

HIGHMOOR PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 15 July 2026 at 7.00pm at the Memorial Hall, Highmoor

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

15.26 Apologies for Absence – District Councillors James Norman and Jo Robb.

Resolved that the apologies be noted.

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

17.26 Minutes and Matters Arising – Prior to the meeting, the minutes of the meeting held on 13 May 2026 had been circulated to the Parish Council and were taken as read.

Resolved that the minutes of the meeting held on 13 May 2026 be approved and signed by the Chairman as a correct record.

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

19.26 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)

20.26 Reports from the County and District Councillors – Prior to the meeting, County Councillor Ben Higgins had circulated his report to the Parish Council.

Resolved that the report be noted.

21.26 Planning

- (i) Planning Applications – The Parish Council commented that it had been awkward to access planning applications since South Oxfordshire District Council had updated their website. District Councillor James Norman would be contacted regarding this matter.

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

P26/S0718/HH

Astbury, Satwell Close, Rotherfield Greys, Henley-on-Thames

Single storey front, rear and side extensions including roof and fenestration alterations.

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

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)

Resolved that, it be noted that objections 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:

P25/S3425/FUL

Satwell House, Satwell

Creation of a new lake with associated soft landscaping

Approved

22.26 Finance

- (i) Financial Documents – Prior to the meeting, the accounts for payment, invoices, uncashed payments and the bank reconciliation as at 15 July 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 15 July 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 June 2026 and the June 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) Effectiveness of the Internal Audit 2025/2026 – The Parish Council reviewed the Effectiveness of the Internal Audit 2025/2026.

Resolved that the Effectiveness of the Internal Audit 2025/2026 be approved.

23.26 Correspondence – There was no further correspondence.

24.26 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 minutes numbered 25.26 and 26.26 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

25.26 Staffing Expenses – The Parish Council considered a revision to the Clerk's mileage reimbursement rate.

Resolved that the mileage rate for the Clerk's expenses be increased from 45p per mile to 55p per mile, back dated to 1 April 2026. **Action TG**

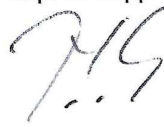
26.26 Kissing Gate at the Recreation Ground – The Parish Council had been due to consider a quote from the Chiltern Society for a new kissing gate at the Recreation Ground. However, the quote was still awaited.

The Chairman reported that along with Councillor James Waite, they had cleared the tree from the footpath. However, there was scrub to be cleared away in the future and the footpath was also very overgrown.

There was also a discussion about the speed monitoring data which had been collected from the 'VAS' in the village. There were examples of vehicles travelling between 80-95mph on a regular basis. It was agreed that this information would be reported to County Councillor Ben Higgins.

Resolved that:

- 1) the quote from the Chiltern Society for the kissing gate be deferred to the next meeting; and
- 2) an email be sent to County Councillor Ben Higgins to request support with addressing speeding issues in the village. **Action TG**



27.26 Dates of Future 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

The meeting concluded at 8.30pm

Signed: _____ Chairman

Date: 22 September 2026



Highmoor Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
8 Clerks Salary and HMRC	14/05/2026		Unity Trust Current /		Clerks salary May 2026	Theresa Goss	X	299.60		299.60
8 Home Working Allowance	14/05/2026		Unity Trust Current /		Clerks salary May 2026	Theresa Goss	X	26.00		26.00
								325.60		
9 Clerks Salary and HMRC	14/05/2026		Unity Trust Current /		Clerks salary adjustment May 2	Theresa Goss	X	175.70		175.70
								175.70		
13 SLCC Subs	24/05/2026		Unity Trust Current /		SLCC Membership 2026/2027	Adderbury Parish Council	X	63.20		63.20
14 Web Site	28/05/2026		Unity Trust Current /	38UD038-0005	Website service	Local Authority Technology	S	280.00	56.00	336.00
15 Service Charge	31/05/2026		Unity Trust Current /		Service charge	Unity Trust Bank	X	7.00		7.00
20 Nettlebed and District Commor	03/06/2026		Unity Trust Current /		Grant	Nettlebed and District Com	X	800.00		800.00
19 Millie's Dream	03/06/2026		Unity Trust Current /		Grant for Defib Maintenance	Millie's Dream	X	150.00		150.00
21 General	09/06/2026		Unity Trust Current /		Speed Survey and movement c	Ollie Brake	X	40.00		40.00
16 Clerks Salary and HMRC	14/06/2026		Unity Trust Current /		Clerks salary June 2026	Theresa Goss	X	26.00		26.00
17 Clerks Salary and HMRC	14/06/2026		Unity Trust Current /		Salary Adjustment June 2026	Theresa Goss	X	175.70		175.70
18 Clerks Salary and HMRC	14/06/2026		Unity Trust Current /		HMRC June 2026	HMRC	X	145.36		145.36
16 Home Working Allowance	14/06/2026		Unity Trust Current /		Clerks salary June 2026	Theresa Goss	X	299.60		299.60
22 Service Charge	30/06/2026		Unity Trust Current /		Service charge	Unity Trust Bank	X	7.00		7.00
23 Clerks Salary and HMRC	11/07/2026		Unity Trust Current /		Clerks salary July 2026	Theresa Goss	X	299.60		299.60
23 Home Working Allowance	11/07/2026		Unity Trust Current /		Clerks salary July 2026	Theresa Goss	X	26.00		26.00
								325.60		
24 Clerks Salary and HMRC	15/07/2026		Unity Trust Current /		July salary adjustment	Theresa Goss	X	175.70		175.70
25 Clerks Salary and HMRC	15/07/2026		Unity Trust Current /		HMRC July 2026	HMRC	X	145.36		145.36
26 Mileage	15/07/2026		Unity Trust Current /		Clerks expenses July 2026	Theresa Goss	X	42.30		42.30
26 General	15/07/2026		Unity Trust Current /		Clerks expenses July 2026	Theresa Goss	X	3.64		3.64
								45.94		

Highmoor Parish Council
PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
								3,187.76	56.00	3,243.76
							Total			

J. G. Smith