph and 30mph Repeater Signs – The Parish Council discussed whether 20mph and 30mph repeater speed limit signs were required in the village.

Resolved that the request be discussed with the Highways Engagement Team at the meeting on 31 July 2025. **Action RS/CC**

26.25 Parish Council Matters

- ii) Succession Planning – The Parish Council discussed the vacancy on the Parish Council and also succession planning for the future of the Parish Council because some Councillors had indicated they would be stepping down in 2027.

Resolved that the vacancy be advertised and this matter continue to be reviewed by the Parish Council.

- iii) Press Association – The Clerk reported that following correspondence from the Press Association regarding the use of unauthorised images on a web site using a domain name which did not belong to the Parish Council, the matter had been closed.

The domain name in question, which was not owned by the Parish Council was
www.highmoorparishcouncil.org.uk

Resolved that the report be noted.

27.25 Finance

- (i) Financial Documents – Prior to the meeting, the accounts for payment, invoices, uncashed payments and the bank reconciliation as at 9 July 2025 had been circulated to the Parish Council.

Resolved that:

- 1) the bank reconciliation as at 9 July 2025 and the uncashed payments and uncashed receipts be noted;
- 2) the accounts for payment be approved, as detailed in appendix 1 to the minutes; and
- 3) it be noted that Councillor Richard Stacpoole, as Councillor for monitoring the Parish Council's financial internal controls, has checked and signed the uncashed payments list, the uncashed receipts list and the bank reconciliation as at 30 June 2025 and the May and June 2025 bank statements for the Unity Trust bank account.

- (ii) Budget Monitoring – The Parish Council considered the budget monitoring report for 2025/2026.

Resolved that the report be noted.

- (iii) Community Infrastructure Levy (CIL) – The Parish Council discussed whether the CIL funds held by South Oxfordshire District Council (SODC) should continue to be held by SODC or they be transferred to the Parish Council.

Resolved that CIL funds continue to be held at South Oxfordshire District Council. **Action TG**

- (iv) Review of the Effectiveness of the Internal Audit 2024/2025 – The Parish Council reviewed the effectiveness of the Internal Audit 2024/2025.

Resolved that the Effectiveness of the Internal Audit 2024/2025 be approved.

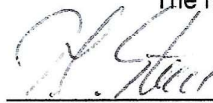
28.25 Correspondence – There was no further correspondence.

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 24 September 2025
- Wednesday 19 November 2025

The meeting concluded at 8.00pm

Signed:



Chairman

Date: 24 September 2025