

HIGHMOOR PARISH COUNCIL

WEDNESDAY 15 JULY 2026

Clerk & Responsible Financial Officer
Theresa Goss
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8 July 2026

Dear Councillors,

A meeting of the Parish Council will be held on **Wednesday 15 July 2026 at 7.00pm** 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. **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

4. **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
5. **Chairman's Announcements**
7:15pm – 7:20pm
6. **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

7. **Reports from County and District Councillors** - To receive reports from the Highmoor County Councillor and District Councillors.
7:30pm – 7.40pm
8. **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:
P26/S0718/HH
Single storey front, rear and side extensions including roof and fenestration alterations.
Astbury, Satwell Close, Rotherfield Grays, Henley-on-Thames
- P26/S1539/S73
Rose Cottage Access Track To Merrimoles Farm Highmoor
S73 application to vary Condition 2 and discharge of Conditions: 3, 4, 5, 8, 9, 10, 12, 13 of P22/S3262/FUL-change the design of the new dwelling and slightly reorientate it within the site plan. (Demolition of existing workshop and erection of a new dwelling with ancillary outbuilding, access track and parking plus change of use and alterations to the estate office). NB Conditions 5, 6 and 13 were initially discharged under P23/S4060/DIS prior to the demolition of the workshop
- ii) To note the planning applications currently being considered by the Parish Council:
P26/S1883/FUL
Conway Farm Satwell Rotherfield Greys
Proposed change of use of existing office building (Class E use) to a mixed use as an office (Class E use) and residential annex (Class C3 use)
- iii) To note the decisions made by South Oxfordshire District Council since the last meeting:
P25/S3425/FUL
Satwell House, Satwell
Creation of a new lake with associated soft landscaping
Approved
9. **Finance 7:50pm – 8:00pm**
- 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 2026/2027 – To note the budget monitoring report for 2026/2027. **(To follow)**
- iii) Effectiveness of the Internal Audit 2025/2026 – To review the Effectiveness of the Internal Audit 2025/2026. **(To follow)**
10. **Correspondence** – Items of correspondence will be circulated to Councillors. **8:00pm – 8:05pm**
11. **Public and Press** – To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for items numbered 12 & 13 on the grounds that it could involve the likely disclosure of private and confidential information. **8:05pm**
12. **Staffing Expenses** – To consider a revision to the Clerk's mileage reimbursement rate.
8:05pm – 8:10pm

13. **Kissing Gate** – To consider a quote from the Chiltern Society for a new kissing gate at the Recreation Ground.
8:10pm – 8:15pm
14. **Next Meetings** – Future meeting dates to be agreed as follows and will commence at 7:00pm at the Memorial Hall, Highmoor.
Tuesday 22 September 2026
Tuesday 17 November 2026
8:15pm

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