

# HIGHMOOR PARISH COUNCIL

WEDNESDAY 18 MARCH 2026

## Clerk & Responsible Financial Officer

Theresa Goss  
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12 March 2026

Dear Councillors,

A meeting of the Parish Council will be held on **Wednesday 18 March 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 19 November 2025 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/S0208/HH

3 Post Office Cottages, Highmoor Cross

Two storey side extension, single storey rear extension and internal alterations to reconfigure layout

P26/S0280/AG

Stonehouse Farm, Highmoor Cross

Erection of a greenhouse/agricultural building

- ii) To note the planning application currently being considered by the Parish Council:

P26/S0404/HH

Belmont Cottage, Highmoor Cross

Recladding an existing building and garage

- iii) To note the decisions made by South Oxfordshire District Council since the last meeting:

P25/S2572/HH

Sadlers Highmoor Cross RG9 5DT

Single storey side extension to property, alterations to fenestrations, new porch, new gate, drive and parking areas.(Amended plans and information received 24 October 2025)

Withdrawn

P26/S0280/AG

Stonehouse Farm, Highmoor Cross

Erection of a greenhouse/agricultural building

A formal application for planning permission is required

9. **Village Matters**

**7:50pm – 8:00pm**

- i) Highways Engagement Team – To receive an update on the meeting with Jon Beale from South Oxfordshire District Council regarding a number of outstanding highway matters.

- ii) Litter Pick 2026 – To discuss the village litter pick and agree a date for 2026.

10. **Parish Council Matters**

- i) IT Policy – To adopt a new IT Policy. **(To follow)**

- ii) Recreation Ground – To discuss a number of matters relating to the Recreation Ground.

10. **Finance**  
**8:00pm – 8:15pm**

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 2025/2026. **(To follow)**

iii) Internal Audit 2025/2026 – To consider the interim internal audit report for 2025/2026. **(To follow)**

iv) Community Infrastructure Levy (CIL) – To confirm whether South Oxfordshire District Council should continue to hold the Parish Council's CIL funds or have the funds transferred to the Parish Council.

v) Citizens Advice Bureau – To consider an application for a grant for 2026/2027.

11. **Correspondence** – Items of correspondence will be circulated to Councillors.  
**8:15pm – 8:20pm**

12. **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 item numbered 13 on the grounds that it could involve the likely disclosure of private and confidential information.  
**8:20pm**

13. **Staffing Matters** – To review the salary of the Clerk and Responsible Financial Officer for 2026/2027.  
**8:20pm – 8:25pm**

14. **Next Meetings** – Future meeting dates to be agreed as follows and will commence at 7:00pm at the Memorial Hall, Highmoor.  
Wednesday 13 May 2026 (Annual Parish Meeting followed by Parish Council meeting)  
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)***