

# HIGHMOOR PARISH COUNCIL

WEDNESDAY 13 MAY 2026

**Clerk & Responsible Financial Officer**

**Theresa Goss  
3 Tanners Close  
Middleton Cheney  
Banbury, OX17 2GD**

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(01295 710965)**

6 May 2026

Dear Councillors,

The Annual Meeting of the Parish Council will be held on **Wednesday 13 May 2026 at 7.00pm or at the conclusion of the Annual Parish Meeting (whichever is the later)** at the Memorial Hall, Highmoor to transact the business set out in the Agenda below and you are summoned to attend.

County Councillor Ben Higgins and District Councillors James Norman and Jo Robb are also invited to attend.

Members of the public are invited to attend the meeting, however please note that this will be for the purposes of viewing the meeting only and public participation will only be permitted during the Open Forum. The 3 minute public speaking rule, as per the Parish Council's Standing Orders, will apply.

T.Goss  
Clerk to the Parish Council

1. **Welcome** – The Chairman to welcome members of the public and Councillors to the meeting.  
**7:00pm – 7:05pm**
2. **Apologies for absence** - To receive any apologies for absence from the meeting.  
**7:00pm – 7:05pm**
3. **Appointment of Chairman 2026/2027** – To appoint a Chairman of the Parish Council for 2026/2027.  
**7:00pm – 7:05pm**
4. **Appointment of Vice-Chairman 2026/2027** – To appoint a Vice-Chairman of the Parish Council for 2026/2027.  
**7:00pm – 7:05pm**
5. **Declarations of Interest** - Members are asked to declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.  
  
**Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.**  
**7:05pm – 7:10pm**
6. **Minutes** – To consider the minutes of the meeting held on 18 March 2026 and any matters arising from those minutes. **(Attached)**  
**7:10pm – 7:15pm**

7. **Chairman's Announcements**  
**7:15pm – 7:20pm**
8. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.  
**(10 minutes maximum/3 minutes per person)**  
**7:20pm – 7.30pm**
9. **Reports from County and District Councillors** - To receive reports from the Highmoor County Councillor and District Councillors.  
**7:30pm – 7.40pm**
10. **Planning**  
**7:40pm – 7:50pm**
  - i) To note that no objections with observations have been submitted to South Oxfordshire District Council in respect of the following applications: None
  - ii) To note the planning application currently being considered by the Parish Council: None
  - iii) To note the decisions made by South Oxfordshire District Council since the last meeting:  
P26/S0404/HH  
Belmont Cottage Highmoor Cross  
Recladding an existing building and garage  
Granted
11. **Village Matters**  
**7:50pm – 8:00pm**
  - i) Highways Engagement Team – To receive an update on the outstanding highway matters, including the proposed new crossing by the Recreation Ground.
  - ii) Kissing Gate – To discuss the broken kissing gate at the Recreation Ground.
  - iii) Annual Parish Meeting – To discuss any items which arose at the Annual Parish Meeting held on 13 May 2026.
12. **Parish Council Matters 8:00pm – 8:10pm**
  - i) Parish Council Policies and Documents - To approve the following policies and documents for 2026/2027, which can be viewed on the Parish Council web site: [www.highmoorparishcouncil.gov.uk](http://www.highmoorparishcouncil.gov.uk)
    - Asset Register
    - Retentions Policy
    - Reserves Policy
    - Risk Management Register
    - Standing Orders
    - Financial Regulations
    - Freedom of Information Policy
    - Freedom of Information Publication Scheme
    - Code of Conduct
    - Training Policy
    - Sexual and General Harassment Policy
    - Data Protection Policy

- Privacy Policy
- ii) To review the Parish Council's Insurance Policy for 2026/2027.
13. **Finance 8:10pm – 8:20pm**
- i) Financial Matters
- To approve the accounts for payment; and
  - To note the income received since the last meeting, the uncashed receipts & uncashed payments and the bank reconciliation. **(To follow)**
- ii) Budget Monitoring 2025/2026 – To note the budget monitoring report for 2026/2027. **(To follow)**
- iii) Internal Audit Report 2025/2026 – To note the Internal Auditor's report for 2025/2026 and agree the actions and note the Internal Auditor's AGAR Certificate. **(To follow)**
- iv) Statement of Accounts 2025/2026 - To receive and approve the Receipts & Payments Statement of Account as at 31 March 2026. **(To follow)**
- v) Bank Reconciliation 31 March 2026 – To approve the Bank Reconciliation as at 31 March 2026. **(To follow)**
- vi) Breakdown of Reserves as at 31 March 2026 – To approve the reserves as at 31 March 2026. **(To follow)**
- vii) Certificate of Exemption 2025/2026 – To approve the Certificate of Exemption for 2025/2026. **(To follow)**
- viii) Annual Governance and Accountability Return for the year ended 31 March 2026 - To approve Section 1, the Annual Governance Statement 2025/2026. **(To follow)**
- ix) Annual Governance and Accountability Return for the year ended 31 March 2026 - To approve Section 2, the Accounting Statements for 2025/2026. **(To follow)**
- x) Explanation of Variances 2025/2026 – To note the explanation of the variances over 15% compared to 2024/2025. **(To follow)**
- xi) Notice of Public Rights – To note that the public has the right to inspect the Parish Council's accounting records for 2025/2026 for 30 days starting from 3 June 2026 until 14 July 2026. **(To follow)**
- xii) Appointment of Internal Auditor for 2026/2027 – To appoint Auditing Solutions Ltd as the Internal Auditor for 2026/2027.
14. **Correspondence** – Items of correspondence will be circulated to Councillors. **8:20pm – 8:25pm**
15. **Next Meetings** – Future meeting dates to be agreed as follows and will commence at 7:00pm at the Memorial Hall, Highmoor.  
 Wednesday 15 July 2026  
 Wednesday 23 September 2026  
 Wednesday 18 November 2026  
**8:25pm**

***(Timings are only an approximate guide. If you are interested in a particular item, please arrive for a 7pm start)***

