

Present:- Councillor Judi Stacpoole
Councillor R Stacpoole (Vice Chairman)
Councillor Mrs J Stevens

Mrs J E Pickett Clerk

OCC Councillor D Bartholomew (part meeting)
SODC Councillor J Robb (part meeting)

4 members of the public

Key: SODC South Oxfordshire District Council
OCC Oxfordshire County Council
HPC Highmoor Parish Council
RBC Reading Borough Council
FMS Fix My Street

Noting the absence of the Chairman it was proposed and seconded

that the Vice Chairman, Councillor R Stacpoole chair the meeting

A vote was taken – motion carried – Councillor R Stacpoole took the Chair

086.21 APOLOGIES FOR ABSENCE

Apologies for absence received from Chairman, Councillor Ms E M Mulvaney and Councillor A M Stacey of Highmoor Parish Council and from District Councillor Ms L M Hillier.

087.21 MEMBERS` DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None received

088.21 MINUTES

RESOLVED that the Minutes of the meeting held on 5 May 2021 be adopted and signed by the Chairman

089.21 OXFORDSHIRE COUNTY COUNCIL

County Councillor D Bartholomew joined the meeting.

(a) OCC Report - Councillor D Bartholomew referred to his general monthly report (already circulated and copy available upon request) – noted the change in administration for Oxfordshire County Council following the recent elections ie coalition of members of Liberal Democrats/Labour/the Green Party and Henley Residents Group – Leader of Council, Councillor Liz Leffman and Deputy Leader Councillor Liz Brighthouse//Leader of Opposition Conservative Group, Councillor Eddie Reeves//Eligible Oxfordshire residents urged to have vaccinations to ensure maximum efforts are being made to stop new variants in the county//Health Ministers for the G7 are meeting in Oxford to discuss global health issues//Funding boost towards progressing a technological revolution in traffic information for Oxfordshire which should be completed by 2022.

(b) Highmoor related matters:- Councillor Bartholomew noted FMS enquiries on the agenda and gave an update by County officers on each as follows:-

ENQ21893402 - hedging obstructing footpath

Although currently passable this section from the Dog & Duck to Highmoor this area has been added to the County's Area Safety & Maintenance list for this year to effectively side out and return the path to its original width

ENQ20881382 - damaged footpaths/verges

Arrangements are in hand for the grass and vegetation to be cut back as soon as possible to re-expose the stone path

ENQ21889941 & 21893402 - overgrown hedging reducing width of B481 opposite former Dog & Duck public house

The site has been further investigated and location ownership confirmed with our Highway Records team as a result a Section 154 letter, which is a Highways Act 'request for attention' is being sent to the property owner 2 June 2021. The process will be if no action taken a follow-up letter will be sent, and then possibly a third which will state that the OCC will undertake the work and recharge the cost of doing so

ENQ21890064 - illegal expansion of verges being the cause of damage to both sides of the highway in front of the former public house, The Lamb at Satwell

OCC Network Management Team will be undertaking reinstatement work to both sides of highway requiring closure of the road - anticipate work to be undertaken in August 2021

It was proposed and seconded

that Council's Standing Orders be suspended to allow public to register concerns

A vote was taken – motion carried

Residents expressed frustration and concern at the length of time taken for action to be taken/obstructions are regularly placed on the highways requiring avoidance action / the expansion of the verges has been happening for a very long time and whilst OCC has previously cleared the extended verges the same problem is being allowed to occur again but worse

It was proposed and seconded

that Standing Orders be reinstated and the meeting reconvened

A vote was taken and motion carried

Councillor Bartholomew noted concerns expressed and sympathised with residents and gave an assurance that he would push for an earlier programme of reinstatement. Regarding the cause of this problem then photographic evidence is required to make a successful prosecution.

Councillor Bartholomew left the meeting

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090.21 SOUTH OXFORDSHIRE DISTRICT COUNCIL

District Councillor Jo Robb joined the meeting – first noted that District Councillor Lorraine Hillier had experienced a very bad fall down some stairs and was currently recovering at home.

Councillors expressed sympathy and agreed a note of sympathy and good wishes be sent to Councillor Hillier

(a) Councillor J Robb referred to the District Council Report (already circulated and a copy available upon request)

Firstly councillors offered congratulations to Councillor Robb on her election to Chairman of the District Council

Councillor Jo Robb made her report including references to:-

The government survey of local authorities re the holding of virtual meetings (noted that the Parish Council has submitted views already)//information on Climate Emergency now available on District Council's website and discussed at the Town & Parish Forum on 27 May 2021 (a recording of the meeting will be available soon) //the District Council is putting in place a Performance Management Framework which will ensure progress towards achieving objectives set by the authority//a national shortage of bin lorry drivers is affecting local collection services – efforts are being made to recruit more drivers//changes to parking arrangements within south Oxfordshire come into effect on 1 June 2021//financial support for residents struggling to pay their bills//financial support scheme is available for those isolating due to a Covid-19 diagnosis(or who have been in contact with someone who has Covid-19 and are on a low income//failed applications for business restart grants are being investigated in compliance with government's counter-fraud checks//event holders and landowners hiring space for same should be aware of their responsibilities under both Health & Safety and current coronavirus restrictions.

(b SODC related matters:-

(i) SE20/268 Rosewood House, Highmoor – Councillor Robb advised that it is likely that the 10 year immunity rule may apply in this instance but noted that the Council would submit further points on the matter

PUBLIC QUESTION TIME

It was proposed and seconded

that Standing Orders be suspended to allow public question time

A vote was taken – motion carried

Residents raised concerns re the unpleasant aspects of living in Satwell which following a change in ownership of the former public house, The Lamb, in late December 2013.

Many incidents of unneighbourly behaviour have been reported to the District Council as well as as requests for the Council to address legal aspects but to date there has been no successful action/nor mitigating measures put in place by the District Council.

Some of the points were raised and answered as follows:-

Q the continuing illegal residential occupation of the premises has not been resolved

A SODC did attempt eviction which was unsuccessful

Q non payment of Council Tax and business rates despite which the District Council continues to collect and dispose of rubbish from the premises

A the rubbish collection system cannot differentiate property Identity from wheelie bins which are put in one area to be collected for emptying

A suggestion was made that residents could put address stickers on bins to identify properties

Q illegal use of the premises for car sales not only continues but increases. Cars are seen to be untaxed and driven in and out of the property. The erection of such high gates and fence adjacent to a highway has no planning permission

A firm proof is required in order to obtain a magistrates` warrant eg photographic/video
Officer`s report indicates that as the fence and gate have been there so long – planning permission not required.

Residents expressed anger and deep concern that this information is incorrect and there is photographic evidence giving date evidence of when fence and gate were installed to support this fact - also queried why the District Council has not previously taken any action as officers have been aware of the Illegal erection of both fence and gate for several years? - the issues have meant that residents have left the area due to unpleasantness and for those left the lack of assistance from the District Council remains and the visible lack of support for Council Tax paying Satwell residents despite evidence being provided remains one for ongoing concern

It was proposed and seconded

that Standing Orders be re-instated and the meeting re-convene

A vote was taken – motion carried

Councillor Robb advised that residents continue to maintain all logs/video/ photographic evidence and submit to the District Council and asked residents to note that following an increased interest in community assets the District Council may consider the former public house to be a community asset which would give local residents the first right of purchase and retain the property on behalf of the local community

Councillor Robb said she was pleased that the issues were now back on the District Council`s agenda and that she would continue to press for progress and action on these matters and then left the meeting

091.21 HIGHMOOR PARISH COUNCIL

Councillors received information appertaining to Council assets as follows:-

- (i) Recreation Ground - a final copy of the lease has been circulated for perusal by councillors.

After discussion **RESOLVED**

that solicitors be advised that the Council has now agreed the draft terms and subject to the agreement of the 3 cricket clubs the lease can be signed and professional fees as agreed be paid

Recreation Ground – the possibility was raised of planting the memorial tree (rowan) and installing the plaque both given by OCC to each parish/town council to commemorate the 100th anniversary of Armistice Day NOTED

- (ii) Website – information is being uploaded and whilst the site will continue to evolve/improve councillors

RESOLVED

that as much information be uploaded including annual accounts 2020/21 and if possible the website go live by 23/24 June 2021

that further training be arranged

- (iii) The Glebe – noted that the memorial bench due to age/instability will be disposed of/attempts to find whereabouts of electricity cable on this amenity area continue via SSE

- (iv) Telephone kiosk – after discussion it was agreed that a quotation be obtained from J Hill for the installation of metal shelving to hold books/assess with local window cleaner as to depth of clean required/seek quotations for painting the kiosk in accordance with BT specification

092.21 DATES OF MEETINGS 2021/22 –

Councillors **RESOLVED**

that the following meeting dates be agreed subject to the venue of Rotherfield Greys Hall being available (confirmation at the next meeting) -
2021 - 1 September / 1 December
2022 – 5 January / 2 March / 6 April and 5 May
Noted: further extra meetings may be called if required

that a Scheme of Delegation be implemented to make decisions required to ensure continuation of Council's administration between meetings by way of the Clerk and a minimum of 3 councillors in favour of the proposed action

093.21 SPEED SURVEY

The Council has already agreed to implement speed surveys by radar for the village both in the autumn 2021 and spring 2022 and after discussion **RESOLVED**

that the Oxfordshire County Council advise whether such surveys can be held at both entrances to the village on the B481 both of which currently display signs for double bends/ 30 mph limits – noting that majority of traffic accidents occur in the vicinity of the entrance to the former Dog & Duck public house

that costs of surveys be requested

094.21 PLANNING MATTERS

(i) Planning applications

P21/S1647/FUL 2 Stonehouse Cottages, Highmoor Cross RG9 5DU

Additional amendments received on 17/18 and 24 May 2021 to be considered

RESOLVED – no change be made to the original observation of objection

(ii) Planning decisions

P21/S1647/FUL – 2 Stonehouse Cottages, Highmoor Cross RG9 5DU

2 storey side extension/demolition of existing garage/erection of new 2 storey house and associated parking – to place on record following observation agreed under delegated powers:-

HPC – objection on the grounds of over-development and unneighbourly - supported by comments as follows –

no public notice on display at site/more consultees should be added to the existing list and consultation date extended/inadequate car parking provision creating safety hazard ie insufficient manoeuvring space and when fully occupied need to reverse onto B481 in order to leave the property/amenity land insufficient/proximity of new build to boundary is less than 1 metre should be at least 1 metre or more/2 windows overlook adjacent property/request detailed consideration be given to new builds in respect of external garden lighting to lessen risk of light pollution in a rural area and safeguard “dark skies”

P21/S1813/FUL – Land adjacent to Chimney Corner Satwell RG9 4QZ

Variation of Condition 2 (approved plans P19/S1921/FUL)

HPC – No response/no objections

P21/S1817/LB - St Paul’s Church, Highmoor Cross RG9 5DT

Installation of secondary glazing

HPC – No response/no objections

RESOLVED - that decisions be noted

(iii) Planning information

P20/S2134/O – Chalgrove -, Chalgrove OX447 RJ

Outline application for residential mixed use

NOTE:- the Highmoor Parish Council registered a strong objection to this application and notice has now been received that the applicants have officially withdrawn this application – notification received 25 May 2021

RESOLVED – that information be noted

095.21 FINANCE

(a) Expenditure :-

RESOLVED – that the following expenditure (inc VAT) be approved

Mrs J E Pickett -	
Salary - June	£ 232.27 (nett)
Tax	58.06
Allce - June	20.84
Henley Glass (replace broken panes of glass in telephone kiosk)	180.00 (VAT £30)
Mercers solicitors (lease Recreation Ground)	1147.20 (VAT £191.20)
Hire of Rotherfield Greys Village Hall (2 June 2021)	18.00
Lightatouch (internal audit fees 2020/21)	475.00

(b) The following internal audit 2020/21 reports were received and considered:-

- (i) Internal auditor`s Report plus explanations for No at objectives L, M and N
- (ii) Bank reconciliation (information)
- (iii) Explanation of variances (information)
- (iv) AGAR (Annual Governance & Accountability Returns) draft documents for review/approval & signature:-
AGAR - addendum (for information)
 - “ - Sections Part 2 Cert of Exemption – (agree & sign)
 - “ - Annual internal audit report (complete & sign)
 - “ - Annual Governance Statement (complete & sign)
 - “ - Section 2 accounting statements (complete & sign)
- (v) Notice of Public rights (approve dates for publication & sign)

RESOLVED - that the minutes reflect that all the above reports/information have been read and should now be adopted that where indicated reports be signed/dated then as appropriate sent to external auditor and/or published via website

(c) Bank mandate – Barclays Bank has today advised by telephone that there is no need for further bank mandates to be signed and that signatories Councillors Mulvaney/Stevens and the Clerk Mrs J E Pickett would be on bank records as current signatories within the next week

RESOLVED – that the information be noted and checked for confirmation during the next 2 weeks

(d) Annual subscriptions were considered:-

Council for the Protection of Rural England - annual subscription £ 36.00
Oxfordshire Local Councils Association - annual subscription £ 146.18 (VAT £24.36)

RESOLVED – that the proposed subscriptions be agreed

096.21. INFORMATION/PUBLICATIONS RECEIVED SINCE 5 MAY 2021

- SODC - South News 14 May 2021
- SODC - Litter Bugs Activity Trail half term
- SODC - Great Britain Spring Clean/Volunteer Week 1/7 June 2021
- SODC - Update Climate Action
- CAB - In Touch with You – Spring 2021
- SODC - Councillor Jo Robb appointed Chairman of District Council
- SODC - Helping local businesses re-open
- SODC - Details of Climate Change Forum

The meeting closed at 20.39 hrs