

## HIGHMOOR PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Wednesday 18 March 2026 at 7.00pm at the Memorial Hall, Highmoor

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

**Also Present:** Clerk & Responsible Financial Officer, Theresa Goss and County Councillor Ben Higgins.

Councillor James Waite was not present.

**55.25 Apologies for Absence** – There were no apologies for absence.

**56.25 Declarations of Interest** – There were no declarations of the interest.

**57.25 Minutes and Matters Arising** – Prior to the meeting, the minutes of the meeting held on 19 November 2025 had been circulated to the Parish Council and were taken as read.

**Resolved** that the minutes of the meeting held on 19 November 2025 be approved and signed by the Chairman as a correct record.

**58.25 Chairman's Announcements** – There were no Chairman's announcements.

**59.25 Open Forum** – There were no residents in attendance.

*(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)*

**60.25 Reports from the County and District Councillors** – Prior to the meeting, District Councillors Jo Robb and James Norman and County Council Ben Higgins had circulated their reports to the Parish Council.

Councillor Higgins highlighted that the County Council's budget had recently been agreed and there had been a three year 'Fair Funding' settlement with the Government. He also provided background information on how the County Council was funded, including the funding models. Over the next two years, savings would need to be found within the County Council's budget, which would impact on discretionary payments.

The Government's consultation on the Local Government Reorganisation in Oxfordshire was currently underway and the deadline for comments was 26 March 2026. Three options had been submitted to the Government by the various Councils in Oxfordshire, which included one, two and three Unitary authority models. A decision was expected in the autumn of 2026.

The main road through the village was resurfaced by the County Council because additional money had been provided by the Government to cover the cost of road maintenance. Councillor Higgins provided further information on the funding which the County Council allocated to maintenance of the highways.

The Chairman reported that at the Dog and Duck pond, there were two gullies which fed into a silt trap which then fed into the pond. Silt traps had not been cleared and in addition, BT had also broken the drain. Councillor Higgins agreed to raise this with the County Council. **Action BH**

Councillor Catherine Clarke reported that the 20mph speed restrictions had improved the situation with speeding vehicles in the village and data had been analysed via the Parish Council's two Speed Indication Devices (SID). Most drivers were driving more slowly, but not necessarily at the speed limit. During the night, vehicles were being driven over 70mph through the village. The Police did not appear to enforce the 20mph speed limits and only a physical measure would be able to slow down the traffic.

Councillor Higgins suggested that the data could be shared with Thames Valley Police and their officers be asked to monitor the village.

The Chairman advised that the Parish Council would like to use some of its CIL funds to maintain the footpaths in the village and install a pedestrian crossing by the Recreation Ground. Councillor Higgins agreed to raise these two issues with County Council officers. **Action BH**

A large stone had been erected outside the property 'Swanwood' on part of the B481 highway verge. Councillor Higgins would follow this up with the County Council. **Action BH**

Councillor Higgins was thanked for attending the meeting.

**Resolved** that the reports be noted.

## 61.25 Planning

### (i) Planning Applications

**Resolved** that, it be noted that no objections, were submitted in respect of the following application:

P26/S0208/HH

3 Post Office Cottages, Highmoor Cross

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

P26/S0404/HH

Belmont Cottage, Highmoor Cross

Recladding an existing building and garage

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

P26/S0280/AG

Stonehouse Farm, Highmoor Cross

Erection of a greenhouse/agricultural building

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

P25/S2572/HH

Sadlers, Highmoor Cross

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

**Resolved** that the agricultural status of the land at Stonehouse Farm, Highmoor Cross be clarified, as well as the status of the lake. **Action TG**

## 62.25 Village Matters

- (i) County Council's Highways Engagement Team – The Chairman reported on his meeting with Jon Beale from Oxfordshire County Council. They had discussed a number of issues and Jon would be requested to provide information regarding highways engineers for the proposed new crossing by the Recreation Ground.

Councillor Catherine Clarkre reported on the data from the SID and there was continuity with the speeds recorded from month to month and similar timings. However, there were some extreme speeds which should be reported to Thames Valley Police.

The majority of vehicles were being driven reasonably and the 85<sup>th</sup> percentile was below 30mph and averaging reasonable speeds.

Given the changes in speeds were minor from month to month, it was agreed that the 30mph SID on the B481 remain permanently located in its current position and the second 20mph SID, be alternated between the two other poles, every two months. The trigger point for the SID by the Recreation Ground would be changed too, so it did not trigger too early.

**Resolved** that the report be noted.

- (ii) Litter Pick 2026 – The Parish Council discussed the village litter pick and possible dates for 2026.

**Resolved** that the litter pick be held on Saturday 25 April 2026, meeting at 10am at the Memorial Hall.  
**Action TG**

### 63.25 Parish Council Matters

- (i) IT Policy – The Parish Council discussed adopting a new IT Policy.

**Resolved** that the IT Policy be adopted. **Action TG**

- (ii) Recreation Ground – The Parish Council discussed the request from the Cricket Club for cricket nets to be erected at the Recreation Ground. It was suggested that the Club should contact the District Council in the first instance to establish whether planning permission was required.

There were also old tractor tyres and scaffolding by the shed at the Recreation Ground and the Cricket Club would be asked to remove them.

The roadside hedge also needed cutting back and the Chairman would meet the contractor on site to discuss the necessary work.

**Resolved** that the report be noted.

### 64.25 Finance

- (i) Financial Documents – Prior to the meeting, the accounts for payment, invoices, uncashed payments and the bank reconciliation as at 18 March 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 18 March 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 28 February 2026 and the February 2026 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) Internal Audit 2025/2026 – The Parish Council considered the interim internal audit report for 2025/2026.

**Resolved** that the report and recommendations be noted.

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

**Resolved** that South Oxfordshire District Council should continue to hold the Parish Council's CIL funds.  
**Action TG**

- (v) Citizens Advice Bureau – The Parish Council considered an application for a grant for 2025/2026.

**Resolved** that a grant of £100 be awarded to the Citizens Advice Bureau. **Action TG**

**65.25 Correspondence** – An email had been received from the Clerk at Nettlebed Parish Council asking whether the Parish Council would be interested in working with a group of Parish Councils to form a joint Neighbourhood Plan. The Parish Council did not wish to undertake a Neighbourhood Plan and the invitation would be politely declined. **Action TG**

**66.25 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 minute numbered 67.25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**67.25 Staffing Matters** – The Parish Council reviewed the salary of the Clerk and Responsible Financial Officer for 2025/2026.

**Resolved** that the Clerk and Responsible Financial Officer's salary be increased to SCP 33 from 1 April 2026.  
**Action TG**

**68.25 Dates of Future 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
- Tuesday 22 September 2026
- Tuesday 17 November 2026

**69.25 Items for the Next Agenda**

- Broken kissing gate at Recreation Ground

The meeting concluded at 8.35pm

Signed:



Chairman

Date:

13 May 2026

## Highmoor Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
54 Service Charge	30/11/2025		Unity Trust Current /		Service charge	Unity Trust Bank	X	6.00		6.00
50 The Glebe Tree Maintenance	01/12/2025		Unity Trust Current /		Yellow Rattle for The Glebe	Richard Stapcoole	X	25.38		6.00 25.38
55 Audit	11/12/2025		Unity Trust Current /	9159	Interim IA 2025-2026	Auditing Solutions Ltd	S	210.00	42.00	25.38 252.00
51 Clerks Salary and HMRC	14/12/2025		Unity Trust Current /		Clerks salary Dec 2025	Theresa Goss	X	299.60		252.00 299.60
52 Clerks Salary and HMRC	14/12/2025		Unity Trust Current /		Dec salary adjustment	Theresa Goss	X	9.46		299.60 299.60 9.46
53 Clerks Salary and HMRC	14/12/2025		Unity Trust Current /		HMRC Dec 2025	HMRC	X	220.71		9.46 220.71
51 Home Working Allowance	14/12/2025		Unity Trust Current /		Clerks salary Dec 2025	Theresa Goss	X	26.00		220.71 220.71
61 General	22/12/2025		Unity Trust Current /		SID Rotation in village	Ollie Brake	X	40.00		26.00 26.00
60 Service Charge	31/12/2025		Unity Trust Current /		Service charge	Unity Trust Bank	X	6.00		40.00 40.00
57 Clerks Salary and HMRC	14/01/2026		Unity Trust Current /		Clerks salary Jan 2026	Theresa Goss	X	299.60		6.00 299.60
58 Clerks Salary and HMRC	14/01/2026		Unity Trust Current /		Clerks salary adjust Jan 2026	Theresa Goss	X	9.46		299.60 299.60
59 Clerks Salary and HMRC	14/01/2026		Unity Trust Current /		HMRC Jan 2026	HMRC	X	220.71		9.46 9.46
57 Home Working Allowance	14/01/2026		Unity Trust Current /		Clerks salary Jan 2026	Theresa Goss	X	26.00		220.71 220.71
56 General	14/01/2026		Unity Trust Current /		SID Rotation in village	Ollie Brake	X	40.00		26.00 26.00
62 Service Charge	31/01/2026		Unity Trust Current /		Service charge	Unity Trust Bank	X	6.00		40.00 40.00
63 General	10/02/2026		Unity Trust Current /		Speed Survey and movement c	Ollie Brake	X	40.00		6.00 6.00
64 Clerks Salary and HMRC	14/02/2026		Unity Trust Current /		Clerks salary Feb 2026	Theresa Goss	X	299.60		40.00 40.00
65 Clerks Salary and HMRC	14/02/2026		Unity Trust Current /		HMRC Feb 2026	HMRC	X	220.71		299.60 299.60
66 Clerks Salary and HMRC	14/02/2026		Unity Trust Current /		Feb salary adjustment	Theresa Goss	X	9.46		220.71 220.71 9.46

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Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
64 Home Working Allowance	14/02/2026		Unity Trust Current /		Clerks salary Feb 2026	Theresa Goss	X	26.00		26.00
67 General	28/02/2026		Unity Trust Current /		Service charge	Unity Trust Bank	X	6.00		6.00
70 Clerks Salary and HMRC	18/03/2026		Unity Trust Current /		Clerks march 2026 salary	Theresa Goss	X	299.60		299.60
71 Clerks Salary and HMRC	18/03/2026		Unity Trust Current /		Clerks Salary Adjustment March	Theresa Goss	X	9.46		9.46
69 OALC	18/03/2026		Unity Trust Current /	6149	Annual Subs	Oxfordshire Association of S		190.00	38.00	228.00
70 Home Working Allowance	18/03/2026		Unity Trust Current /		Clerks march 2026 salary	Theresa Goss	X	26.00		26.00
73 Clerks Salary and HMRC	18/03/2026		Unity Trust Current /		HMRC March 2026	HMRC	X	220.71		220.71
75 Mileage	18/03/2026		Unity Trust Current /		Clerks expenses March 2026	Theresa Goss	X	42.30		42.30
68 General	18/03/2026		Unity Trust Current /		SID rotation and downloading /	Ollie Brake	X	40.00		40.00
72 Nettlebed and District Commor	18/03/2026		Unity Trust Current /		Annual Grant	Nettlebed and District Com	X	800.00		800.00
75 General	18/03/2026		Unity Trust Current /		Clerks expenses March 2026	Theresa Goss	X	6.96		6.96
74 Service Charge	31/03/2026		Unity Trust Current /		Service charge	Unity Trust Bank	X	6.00		6.00
<b>Total</b>								<b>3,687.72</b>	<b>80.00</b>	<b>3,767.72</b>