

# HARPSDEN PARISH COUNCIL

## Minutes of the Annual General Meeting of the Council held at Harpsden Village Hall on Monday 21<sup>st</sup> May 2018 at 7.45pm

Present: Cllr Kester George (KG) Chairman  
Cllr Hilary Andrews (HA) Parish Councillor  
Cllr Catherine Rubinstein (CR) Parish Councillor  
Cllr David Bartholomew (DB) OCC Councillor

In attendance: Mrs Sarah Tipple (ST) Clerk

**2774 Election of Chairman:** As this was the first meeting of the new Council year, KG handed over the Chair to CR, who proposed that KG should remain as Chairman. HA seconded the proposal and after a unanimous show of hands in favour, KG resumed the Chair.

**2775 Election of Deputy Chairman:** KG proposed TW as Deputy Chairman, HA seconded the proposal and upon a unanimous show of hands in favour, TW assumed the position of Deputy Chairman.

**2776 Welcomes and Apologies:** There were apologies from Cllr Tony Wright and Cllr Matthew Philips.

**2777 Declarations of pecuniary interests and/or requests for dispensations from Members regarding any item on this agenda:** There were none.

**2778 Approval of Minutes of last Council Meeting on 19<sup>th</sup> March 2018:** The minutes were approved and signed as a correct record.

**2779 Matters arising:**

**2753: P17/S4409/O:** ST had been unable to submit an objection to the application to build 5 additional detached dwellings at Highlands Farm as the deadline for comments had already passed.

**2755: Little Hill Cottage:** ST had re-submitted the PC's comments on the retrospective application and had sought an explanation for their omission from the planning portal, but had received no reply. Action: KG to follow up with Rob Cramp at SODC.

**2759: Website:** Action carried forward to next meeting. Action: MP

**2768: Enforcement Action at Lavender Cottage:** The owner had been told that it was not an enforcement issue. The owner now wished for the site to be included in the call for sites during the next iteration of the JHHNP.

**2771: Data Protection Officer:** Parish Councils no longer needed to appoint a Data Protection Officer.

**2780 OCC Councillor's Report:** DB's report is attached at Appendix 1. In matters more specific to Harpsden:

**i. Councillor Priority Fund:** as advised at the last meeting, DB had a £15,000 Councillor Priority Fund to allocate across his nine parishes. He would divide this in relation to the size of the parish, thus he had £500 available for Harpsden to match-fund Highways projects. This meant that if the parish council identified Highways works costing a total of £1000, he would meet half the cost from his fund. If the works were costed via OCC Highways and undertaken by them, all that was needed was his agreement to proceed; if works were costed and undertaken by third-parties a form would need to be completed, followed by a simple OCC approval process.

**ii. Dunsden/Emmer Green 245 houses:** DB spoke on 2<sup>nd</sup> May at the planning inquiry held at Henley Rugby Club. His focus had been primarily on the potential erosion of the distinctive urban-to-rural county boundary and cross-border administrative complexities. The remainder of the inquiry would be held in August and would be focusing on land supply numbers.

**iii. Caversham Quarry Liaison Committee:** The committee met on Thursday 12th April, 3.00pm, at Dunsden Farm Office. Key points were:

- Quarrying was now fully in progress (albeit with temporary interruption due to flooding).
- Construction of the new junction on the A4155 between Span Hill and Spring Lane would commence in May, subject to completion of legal work.
- During construction there would be one-way traffic with traffic lights on that section.
- Back-filling of the pits with inert waste was likely to commence early next year.

**iv. Gillotts Lane/Valley Road – CIL monies.** KG could offer no update on the improvements to Gillotts Lane but would approach SODC once again. DB offered his help to escalate matters if it was needed. **Action: KG**

**v. Thames Farm housing allocation:** KG maintained that as Thames Farm was in Harpsden Parish and within the JHHNP boundary, its housing numbers should be included in the Henley/Harpsden allocation. The issue of settlement was new and could not be brought into play at this stage. DB admitted there was confusion over the issue. It was hoped that the meeting with SODC on Wednesday might provide clarification.

**vi. Oxbridge Expressway:** The proposed route was expected to be selected by July although its exact course would take a further two years to decide.

**2781 SODC Councillor's Report:** PH's May report is attached at Appendix 2A and his Annual Report at 2B.

**2782 Review of Adequacy of Insurance Policy prior to Renewal:** With Public Liability cover at £12million, Employers Liability at £10million, 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.

**2783 Certificate of Exemption from a Limited Assurance Review:** It was agreed that the Parish Council could certify itself as exempt from a limited assurance review as it met the qualifying criteria. The Certificate was signed by KG and ST.

**2784 Approval of Annual Governance Statement:** ST read out to Councillors the Annual Governance Statement in Section 1 of the Annual Governance and Accountability Return 2017/18 part 2 (AGAR) and agreed that the Parish Council had:

- Put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements
- Maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness
- Taken all reasonable steps to assure themselves that there were no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the authority to conduct its business or manage its finances
- Provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audits Regulations
- Carried out an assessment of the risks facing the authority and taken appropriate steps to manage those risks, including the introduction of internal controls and external insurance cover
- Maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems
- Taken appropriate action on all matters raised in reports from internal and external audits
- Considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, had a financial impact on the authority and, where appropriate, had included them in the accounting statements

KG proposed and HA seconded approving the Annual Governance Statement and following a unanimous show of hands, the documents were approved by a resolution of Council and signed by KG and ST.

**2785 Approval of Accounting Statements:** ST tabled the Accounting Statements as stated in Section 2 of the AGAR and explained that they reflected the statement of account approved at the Annual Parish Meeting. KG proposed and CR seconded approving the Accounting Statements and following a unanimous show of hands, the document was approved by a resolution of the Council and signed by KG and ST.

## **2786 Planning Matters**

### **2786.i SODC Decisions**

#### **P17/S0117/FUL and LB**

##### **Hunts Green Barn, Harpsden Bottom, Harpsden RG9 4HY**

Erection of new rear extension and glazed link to existing barn and cart shed attached

Permission granted

#### **P18/S0307/HH**

##### **Pen y Bryn, Harpsden Woods, Harpsden RG9 4AF**

Single storey rear extension

Permission granted

#### **P18/S0271/FUL**

##### **BBC Monitoring Station at Crowsley Park, RG9 4JJ**

Removal of existing satellite dishes and replace with new and additional satellite dishes within existing antenna compound and on adjoining land to the north of the compound.

Permission granted

#### **P18/S0599/HH**

##### **Sheephouse Farmhouse, Reading Road, Henley, RG9 4HF**

Demolition of existing outbuilding, erection of new single storey outbuilding containing gym/games room and home office/store room

Permission granted

#### **P18/S0688/HH**

##### **Ash Farm, Upper Bolney Road, Harpsden RG9 4AQ**

Demolition of existing dwelling house and erection of new two-storey dwelling with attached garage and landscaping

Permission granted

#### **P18/S0506/HH**

##### **Land at Oak Farm, Harpsden Bottom Harpsden RG9 4HY**

Erection of temporary storage and office accommodation for a maximum of three years

Permission granted

### **2786.ii Outstanding Applications and Appeals:**

#### **P17/S4037/FUL**

##### **Little Hill Cottage, Harpsden Bottom RG9 4HR**

Erection of detached replacement dwelling, underground store and outbuilding, together with alterations to access driveway and landscaping (amendment to permission P15/S3359/FUL) (Retrospective). (The council is re-consulting on this application as the original application was not supported by the appropriate certificate of ownership. The plans submitted in connection with the application otherwise remain unchanged from the original consultation. If you have already made a submission in response to the original consultation, those comments will be taken into consideration by the council when determining the application, in addition to any further comments received in connection with the current consultation)

**Permission refused but an appeal was expected**

#### **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.

**Continuing objection although it was expected that this application might now be granted planning permission as the development at Thames Farm was now going ahead**

**P17/S4409/O**

**Highlands Farm, Highlands Lane, RG9 PR**

Outline planning application for the construction of up to five detached houses, with all matters reserved

**Continuing objection on the grounds of overdevelopment**

**P18/S1046/FUL**

**Land at Sheephouse Farm, Reading Road, Henley, RG9 4HF**

Proposed construction of energy plant building and enclosure in connection with new watch making and administrative building approved by P17/S1888/FUL

**No objection Action: CR to submit PC's response**

**P18/S0951/O**

**Wyevale Garden Centre, RG9 4AE**

Outline planning permission for demolition of all existing structures, development of B1 and/or B2 and/or D1 floorspace and required parking and servicing facilities on the south-eastern part of the site; development of up to 40 dwellings on the rest of the site; off-site highways works together with associated open space and landscaping. All matters to be reserved with the exception of access. (As clarified by additional information accompanying Agents email dated 3 May 2018).

**Harpsden Parish Council felt bound to withhold comment on this application pending the clarification of points to be discussed with SODC (Holly Jones) on 23rd May and suggested that the application be deferred for reconsideration in the current revision of the Joint Henley/Harpsden Neighbourhood Plan. The agreement that the site could be changed from light industrial development as set out in the current Neighbourhood Plan, to residential use has been overtaken by the unwanted development imposed on Thames Farm and the consequent need for a comprehensive traffic survey along the A4155 as suggested by Henley.**

**P18/S0943/HH**

**Summerhill Park, Harpsden Woods, RG9 4AE**

Erection of timber orangery to rear of dwelling and detached oak garden room

**No objection: Action: KG to submit response**

**P18/S1477/FUL**

**The Coach House, Mays Green, Harpsden RG9 4AP**

Replacement dwelling

**No objection: Action: KG to submit response**

**P18/S1427/FUL**

**The Stables, Mays Green Harpsden RG9 4AP**

Replacement dwelling

**No objection: Action: KG to submit response**

**P18/S1607/FUL**

**Ash Farm, Upper Bolney Road, Harpsden, RG9 4AQ**

Demolition of existing dwelling house and erection of a new two-storey dwelling with attached garage and landscaping

**Action: KG to consult with neighbours before submitting the PC's response.**

**P18/S1593/HH**

**Southwood Upper Bolney Road Harpsden RG9 4AG**

Demolition of existing single storey front and side extension and three existing outbuildings. Erection of a single storey side and front extension, ancillary works and a detached double garage.

**Action: KG to consult with neighbours before submitting PC's response**

With regards to submitting responses in a timely manner, it was agreed that all Councillors must pay regard to deadlines for submissions

## **2787 Financial Matters**

### **2787.i Bank Balances and Reconciliations**

Community Account:	£147.19
Business Saver Account:	<u>£6,963.65</u>
Total of both accounts:	£7,110.84

ST had previously circulated by email the bank reconciliations for the 2 months to 21<sup>st</sup> March 2018 and for the 2 months to 20<sup>th</sup> April 2018 for the Business Saver and Community Accounts respectively and both were now approved by Councillors and signed by the Chairman. They are attached to the minutes at Appendix 3.

### **2787.ii Approval of Payments**

ST tabled the following payments for approval:

<u>Item</u>	<u>Amount</u>	<u>Power</u>
Zurich Insurance	£294.95	
OALC sub	£135.06	
CPRE membership	£36.00	Section 137
Clerk's salary and expenses	£967.96	
Clerk's PAYE	£198.00	

The payments were authorised by a resolution of the Council and signed by the Chairman and are attached at Appendix 4.

**2787.iii Budget vs Actual Expenditure:** This was circulated by ST and approved by Council and is attached to these minutes at Appendix 5.

### **2788 AOB:**

- i. It was agreed that ST should meet the applicants for the post of Clerk in the first instance. **Action: ST to arrange.** HA suggested emailing the Harpsden Parishioner's List with details of the position as well.
- ii. ST would give CR the contact details of Marcus Lovelock, the Golf Club manager, as a stile at the top of the footpath across the Golf Course needed repairing.

### **2789 Dates of next meetings:**

- Monday 11<sup>th</sup> June (Planning Matters only)
- Monday 16<sup>th</sup> July (Full Council)
- Monday 20<sup>th</sup> August (Planning Matters only)
- Monday 17<sup>th</sup> September (Full Council)
- Monday 15<sup>th</sup> October (Planning Matters only)
- Monday 19<sup>th</sup> November (Full Council)
- Monday 17<sup>th</sup> December (Planning Matters only)

**Approved: .....** **Date: 11<sup>th</sup> June 2018**  
**Kester George, Chairman**