

HARPSDEN PARISH COUNCIL

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

on

Monday 16th May 2016

Present:	Cllr Kester George (KG)	Chairman
	Cllr Robin Dorkings (RD)	
	Cllr Tony Wright (TW)	
	Cllr David Bartholomew (DB)	OCC Councillor
	Cllr Paul Harrison (PH)	SODC Councillor
In attendance:	Mrs Sarah Tipple (ST)	Clerk
	Mr David Bevan (DB)	Parishioner of Kings Farm Lane

2617 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. RD 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.

2618 Election of Deputy Chairman: KG proposed TW as Deputy Chairman, RD 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.

2619 Welcomes and Apologies: There were apologies from Cllrs Catherine Rubinstein (CR) and Malcolm Plews (MP). MP was attending a meeting of the Neighbourhood Plan Enforcement Committee at Henley Town Council. ST agreed to forward to Cath Adams at Henley Town Council the dates of Harpsden Parish Council's meetings in an effort to avoid this clash in the future. **Action: ST.**

2620 Declarations of pecuniary interests and/or requests for dispensations from Members regarding any item on this agenda: There were none.

2621 Approval of Minutes of last Council Meeting on 21st March 2016: The minutes were approved and signed as a correct record.

2622 Matters arising:

2610: Manorial Waste: KG had not yet received a response from the son of Lord Phillimore regarding the ownership and status of the track running from Woodlands Road to the entrance of Red Hatch Lodge (RHL). He would continue to pursue. **Action: KG**

2614: Golf Club: KG had recently met David Saxon (DS), Chairman of Henley Golf Club, to discuss an alternative to the Club's proposal to move its Club House to the top of Chalk Hill, which had met unanimous opposition from parishioners at the Parish Council's APM. KG had suggested to DS that selling off a parcel of land to build one large house at or near the proposed site in order to raise enough money up-front to start rebuilding the existing Club House at its present site, might meet with greater approval from parishioners. Follow-up finance would come from flats on top of the new Club House. During the reconstruction, temporary Club House could be accommodated at Cricket Villa or another nearby house. DS agreed to put this suggestion to the Golf Club's Redevelopment Committee and to their planning agents.

2615: Tithe Map frame: SODC had agreed that a grant of £228 could be put towards the cost of framing the tithe map of Harpsden from 1842. CR had chosen the frame and had given instructions to proceed to the framers in Henley. A commemorative plaque celebrating HM the Queen's 90th birthday would be inserted in the mount.

2623 South Oxfordshire District Councillor's Report: Paul Harrison's full annual report is attached to these minutes at Appendix 1. The main points were as follows:

- SODC had enjoyed the highest levels of recycling in the country during the year;
- the conservatives had had considerable success at the elections last May;
- SODC had negotiated the consolidation of its back office functions with four other councils, resulting in cost savings of £8m over 9 years;
- the number of strategic directors had been reduced from four to two;
- SODC's Chief Executive, David Buckle, would be retiring during the current year and would be replaced by David Hill, the former Chief Executive of Guildford Borough Council and also Humberside NHS Trust;
- SODC's ability to continue its operations with very little disruption in service following the arson attack on its offices in Crowmarsh, had become a model for the contingency planning industry;
- the four District Councils and Oxford City councils had announced their bid for devolution by creating three unitary authorities and had appointed PWC consultancy to examine the options and report back to the next full council in July.
- There was still significant and alarming debate over SODC's five-year land supply. The Secretary of State for Planning had recently agreed that SODC did indeed have an adequate five-year land supply and whilst some inspectors agreed with this, inspectors at two more recent appeals at Chinnor and Wallingford had disagreed. The main reason for finding against SODC was because other Councils in Oxfordshire, notably at Cherwell, had included the additional housing numbers from the SHMA in their decision-making process, whilst SODC had not. At SODC's last Full Council meeting, an increase in the housing numbers had been adopted to ensure they complied with those agreed by the Inspectorate. SODC was considering compulsory purchase orders against some developers, particularly in Didcot, who had landbanked large areas of the District without starting any building work. This meant that the land supply had been erroneously under-stated.
- Lastly, Harpsden Parish Council congratulated PH on his recent appointment of Chairman of SODC, which meant he would be representing the District Council at numerous events throughout the district and neighbouring districts.

2624 Oxfordshire County Councillor's Report: David Bartholomew's full report is attached to these minutes at Appendix 2. OCC had commissioned Grant Thornton to study the options of a unitary vs non-unitary council, with initial findings being available in July and public consultation to follow. It was likely that the Secretary of State would rule on the report in the autumn. In other matters, OCC had extended contracts for its Children's Centres and early intervention hubs until the end of March 2017 and with regards to the 'Oxfordshire Together' initiative, about 140 town and parish councils had expressed an interest in taking on the delivery of some local highway services that the council would no longer be able to deliver in the future. More information could be found at www.oxfordshire.gov.uk/oxfordshiretogether.

2625 Highways: Despite opposition from OCC and SODC, DB reported that there was continuing support from Wokingham and Reading Councils for a third Reading Bridge. The proposed four-lane third bridge would link the end of the A329M at Thames Valley Park with the crossroads of the A4155 and Caversham Park Road, spanning the River Thames and the Redgrave and Pinsent Rowing Lake. Further information would be available after the 'Bridge Summit' being held on 10th June. In matters more specific to Harpsden, DB had received further representations from residents of Kings Farm Lane about the condition of this restricted byway. As previously advised, OCC

only had to maintain the byway to a standard appropriate to non-motorised traffic but following a recent visit, the Area Steward had decided that the byway might have fallen even below this standard, so that some patching might be authorised. David Bevan (DBe), a resident of Kings Farm Lane reported that road signage such as Horses, Turnings etc along the valley road from Blounts Court Road towards Harpsden had gone missing and that the signage was now inadequate. Traffic travelled at great speed along the road, which had now become dangerous and DBe reported that there had been six traffic incidents outside Hunts Green barn in the last two years. The Parish Council agreed to look at the signs along the road and would report back to DB. **Action: KG.** DB advised that reporting missing signs on 'Fix My Street' might help. **Action: ST.** It was also reported that turning left onto the A4155 from Woodlands Road had become dangerous due to the growth of the cow parsley. **Action: ST to report it on 'Fix My Street'.** ST had been contacted by Mr Nicholas Blandy who had reported that the owners of Fair Acres at the end of Bolney Road on the border of Harpsden and Shiplake had seemingly increased the size of their garden by installing a new boundary and maintaining an area of land on the watermeadow and thereby diverting a footpath, for which planning permission had not been sought. DB had reported it to the Enforcement Department at OCC and ST would try to establish who owned the watermeadow. **Action: ST to contact Malcolm Leonard**

2626 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 which ended in May 2017. 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 was more than adequate for Harpsden Parish Council's needs. ST would complete the necessary paperwork and payment of £282.82 to renew the policy.

2627 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 £1,500 and 'other expenditure' had fallen year on year mainly due to increased expenditure on the new parish noticeboard and defibrillator box in the previous year. The Clerk's salary had decreased as the NP had been concluded. Other income had remained roughly the same year on year. The Fixed Asset Register comprised the Jubilee Bench at Hunts Green, the framed parish map, the notice board, the defibrillator box and the kissing gates. 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 2015-16. Following a unanimous show of hands, the documents were approved by a resolution of Council and signed by KG and ST.

2628 Planning Matters

2628.i SODC Decisions

P15/S3812/HH

Hunts Farm Cottage, Harpsden Bottom, RG9 4HY

Construction of patio at side and rear of existing house including retaining wall structure and garden steps

Planning permission granted

P16/S0959/HH

Hunts Green House, Harpsden Bottom Harpsden RG9 4HZ

Erection of triple garage

Planning permission granted

P16/S0724/FUL

Hunts Farm Cottage, Harpsden Bottom, RG9 4HY

Change of land use designation from agricultural to residential (C3). Extension to existing garden of Hunts Farm Cottage.

Planning permission granted

P16/S0863/FUL

Harpsden Village Hall, Harpsden RG9 4HH

Addition of a 2 bedroom flat as a first floor extension to Harpsden Village Hall

Planning permission granted.

P16/S0807/FUL

Harpsden Wood Cottage, Harpsden Woods, RG9 4AF

Proposed replacement dwelling – revision to permission ref P15/S2266/FUL

Planning permission granted

2628.ii Outstanding Applications and Appeals:

P16/S0077/O

Highlands Farm, Highlands Lane, Rotherfield Greys, RG9 4PR

Outline planning application to demolish existing buildings and develop up to 170 dwellings along with up to 2,000m² employment space, a Community Hub, public open space, sustainable urban drainage, earthworks, structural planting, substations and associated infrastructure

(Target Decision date 31st May 2016)

P16/S0642/FUL

Land at Sheephouse Farm, RG9 4HF

Demolition of existing buildings, alterations to vehicular access to Reading Road, construction of new buildings for use by Bremont Watch Company, new access drive, car parking and landscaping

(Target Committee date 8th June 2016)

P16/S0970/O

Thames Farm, Reading Road, Shiplake, RG9 3PH

Outline planning application for up to 95 dwellings and associated public open space and landscaping. Means of access and strategic landscaping not reserved.

P16/S1032/HH

Crowsley Park Lodge, Harpsden Bottom, Harpsden, RG9 4JD

Variation of condition 2 of planning permission already granted ref P15/S3874/HH

No strong views

P16/S1033/HH

Crowsley Park Lodge, Harpsden Bottom, Harpsden, RG9 4JD

Alterations to existing garage building to provide rooflight and door, alterations to provide doors to annexe and erection of a shed

No strong views

P16/S1159/HH

The Old School House, Harpsden, RG9 4HL

Remove existing conservatory and replace with new one

No objection

P16/S1275/HH

Harpsden Wood House, Harpsden Woods, RG9 4AF

Proposed construction of a tennis court and enclosure and erection of new metal entrance gates on brick piers

Whilst there was no objection to the tennis court, there was unanimous strong objection to the 3.6m high brick built piers to the new entrance gates. Brick would be totally out of keeping in the AONB of the ancient woodland and the iron gate and accompanying fence an unnecessary urbanisation of the rural nature of the setting.

P16/ S1252/FUL

Former Dairy Building, Flowercroft Farm, Kings Farm Lane, Harpsden RG9 4JF

Revised plans to incorporate changes to windows and addition of small single storey plant room to side of dwelling. Conversion of former dairy buildings to 2 bedroom dwelling to incorporate parking and change of use of agricultural land to form domestic garden.

No objection

2629 Financial Matters

2629.i Bank Balances and Reconciliations

Community Account: £281.52

Business Saver Account: £6,620.98

ST had previously circulated by email the bank reconciliations for the 2 months to 21st 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.

2629.ii Approval of Payments

ST tabled the following payments for approval:

<u>Item</u>	<u>Amount</u>	<u>Power</u>
Clerk's salary and expenses	£875.20	
Clerk's PAYE	£180.00	
Zurich Municipal Insurance	£282.82	
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.

2629.iii Budget vs Actual Expenditure: This was circulated by ST and approved by Council and is attached to these minutes at Appendix 6.

2630 AOB: There was no other business.

2616 Dates of next meetings:

Council Meeting: Monday 18th July 2016 7.45pm

Council Meeting: Monday 19th September 2016 7.45pm

Council Meeting: Monday 21st November 2016 7.45pm

Approved:..... Date: 18th July 2016
Kester George, Chairman