HIGHMOOR PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 22 September 2026 at 7.00pm at the Memorial Hall, Highmoor

Present: Councillor Richard Stacpoole, Chairman; Councillors Catherine Clarke, Stephanie Gibbons and Judi Stacpoole.

Also in Attendance: Theresa Goss, Clerk and Responsible Financial Officer and Babu Loganathan from Reading Lions Cricket Club.

Councillor James Waite was not present.

28.26 Apologies for Absence – District Councillor Jo Robb.

Resolved that the apologies be noted.

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

30.26 Minutes and Matters Arising – Prior to the meeting, the minutes of the meeting held on 15 July 2026 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 15 July 2026 be approved and signed by the Chairman as a correct record.

31.26 Chairman's Announcements – There were no Chairman's announcements.

32.26 Open Forum – There were no residents in attendance.

Babu Loganathan from Reading Cricket Club reported that he had obtained funds from the ECB to erect fixed shading at the front and side of the Pavilion and would also provide for tables and chairs for spectators. Planning permission not required for the works. The Parish Council agreed that the works at the Pavilion to complete the shading be approved.

Mr Loganathan 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)

33.26 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.

34.26 Village Matters

(i) Asian Hornets – The Parish Council discussed the monitoring of Asian Hornets in the village, which was being led by Caroline Bushell.

Following a discussion, the Parish Council felt that although it fully supported the project, it did not have the capacity to be involved any further and it was disappointing that Satwell Properties were not monitoring the traps on their land. However, it was noted that there were not any Asian Hornets in the area at the current time.

Resolved that Caroline Bushell be thanked for continuing to move the project forward and for keeping the Parish Council updated with its progress. **Action TG**

(ii) Maintenance Works – The Parish Council discussed grass cutting at The Glebe and tree works at both The Glebe and the Recreation Ground.

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Following a discussion, it was agreed that grass cutting should be undertaken in The Glebe and that the tree surveys for both The Glebe and Recreation Ground should be reviewed too.

It was also noted that the deep clean of the village carried out by South Oxfordshire District Council had started that day and the roads had also been swept.

Resolved that:

1) the report be noted:
2) RJ Groundworks be requested to cut the grass in The Glebe in October 2026; **Action TG**
3) Nigel Payne be requested to review the condition of the trees in The Glebe and the Recreation Ground and advise whether any maintenance works are required and provide quotes were necessary: and **Action TG**
4) Councillors to meet on site at The Glebe w/c 5 October 2026. **Action ALL**

35.26 Parish Council Matters

(i) 20mph Speed Restrictions – The Parish Council discussed the County Council's review of the 20mph speed restrictions.

There was a discussion regarding the VAS' in the village and that they did not capture the times of the day when excessive speeds were recorded. It was noted that roughly half of drivers were travelling around the legal speed limits.

Resolved that:

1) the report be noted;
2) the County Council be requested to attend a site meeting to discuss potential traffic calming measures in at least two locations in the village, with a view to using the Parish Council's CIL funds; and
3) Ollie Brake be asked to confirm whether it is possible to obtain more detailed information from the VAS' particularly a breakdown of the times of day when vehicles are travelling through the village. **Action TG**

(ii) Remembrance Sunday – The Parish Council discussed the purchase of the poppy wreath and who would be laying it on Remembrance Sunday.

Resolved that a Remembrance Poppy Wreath be ordered and will be laid by the Chairman. **Action TG/RS**

(iii) Succession Planning – The Parish Council discussed succession planning and the Parish Council elections being held in 2027.

Resolved that an article be published on Facebook and in the Stokerow News advertising the Parish Council Elections in May 2027, encouraging residents to stand as candidates. **Action TG**

36.26 Planning

(i) Planning Applications

Resolved that, it be noted that no objections with observations, were submitted in respect of the following applications:
P26/S2625/HH
Buck's Barn Witheridge Hill
New single storey side extension

P26/S3298/HH
Sadlers, Highmoor Cross, Henley-on-Thames
Single storey side extension to existing house. Alterations to fenestrations, new porch, new gate and parking areas

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P26/S3746/HH
Astbury, Satwell Close, Rotherfield Greys
Retrospective application for single storey side extension to replace substandard conservatory

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

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

37.26 Finance

(i) Financial Documents – Prior to the meeting, the accounts for payment, invoices, uncashed payments and the bank reconciliation as at 22 September 2026 had been circulated to the Parish Council.

Resolved that:

1) the receipts since the last meeting and the bank reconciliation, uncashed payments and uncashed receipts as at 22 September 2026 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 31 August 2026 and the August 2026 bank statements for the Unity Trust bank account.

(ii) Budget Monitoring – The Parish Council considered the budget monitoring report for 2026/2027.

Resolved that the report be noted.

38.26 Correspondence – There was no further correspondence.

39.26 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 minutes numbered 40.26, 41.26 & 42.26 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain

40.26 Works at the Recreation Ground – The Parish Council considered a quote for works to the hedge at the Recreation Ground.

Resolved that the quote from Paul Wyatt for works at the Recreation Ground be approved. **Action TG**

41.26 Staffing Matters – The Parish Council considered the National Joint Council for Local Government Services (NJC) pay scales for 2026/27, which were to be implemented from 1 April 2026.

Resolved that the pay increase be applied to the Clerk and Responsible Financial Officer's salary for 2026/2027, back dated to 1 April 2026. **Action TG**

42.26 Kissing Gate at the Recreation Ground – The Parish Council had been due to consider a quote for a new kissing gate at the Recreation Ground. However, the quote from the Chiltern Society was still awaited.

Resolved that Clerk, in consultation with the Chairman, be given delegated authority to approve the quote for the kissing gate at the Recreation Ground. **Action TG/RS**

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

- Tuesday 17 November 2026
- Tuesday 19 January 2027
- Tuesday 16 March 2027

The meeting concluded at 8.15pm

Signed: _____ Chairman

Date: 17 November 2026

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