

HARPSDEN PARISH COUNCIL

Minutes of a Meeting of the Council held at Harpsden Wood Lodge on Monday 15th May 2017

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

In attendance: Mrs Sarah Tipple (ST) Clerk
Mr Matthew Phillips (MGP) Parishioner

2688 Election of Chairman: As this was the first meeting of the new Council year, KG handed over the Chair to TW, who proposed that KG should remain as Chairman. MP 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.

2689 Election of Deputy Chairman: KG proposed TW as Deputy Chairman, MP seconded the proposal and upon a unanimous show of hands in favour, TW assumed the position of Deputy Chairman. The Declaration of Acceptance of Office form was duly signed by TW and countersigned by ST.

2690 Co-option of Mr Matthew Phillips: KG introduced local resident Matthew Phillips. The Notice of Vacancy in the Office of Parish Councillor had been advertised for more than the requisite fourteen days and as no one else had come forward, the election of MGP was uncontested. KG proposed his co-option onto the Council which was seconded by MP and unanimously approved by a show of hands. MGP signed and ST countersigned the Acceptance of Office form. Action: ST to email MGP the Good Councillors Guide. MGP to complete and return the Register of Interests Form to ST.

2691 Welcomes and Apologies: There were apologies from the SODC Councillor, Cllr Paul Harrison, who was attending his last official function in Oxford as Chairman of the Council.

2692 Declarations of pecuniary interests and/or requests for dispensations from Members regarding any item on this agenda: There were none.

2693 Approval of Minutes of last Council Meeting on 20th March 2017: The minutes were approved and signed as a correct record subject to amending item 2684.iv Thames Farm to read '.... but had been satisfied that she would treat the case on its own merits.' Action: ST

2694 Matters arising:

2667: Manorial Waste: KG had drafted a letter for ST to send to OCC and SODC, in which he explained that the Council did not object to the electronic gates installed by the owners of Redhatch Lodge as long as this was not the prelude to the closure of this long-established right of way. Action: ST

2686.i: CR and ST had agreed to meet in the next two weeks to discuss possible road names for the Highlands Farm development if ST could retrieve the tithe map from Richard Wilson, Chairman of the John Hodges Trust. Action: CR and ST

2686.iii: Golf Clubhouse: Although the Golf Club's project leader had been replaced, the proposal to move the clubhouse to the top of Chalk Hill had not progressed. The Golf Club had recently changed its status to being a private company limited by guarantee.

2695 South Oxfordshire District Councillor's Report: Paul Harrison's full report is attached to these minutes at Appendix 1. The main points relevant to Harpsden were as follows:

- Shiplake Parish Council had submitted its proposed Neighbourhood Plan (NP) area application to the Council. As the application included parts of two parishes including Harpsden, they had launched a six-week publicity period. Residents from parts of Harpsden which had been in Shiplake parish prior to

the boundary changes and who had not been therefore eligible to vote in the Henley/Harpsden Neighbourhood Plan (JHHNP), would be able to vote in the Shiplake Neighbourhood Plan referendum.

- Chiltern Edge School: although a County Council matter, PH was very concerned over the possible closure of the school following the Ofsted report rating the school as inadequate. He and his fellow District Councillor ward member, Cllr Will Hall, would be supporting the retention of the school.

- PH had come to the end of his term as Chairman of SODC and would be standing down on Thursday 18th May 2017.

2696 Oxfordshire County Councillor's Report: DB's full report is attached at Appendix 2. He explained that very little could be publicly announced because the Council was now in purdah prior to the General Election. In the County Council elections, as no majority had been achieved negotiations between parties were taking place, the results of which would go before Full Council the following day. In his Division, DB's share of the vote had increased to 71%. In matters more specific to Harpsden:

- Chiltern Edge School: DB had attended three successive parents' meetings in one evening but had been prevented from speaking under purdah rules. He was, however, offering his full support to address the issues identified in the Ofsted report and to find a suitable sponsor to keep the school open.

- CAGE (Campaign against Gladman Expansion): DB had attended two CAGE meetings and would be attending another the following day.

- Third Reading Bridge: As the Council was in purdah, the next meeting of the Steering Group would not be until late June at the earliest.

- Caversham Quarry: Extraction would commence shortly and a new turning off the A4155 would be made, primarily to accommodate transporting inert waste to the site to backfill the pits left after extraction. A public 'Information Day' was being held at Dunsden Green Farm Office on Saturday 20th May between 10am and 4pm. MP and TW agreed to attend on behalf of the Parish Council.

- A4155 near Flowing Spring: Part of the A4155 had been coned-off and was subject to traffic lights. Investigations had revealed subsidence and the affected part of the road would be repaired with steel piles in the near future. It was hoped that one carriageway would remain open.

- DB was increasingly concerned by the number of large planning applications along the A4155 that were seeking permission to fell a significant number of trees to improve visibility splays and to create new footpaths into the built-up area of Shiplake village. The impact on the rural character of the area could be severe.

2697 Review of Adequacy of Insurance Policy prior to Renewal: With Public Liability cover at £12million, Employers Liability at £10 million, Personal Accident at £500,000, Libel and Slander at £250,000, Legal Expenses at £100,000 and Money at £250,000, it was unanimously agreed that the cover provided by Zurich Municipal was more than adequate for Harpsden Parish Council's needs. ST would complete the necessary paperwork and payment of £294.95 to renew the policy.

2698 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. Councillors read the Annual Governance Statement in Section 1 and agreed that the Parish Council had:

- Prepared its accounting statements in the way prescribed in accordance with the Accounts and Audit Regulations
- 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 complied with proper practices in doing 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 if relevant

KG proposed and TW seconded approving the Annual Governance Statement and the Accounting Statements for 2016-17. Following a unanimous show of hands, the documents were approved by a resolution of Council and signed by KG and ST.

2699 Planning Matters

2699.i SODC Decisions

P17/S0971/FUL

St Margaret's Church, Harpsden RG9 4AX

Replacement of boiler in external boiler house. Replacement of gas meter and cupboard to side of boiler house.

Planning permission granted

2699.ii Outstanding Applications and Appeals:

P16/S2861/O (Outline)

Mount Ida, Reading Road, Lower Shiplake, RG9 3PH

Outline planning permission for the demolition of the existing dwelling and the erection of seven dwellings with matters of access, layout and scale for consideration

P16/S4292/FUL

Barn at Thames Farm Reading Road Lower Shiplake RG9 3PH

Change of use of barn to 4 residential units (C3) plus associated parking in the form of proposed outbuilding, courtyard, landscaping, demolition, closure of access from Thames Farm field and amendments to access onto Reading Road.

TO BE HEARD AT SODC'S PLANNING COMMITTEE ON WEDNESDAY 17TH MAY 2017

P17/S0024/RM

Highlands Farm, Highlands Lane. RG9 4PR

Reserved matters approval for appearance, landscaping, layout and scale following P16/S0077/O 'Outline planning application (all matters reserved except for access) for the phased development of the demolition of existing buildings and construction of up to 170 dwellings along with up to 2,000 m2 B1 employment space, a Community Hub, public open space, sustainable urban drainage, earthworks, structural planting, substations and associated infrastructure

APP/Q3115/W/16/3161733

Thames Farm, Reading Road, Lower Shiplake, RG9 3PH

Councillors were reminded that the Public Inquiry would be held at Nettlebed Village Club from 13th to 16th June 2017. Representatives from Harpsden and Shiplake Parish Councils were meeting on 18th May to discuss a joint strategy ahead of the Inquiry.

Newly installed SSE Substation on Woodlands Road: The Parish Council had been assured by SSE's Wayleave Department that they had a legal obligation to restore the bank along Woodlands Road by raking off the white chalk and covering it with topsoil. It was regrettable that the Parish Council had not been consulted prior to the installation of the substation on what was a dangerous corner of the road where it also constituted an ugly blot on the AONB landscape. The Council should do all it could to get the substation moved onto a less obtrusive site. Subject to confirmation that the substation had been built solely for the benefit of the new owner of Harpsden Wood House, there was a strong case for finding a site hidden within the extensive grounds of that house. The Woodland Trust would also be informed. **Action: ST**

Enforcements

Little Hill House: It had been brought to the Council's attention that the owners of the property had not adhered to the planning permission they had been granted in several respects and appeared to have included part of the land belonging to another property into the driveway of Little Hill House. Emma Bowerman at SODC had agreed that this was an enforcement case and the owner would not be able to sell the property until the matter had been resolved.

2700 Financial Matters

2700.i Bank Balances and Reconciliations

Community Account: £319.85

Business Saver Account: £6,816.52

ST had previously circulated by email the bank reconciliations for the 2 months to 30th April 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 3 and 4.

2700.ii Approval of Payments

ST tabled the following payments for approval:

<u>Item</u>	<u>Amount</u>	<u>Power</u>
Clerk's salary	£792.00	
Clerk's expenses	£55.33	
Clerk's PAYE	£198.00	
Zurich Municipal Insurance	£294.95	
CPRE Annual Sub	£36.00	Section 137
OALC Annual Sub	£133.07	

The payments were authorised by a resolution of the Council and signed by the Chairman and are attached at Appendix 5. The Section 137 payment to CPRE was proposed by KG, seconded by TW and carried unanimously.

2700.iii Budget vs Actual Expenditure: This was circulated by ST and approved by Council and is attached to these minutes at Appendix 6.

2701 AOB:

2701.i Village Hall phonebox

CR had discovered that there was significant interest amongst her contacts in the heart of the village in keeping the BT phonebox outside the village hall. The idea of converting it into a book exchange, as had been done in Rotherfield Greys, had been raised. CR and MGP agreed to approach the John Hodges Trust, who owned the land, and come up with a proposal to retain it.

2701.ii JHHNP Steering Group: KG and TW would be representing Harpsden on the JHHNP steering group, with CR being an alternate for TW when needed.

2702 Dates of next meetings:

Council Meeting: Monday 17th July 2017 7.45pm

Council Meeting: Monday 18th September 2017 7.45pm

Council Meeting: Monday 20th November 2017 7.45pm

Approved:..... Date: 17th July 2017

Kester George, Chairman