

# HARPSDEN PARISH COUNCIL

## Minutes of a Meeting of the Council held at Harpsden Village Hall

on

Monday 18<sup>th</sup> May 2015

Present: Cllr Kester George (KG) Chairman  
Cllr Malcolm Plews (MP)  
Cllr Tony Wright (TW)  
Cllr Catherine Rubinstein  
Cllr David Bartholomew (DB) OCC Councillor

In attendance: Mrs Sarah Tipple (ST) Clerk

- 2538 Election of Chairman of Council and to receive his Declaration of Acceptance of Office:** As this was the first meeting of the new Council year, KG handed over the Chair to MP, who proposed that KG should remain as Chairman. TW seconded the proposal and after a unanimous show of hands in favour, KG resumed the Chair. The Declaration of Acceptance of Office form was duly signed by KG and countersigned by ST.
- 2539 Election of Vice-Chairman of Council and to receive his Declaration of Acceptance of Office:** TW proposed MP as Vice-Chairman, KG seconded the proposal and upon a unanimous show of hands in favour, MP resumed the position of Vice-Chairman. The Declaration of Acceptance of Office form was duly signed by MP and countersigned by ST.
- 2540 Declaration of Acceptance of Office for remaining Councillors:** TW and CR signed their Declaration of Acceptance of Office forms which were countersigned by ST.
- 2541 Apologies for Absence:** Cllr Robin Dorkings and the new SODC Councillor representing Harpsden, Cllr Martin Akehurst.
- 2542 Declaration of pecuniary interests and/or requests for dispensations from Members regarding any item on this agenda:** Following the Elections, all Councillors had completed and signed their new Register of Interest Forms. There were no requests for dispensations.
- 2543 Minutes of 9<sup>th</sup> March 2015:** The minutes were approved and signed as a correct record.
- 2544 Matters arising:** There were no matters arising.
- 2545 Oxfordshire County Councillor's Report:** DB's full report is attached to these minutes at Appendix 1. In matters specific to Harpsden DB had expressed his disappointment that an application for a third house at the Chelford House site had been approved. DB had recently chaired a meeting of the Caversham Quarry Liaison Committee and reported that construction of the Bailey Bridge over Spring Lane would take place between June and October 2015 and soil stripping would commence once it had been erected. Gravel extraction would probably start in 2016 with road widening at the Flowing Spring pub likely to occur in Q3 2016. The importation of inert waste to backfill the site would probably start 18 months after extraction had commenced. When asked about the electrification of the Henley-Twyford branch line, DB explained that the feasibility study had been delayed and there was possibly also a delay in funding. If 'dual fuel' trains ie those that could run on both diesel and electricity, were unavailable on the branch line, Henley was in danger of losing its direct service to London Paddington.
- 2546 Neighbourhood Plan:** Peter Brett Associates had been appointed by Henley Town Council to conduct a traffic survey around the town to assess Henley's existing traffic

problems and predict the impact of the increase in vehicular movements from 450 additional homes. The survey would cover Harpsden too and the PC would have an opportunity to discuss its problems with the survey team. They would also be consulting with various pressure groups such as Henley in Transition and the Gillotts Lane Residents' Association. As Dieter Hinke had not been re-elected to Henley Town Council, a new Chairman of the Neighbourhood Plan Governance Committee would have to be elected. It was thought that the referendum would take place in November 2015.

**2547 Review of Adequacy of Insurance Policy prior to Renewal:** ST reminded Councillors that the Parish Council was in a 3 year Long Term Agreement with Zurich Municipal. With Public Liability cover at £12million, Employers Liability at £10 million, Personal Accident at £100,000, Libel and Slander at £250,000, Legal Expenses at £100,000 and Money at £250,00, it was unanimously agreed that the cover provided by Zurich was more than adequate for Harpsden Parish Council's needs. ST would complete the necessary paperwork to renew the policy.

**2548 Approval of Annual Return and Governance Statement:** ST had previously circulated by email to each Councillor a copy of Section 1 and Section 2 of the Annual Return, noting that the accounting statement reflected the figures approved at the APM. The precept had been increased by £500 and 'other expenditure' had increased year on year mainly due to the new parish noticeboard and the defibrillator box, although these had been mostly covered by OCC grants. The Clerk's salary had been increased for the duration of the NP but had returned to its previous level from 1<sup>st</sup> April 2014. Other income had decreased year on year as grant income had been less. The Fixed Asset Register comprised the Jubilee Bench at Hunts Green, the framed parish map and the defibrillator box. Councillors read the Annual Governance Statement in Section 2 and agreed that the Parish Council had:

- Prepared its accounting statements in the way prescribed by law
- Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
- Only done things it had the legal power to do and had conformed to codes of practice and standards in the way it had done so
- During the year given all persons interested the opportunity to inspect and ask questions about the council's accounts
- Considered the financial and other risks it faced and had dealt with them properly
- Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of the Council
- Responded to matters brought to its attention by internal and external audit
- Disclosed everything it should have done about its business activity during the year including events taking place after the year end

KG proposed and TW seconded approving the accounting statements for 2014-15 and the Annual Governance Statement. Following a unanimous show of hands the documents were approved by a resolution of Council and signed by KG and ST.

## **2549 Planning Matters**

### **2549.i SODC Decisions**

#### **P14/S3909/HH**

Croft Cottage, Chalk Hill, RG9 4HN

Raising of roof and erection of front canopies. Demolition of existing annexe and replacing with two storey annexe with single storey link to dwelling.

**PLANNING PERMISSION GRANTED**

**P14/S4032/HH**

Yew Tree Cottage, Harpsden Bottom, RG9 4HS

Erection of a single storey rear extension

**PLANNING PERMISSION GRANTED.**

**P15/S0812/FUL**

Hunts Green Barn, Harpsden, RG9 4HY

Erection of a new oak framed garage and field store

**PLANNING PERMISSION GRANTED**

**P15/S0750/HH**

Green Acres, Upper Bolney Lane, Harpsden, RG9 4AE

Demolition of one conservatory and erection a new 2 storey extension on the north side of the house. New vehicle access to public highway on south east side of the house, new garage on south of property.

**PLANNING PERMISSION GRANTED**

**2549.ii Outstanding Applications and Appeals:**

**APP/Q3115/A/14/2217931**

Thames Farm, Reading Road, Shiplake, RG9 3PH

Outline application for up to 110 dwellings

[Subsequent to the meeting Council learned that the appeal had been dismissed]

**P15/S0506/HH**

Little Hill Cottage, Harpsden Bottom, Harpsden RG9 4HR

Removal of existing extensions, outbuildings and hardstandings, extensions and alterations to existing 2 storey house, new 2 storey garage/outbuilding

NO OBJECTION

**2550 Financial Matters**

**2550.i Bank Balances and Reconciliations**

Community Account: £0.00

Business Saver Account: £5,591.71

ST had previously circulated by email the bank reconciliations for two months to 20<sup>th</sup> April 2015 for the Community and Business Saver Accounts and both were now approved by Councillors and signed by the Chairman. They are attached to the minutes at Appendix 2 and 3.

**2550.ii Approval of Payments**

ST tabled the following payments for approval:

<u>Item</u>	<u>Amount</u>	<u>Power</u>
Zurich Municipal Insurance	£273.76	
OALC subscription	£133.07	
CPRE membership sub	£36.00	Section 137
Clerk's salary and expenses	£838.15	£64.96 Section 137
Clerk's PAYE	£165.00	

The payments were authorised by a resolution of the Council and signed by the Chairman and are attached at Appendix 4. The Section 137 payments to the CPRE and for the website hosting were proposed by KG, seconded by MP and carried unanimously.

**2550.iii Budget vs Actual Expenditure:** This was circulated by ST and approved by Council and is attached to these minutes at Appendix 5.

**2551 AOB** MP brought Councillors up to date with the Golf Club's possible plans to move the Club House to the top of Chalk Hill. Cala Homes were carrying out a feasibility study to build a new Club House and car park and build a few executive-type houses or apartments at the current Club House site. They would consult and present to Harpden Parish Council at the appropriate time. The transport consultants, Vectos, had looked at Chalk Hill and thought that the road could be improved with additional and/or bigger passing places. The new Club House and car park would be located at the current 9<sup>th</sup> hole car park and would extend into the adjoining copse and waste ground, although it was thought this could be a site of Special Scientific Interest. KG agreed to establish whether or not the existing Club House was in the AONB. He reiterated that on present evidence the Parish Council would oppose the proposed move.

**2552 Dates of next meetings:**

Monday 20<sup>th</sup> July 2015 7.45pm

Monday 21<sup>st</sup> September 2015 7.45pm

Monday 16<sup>th</sup> November 2015 7.45pm

**Approved:..... Date: 20<sup>th</sup> July 2015**  
**Kester George, Chairman**