

## HARPSDEN PARISH COUNCIL

### Minutes of a Meeting of the Council held In Harpsden Parish Hall on Monday 22<sup>nd</sup> January 2024 at 7.45 pm

Present: Cllr Kester George (KG) Chairman  
Cllr Dominic Day (DD) Parish Councillor  
Cllr Catherine Rubinstein (CR) Parish Councillor

In attendance:

Anne Marie Scanlon (AMS) Clerk  
Cllr David Bartholomew (DB) OCC  
Cllr Mike Giles (MG) SODC

#### **5003 Apologies for absence**

Cllr Matt Leeman.

Cllr Matt Phillips (MP) had tendered his resignation from HPC. The Council thanked him for his service.

#### **ACTION**

The Clerk would issue a Casual Vacancy notice to recruit a replacement.

#### **5004 Declarations of pecuniary interests and/or requests for dispensations from Members regarding any item on this agenda:** There were none.

#### **5005 Approval of Minutes of last Council Meeting on 27th November 2023**

The minutes were approved subject to two amendments to Minute 4096.

#### **5006 Oxfordshire County Council Report:** attached at Appendix (i)

DB presented his report which covered the following local items.

- (i) Drainage issues Gillotts Lane

DB said a new gully would be installed on Gillotts Lane, the bunding moved and the road reprofiled. Both KG and CR expressed frustration at the lack of communication from OCC. Repeated attempts to contact the engineer responsible had been ignored. KG said there were issues around the proposed changes that needed to be addressed.

DB said he would follow up with Daniel Depp (DDp).

- (ii) Wyevale

DB said the construction of 40 houses had begun. He was disappointed that the Planning Modification Order which Harpsden and Shiplake had requested had been refused. DB said that the refusal was generalised and did not address the specific reasons that Shiplake and Harpsden had mentioned. DB said a Speed Limit Change would require a public consultation and both PCs should alert residents.

(iii) Village Gates

DB said he would provide support when Council decided on where and what type of Gate the Council wanted.

(iv) Road running through Mays Green

PC had contacted Highways to talk about safety defects. DB said the OCC Engagement Team would investigate and possibly put forward a road resurfacing solution. DB said he would get the results once the assessment had been done.

**5007 South Oxfordshire District Councillors Report** Attached Appendix (ii)

LR had sent his report in advance.

MG mentioned the draft New Local Plan was open for comment, the link included in LR's report.

KG asked if PC would still be held to arbitrary prefixed number of houses. MG said the new LP was still in the public consultation period and would not come into effect until next year at the earliest.

MG said the AONB meetings were still going on but there had been no developments.

**5008 Planning Matters:** (Appendix iii)

The complete Planning Report is attached and available on the website.

The Council were disappointed that Hallemead House had not been granted Planning Permission.

**5009 Financial Matters**

**5009.i. Bank Balances and Reconciliations** (attached at Appendix iv a & iv b)

Community Account:	£170.00
Business Saver Account:	£95,853.39

**Total of both accounts' a/o 2<sup>nd</sup> January 2024** **£ 96,023.39**

AMS had previously circulated by email the bank reconciliations for the 2 months to 2<sup>nd</sup> January 2024 for the Community and Business Saver Accounts (attached appendix 4b and 4c).

The bank reconciliations noted the following income.

Interest Payment from Barclays Bank	£328.22
CCLA Interest Dec 2023	£1730.33
CCLA Interest Nov 2023	£1829.78

Expenditure for the two-month period was as follows.

Clerk's Salary for 2 months	£890.34
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Mulberry & Co Internal Audit (interim)	£253.50
Information Commissioner	£40.00

Both bank reconciliations were accepted and approved by Councillors and signed by the Chairman. The Clerk retains the permission of the Council to transfer all funds in excess of £100 from the Community Account to the Business Saver Account.

**5009.ii Approval of Payments** (attached iv c)

AMS had previously circulated the schedule of payments for January. The following payments were approved.

Annual Rent for Hall	£400
<i>A payment on a second invoice, not included in the schedule of payments as it arrived on the date of the meeting was also approved for payment.</i>	
Luke Hooker Drainage	£437.50 to be paid from CIL.

**5009.iii Review of Budget vs Actual Spend** (appendix iv d)

AMS had circulated the Budget vs Actual Spend prior to the meeting and it was accepted by the Council.

**5009. iv Review and Acceptance of Precept Request** (attached appendix iv e)

Based on the budget Council agreed to request the same Precept amount as the previous year £11,000.

**ACTION** Clerk to process request to SODC.

**5009. v Review of Drainage System**

Further to the comments made to DB (Minute 5006) the Council had not been made aware in advance of the latest remedial work done on Gillotts Lane by OCC. It was noted that the result of this latest action by OCC was to move the flooding from one property onto three others. Council noted that had they been informed or consulted they could have averted another waste of money and resources.

Council agreed that the drainage problems on Gillotts Lane called for at least one well-placed soakaway. It was agreed that KG would contact Daniel Depp to propose putting one under the path.

**ACTION** KG to contact DDp.

Council noted the immediate improvement in drainage on Woodlands Road and outside the Church after the work undertaken by LH. DD suggested that LH try to remove dirt and debris from Gillotts Lane to alleviate some of the drainage issues.

**ACTION** DD to take photos of the areas of Gillotts Lane that he thinks would be of most benefit to clear and to send to LH with a request to carry out the work as part of his contract.

5011 Add 'with the addition of a kissing gate on FP10.'

**5010 Review and Adoption of the Financial Regulations**

AMS had circulated the updated Financial Regulations prior to the meeting, and they were accepted by the Council.

**5011 Review and Adoption of Asset Register**

AMS had previously circulated the new Asset Register which on the advice of the new Internal Auditor reflected physical assets and financial investments of more than one year. The Council accepted the report but with the return of the Kissing Gate which had been found on FP10 and a calculation of depreciation of the physical assets.

**5012 Dates of next meetings:**

- 18<sup>th</sup> March
- APM April TBD
- 20<sup>th</sup> May
- 15<sup>th</sup> July
- 16<sup>th</sup> September
- 18<sup>th</sup> November

**Approved:** .....

**Date:** 18<sup>th</sup> March 2024

**Kester George, Chairman**

