

## HIGHMOOR PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Wednesday 19 November 2025 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.

**44.25 Apologies for Absence** – Councillor James Waite submitted his apologies because he was at work.

County Councillor Ben Higgins submitted his apologies.

**Resolved** that the apologies from Councillor James Waite be approved and the absence authorised.

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

**46.25 Minutes and Matters Arising** – Prior to the meeting, the minutes of the meeting held on 24 September 2025 had been circulated to the Parish Council and were taken as read.

Minute Number 37.25, Village Matters – The Chairman would purchase and plant some seeds at The Glebe.

**Resolved** that the minutes of the meeting held on 24 September 2025 be approved and signed by the Chairman as a correct record.

**47.25 Chairman's Announcements**

- Noticeboard – The noticeboard had been erected inside the bus shelter but there had been some feedback that it should be relocated outside the bus shelter. It was agreed that the noticeboard would be relocated outside the bus shelter. **Action RS**
- The Glebe – The whips had recently been planted and were being maintained. Yellow rattle would also be planted in The Glebe. **Action CC**
- Third Thames Bridge – Reading Borough Council was in favour of the third bridge, therefore it was unclear why the Council had objected to an improvement of facilities at the rowing lake near to the site of the Bridge, on the grounds that it would make the road network unsafe, given there would be the same potential impact from the new Bridge.
- Local Government Consultation – South Oxfordshire District Council had submitted their proposals to the Government in respect of the local government reorganisation and a decision should be made in the Spring.

**48.25 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)*

**49.25 Reports from the County and District Councillors** – There was no report from County Councillor Ben Higgins or District Councillors Jo Robb and James Norman.

**Resolved** that the report be noted.

**50.25 Planning**

(i) Planning Applications

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

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.

P25/S3425/FUL

Satwell House, Satwell

Creation of a new lake with associated soft landscaping

More information would be requested from South Oxfordshire District Council on this application before the Parish Council submitted its comments.

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

**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/S2071/HH

Belmont Cottage, Highmoor Cross

Proposed glazed link to existing dwelling. (Additional information received 21 August 2025)

Permitted

P25/S2789/LDP - CERTIFICATE OF LAWFUL USE OR DEVELOPMENT

Stonehouse Farm, Highmoor Cross

Proposed construction of a walled enclosure to grow agricultural produce

Permitted

**Resolved** that the Parish Council's concerns regarding the main dwelling and lodge which have not been built in accordance with the following planning permission, be reported to the Local Planning Authority.

P20/S1918/FUL

Swan Wood, Highmoor

A replacement dwelling with ancillary leisure building and associated outbuildings constructed of local materials, including flint, clunch, and structural limestone with a combination of green roof, patinated brass roof and fenestration details incorporating a sustainable drainage and sewage treatment system, with a landscape masterplan comprising new ponds, planting, tennis court, kitchen garden, woodland management and biodiversity enhancement, and the relocation of overhead electrical power cables at Swan Wood, Highmoor, RG9 5DH. (additional archaeological, arboricultural and drainage information received 12th October 2020)

- (ii) Lotting in Stoke Row – The Parish Council had contacted South Oxfordshire District Council regarding this matter and Enforcement Officers had confirmed that they were investigating the site but would not provide any further information.

**Resolved** that the report be noted.

#### **51.25 Village Matters**

- (i) County Council's Highways Engagement Team – The Parish Council discussed the list of outstanding highway issues which were being addressed by the County Council's Highways Engagement Team.

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

- (ii) Highways Asset Response Team (HART) – The Parish Council was advised by the Clerk on the County Council's new HART initiative and that the new team could assist with the following maintenance issues:

Street Furniture Cleaning: Cleansing signage and pedestrian refuge island bollards to ensure visibility and regulatory compliance.

Pedestrian Safety Enhancements: Removing damaged railings, street furniture, and footway plates, and addressing associated surface deterioration.

Vegetation Management: Clearing minor highway vegetation encroaching onto footways and cycleways to improve accessibility.



Surface Debris Clearance: Sweeping isolated areas of loose debris from footways and residential carriageways to maintain cleanliness and safety.

Visual Amenity Improvements: Removing outdated flyposting from street furniture to improve the overall streetscape.

Street Clutter Reduction: Collecting and removing redundant barriers and obsolete Chapter 8 signage to declutter public spaces.

**Resolved** that the report be noted.

- (iii) Obstructed Watercourses – The Parish Council received a report on the Chairman's meeting with Leigh Travers, Flooding Risk and Drainage Engineer at South Oxfordshire and Vale of White Horse District Councils held on 7 November 2025, regarding an obstructed length of watercourse abutted to land at Highmoor Cross, adjacent to the Recreation Ground.

The Chairman and Mr Travers had met on site and the ditch which abutted the Recreation Ground did not have any obstructions or any water in it, to cause flooding issues downstream. They had also discussed various areas of flooding in the village.

**Resolved** that the report be noted.

## 52.25 Finance

- (i) Financial Documents – Prior to the meeting, the accounts for payment, invoices, uncashed payments and the bank reconciliation as at 19 November 2025 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 19 November 2025 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 31 October 2025 and the October 2025 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) Budget and Precept 2026/2027 – The Parish Council considered a draft Budget and Precept for 2026/2027.

**Resolved** that:

- 1) the Budget for 2026/2027 be approved at £15,998.23, the income be estimated at £154.00 and expenditure be estimated at £15,844.23; and
  - 2) the Precept for 2026/2027 be set at £15,159.00, which is an increase of 5% compared to 2025/2026.
- Action TG**

- 53.25 Correspondence** – The Chairman of Stokerow Parish Council had advised the Parish Council that the County Council would be erecting a 'No Through Road' sign on Newham Hill.

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

- Wednesday 21 January 2026
- Wednesday 18 March 2026
- Wednesday 13 May 2026 (Annual Parish Meeting followed by Parish Council meeting)
- Wednesday 15 July 2026
- Wednesday 23 September 2026

- Wednesday 18 November 2026

The meeting concluded at 8.00pm

Signed: \_\_\_\_\_ Chairman

Date: 18 March 2026

A handwritten signature in black ink, appearing to read "P. Steen". The signature is written in a cursive style with a large initial "P" and a long horizontal stroke.

## Highmoor Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
36	30/09/2025		Unity Trust Current /		Service charge	Unity Trust Bank	X	6.00		6.00
37	14/10/2025		Unity Trust Current /		Scribe Accounts	Starboard Systems Ltd	S	372.00	74.40	6.00 446.40
38	14/10/2025		Unity Trust Current /		Clerks salary Oct 2025	Theresa Goss	X	299.60		446.40 299.60
39	14/10/2025		Unity Trust Current /		Clerk Sal Adjust Oct 2025	Theresa Goss	X	9.46		299.60 9.46
38	14/10/2025		Unity Trust Current /		Clerks salary Oct 2025	Theresa Goss	X	26.00		9.46 9.46
40	14/10/2025		Unity Trust Current /		VAS Monitoring	Ollie Brake	X	40.00		26.00 40.00
42	14/10/2025		Unity Trust Current /		HMRC Oct 2025	HMRC	X	220.71		40.00 220.71
41	14/10/2025		Unity Trust Current /		Noticeboard for bus shelter	Greenbarnes	S	584.59	116.93	220.71 701.52
48	31/10/2025		Unity Trust Current /		Service charge	Unity Trust Bank	X	6.00		701.52 6.00
43	14/11/2025		Unity Trust Current /		Clerks Salary Nov 2025	Theresa Goss	X	299.60		6.00 299.60
43	14/11/2025		Unity Trust Current /		Clerks Salary Nov 2025	Theresa Goss	X	26.00		299.60 26.00
44	19/11/2025		Unity Trust Current /		Clerks Salary Adjustment Nov 25	Theresa Goss	X	9.46		26.00 325.60
45	19/11/2025		Unity Trust Current /		HMRC Payment Nov 2025	HMRC	X	220.71		9.46 9.46
46	19/11/2025		Unity Trust Current /		SID rotation and downloading	Ollie Brake	X	40.00		220.71 220.71
49	19/11/2025		Unity Trust Current /		Clerks expenses Nov 2025	Theresa Goss	X	4.35		40.00 40.00
49	19/11/2025		Unity Trust Current /		Clerks expenses Nov 2025	Theresa Goss	X	42.30		4.35 42.30
47	19/11/2025		Unity Trust Current /		Sign and Noticeboard maintent	Joe Baker	X	601.00		46.65 601.00
<b>Total</b>								<b>2,807.78</b>	<b>191.33</b>	<b>2,999.11</b>

