

HIGHMOOR PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Wednesday 13 May 2026 at 7.00pm at the Memorial Hall, Highmoor

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

Also Present: Clerk & Responsible Financial Officer, Theresa Goss and District Councillor Jo Robb.

1.26 Apologies for Absence – There were no apologies for absence.

2.26 Appointment of Chair 2026/2027 – The Chair asked for nominations for position of Chair for 2026/2027. Councillor Richard Stacpoole was proposed and seconded.

Resolved that Councillor Richard Stacpoole be appointed as Chair for 2026/2027.

The Chairman then signed the Chairman's Declaration of Acceptance of Office form.

3.26 Appointment of Vice-Chairman 2026/2027 – The Chairman asked for nominations for the position of Vice-Chairman for 2026/2027. Councillor Catherine Clarke was proposed and seconded

Resolved that Councillor Catherine Clarke be appointed as Vice-Chairman for 2026/2027.

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

5.26 Minutes and Matters Arising – Prior to the meeting, the minutes of the meeting held on 18 March 2026 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 18 March 2026 be approved and signed by the Chairman as a correct record.

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

7.26 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)

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

Councillor Jo Robb highlighted the recycling rates and there was a discussion about why they had dropped in the area. Also, South Oxfordshire District Council meetings would now be available to watch online.

Councillor Robb also outlined the changes to the planning system and how decisions in respect of planning applications would be made. There would be increased officer decisions and fewer applications considered by the Planning Committee.

Councillor Robb was thanked for her report.

Resolved that the reports be noted.

9.26 Planning

(i) Planning Applications

Resolved that, it be noted that no objections, were submitted in respect of the following application: None

Resolved that, it be noted that observations 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:

P26/S0404/HH

Belmont Cottage, Highmoor Cross

Recladding an existing building and garage

Granted

10.26 Village Matters

- (i) County Council's Highways Engagement Team – The Parish Council received an update on the outstanding highway matters, including the proposed new crossing by the Recreation Ground. Following a discussion, it was felt that a new crossing by the Recreation Ground was not necessary and an access point would be cut out in the hedge.

The Chairman reported that Thames Water had left debris on Witheridge Hill following their recent works and this would be reported to County Councillor Ben Higgins. **Action RS**

The hedge at Tanners Cottage was currently overhanging the boundary and encroaching onto the highway and this would be reported to Fix My Street, once photographs had been forwarded to the Clerk.

It was also felt that the dog waste bin at the Recreation Ground should be relocated.

Resolved that the report be noted.

- (ii) Kissing Gate – The Parish Council discussed the broken kissing gate at the Recreation Ground.

Resolved that quotes be obtained from the Chiltern Society for a new kissing gate at the Recreation Ground. **Action CC/DS**

- (iii) Annual Parish Meeting – The Parish Council discussed the Annual Parish Meeting held prior to the Annual Parish Council Meeting, however there were no issues which required any further action.

Resolved that the report be noted.

11.26 Parish Council Matters

- (i) Parish Council Policies and Documents – The Parish Council discussed the following policies and documents for 2026/2027, which could be viewed on the Parish Council web site.

Resolved that the Parish Council approves the following documents for 2026/2027:

- 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

- (i) Parish Council Insurance – The Parish Council reviewed the insurance policy for 2026/2027.

Resolved that the insurance policy with Zurich be renewed for 2026/2027. **Action TG**

12.26 Finance

- (i) Financial Documents – Prior to the meeting, the accounts for payment, invoices, uncashed payments and the bank reconciliation as at 13 May 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 13 May 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 30 April 2026 and the April 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.

- (iii) Internal Audit Report 2025/2026 – The Parish Council considered the Internal Auditor's report for 2025/2026 and the Annual Governance and Accountability Return Annual Internal Audit Report 2025/2026.

Resolved that the Internal Audit Report 2025/2026 and Annual Governance and Accountability Return Annual Internal Audit Report 2025/2026 be noted and the progress with the Internal Auditor's recommendations be noted and approved.

- iv) Statement of Accounts 2025/2026 – The Parish Council considered the Receipts & Payments Account as at 31 March 2026.

Resolved that the Statement of Accounts for year ended 31 March 2026 be approved and signed by the Chairman.

- v) Bank Reconciliation 31 March 2026 – The Parish Council considered the bank reconciliation as at 31 March 2026.

Resolved that the bank reconciliation as at 31 March 2026 be approved.

- vi) Certificate of Exemption 2025/2026 – The Parish Council considered the Certificate of Exemption for 2025/2026 because neither the Parish Council's receipts or payments were over £25,000. Therefore, a limited assurance review was not required by the External Auditor.

Resolved that the Certificate of Exemption for 2025/2026 be approved. **Action TG**

- vii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026 – The Parish Council considered Section 1 of the AGAR, the Annual Governance Statement 2025/2026.

Resolved that Section 1 of the AGAR, the Annual Governance Statement 2025/2026 be approved. **Action TG**

- viii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026 – The Parish Council considered Section 2 of the AGAR, the Accounting Statements 2024/2025.

Resolved that Section 2 of the AGAR, the Accounting Statements 2025/2026 be approved. **Action TG**

- ix) Explanation of Variances 2025/2026 – The Parish Council considered the explanation of the variances over 15% compared to 2024/2025.

Resolved that Explanation of Variances for 2025/2026, over 15% compared to 2024/2025 be noted and approved. **Action TG**

- x) Notice of Public Rights – The Parish Council considered the public rights to inspect the Parish Council's accounting records for 2024/2025 for 30 days starting from 3 June 2026 until 14 July 2026.

Resolved that the public has the right to inspect the Parish Council's accounting records from 3 June 2026 to 14 July 2026. **Action TG**

- xi) Appointment of Internal Auditor for 2026/2027 – The Parish Council considered appointing Auditing Solutions Ltd as the Internal Auditor for 2026/2027.

Resolved that Accounting Solutions Ltd be appointed as the Parish Council's Internal Auditor for 2026/2027. **Action TG**

- 13.26 Correspondence** – An email had been received from Mark Ainsworth, Rector at Bix, Nettlebed with Highmoor, Nuffield, Pishill and Rotherfield Greys, thanking Councillor James Waite for cutting the grass and trimming the hedges at Highmoor Burial Ground.

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

- Wednesday 15 July 2026
- Tuesday 22 September 2026
- Tuesday 17 November 2026

The meeting concluded at 8.30pm

Signed:



Chairman

Date: 15 July 2026

Highmoor Parish Council

PAYMENTS LIST

13 May 2026 (2026-2027)

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
2 Clerks Salary and HMRC	08/04/2026		Unity Trust Current /		Salary Adjustment April 2026	Theresa Goss	X	175.70		175.70
3 Clerks Salary and HMRC	08/04/2026		Unity Trust Current /		HMRC April 2026	HMRC	X	145.36		145.36
4 Audit	08/04/2026		Unity Trust Current /		Internal Audit 2025/2026 Final	Auditing Solutions Ltd	S	115.00	23.00	138.00
5 General	08/04/2026		Unity Trust Current /		Speed Survey and movement c	Ollie Brake	X	40.00		40.00
1 Clerks Salary and HMRC	14/04/2026		Unity Trust Current /		Clerks salary April 2026	Theresa Goss	X	299.60		299.60
1 Home Working Allowance	14/04/2026		Unity Trust Current /		Clerks salary April 2026	Theresa Goss	X	26.00		26.00
11 Service Charge	30/04/2026		Unity Trust Current /		Service charge	Unity Trust Bank	X	7.00		7.00
10 Clerks Salary and HMRC	13/05/2026		Unity Trust Current /		HMRC May 2026	HMRC	X	145.36		145.36
6 Insurance	13/05/2026		Unity Trust Current /		PC Insurance	Zurich	Z	582.85		582.85
7 Payroll	13/05/2026		Unity Trust Current /		Payroll 2025/2026	Handleys Accountants	S	380.00	76.00	456.00
12 Mileage	13/05/2026		Unity Trust Current /		Clerks expenses May 2026	Theresa Goss	X	42.30		42.30
8 Clerks Salary and HMRC	14/05/2026		Unity Trust Current /		Clerks salary May 2026	Theresa Goss	X	299.60		299.60
9 Clerks Salary and HMRC	14/05/2026		Unity Trust Current /		Clerks salary adjustment May 2	Theresa Goss	X	175.70		175.70
8 Home Working Allowance	14/05/2026		Unity Trust Current /		Clerks salary May 2026	Theresa Goss	X	26.00		26.00
Total								2,460.47	99.00	2,559.47