

# HARPSDEN PARISH COUNCIL

## Minutes of a Meeting of the Council held at Harpsden Village Hall on Monday 15<sup>th</sup> January 2018 at 7.45pm

Present: Cllr Kester George (KG) Chairman  
Cllr Matthew Phillips (MP) Parish Councillor  
Cllr Catherine Rubinstein (CR) Parish Councillor  
Cllr David Bartholomew (DB) OCC Councillor  
Cllr Paul Harrison (PH) SODC Councillor

In attendance: Mrs Sarah Tipple (ST) Clerk  
Mrs Hilary Andrews Parishioner

**2748 Welcomes and Apologies:** There were apologies from Cllr Tony Wright.

**2749 Co-option of Hilary Andrews:** KG introduced local resident Hilary Andrews (HA). 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 HA was uncontested. KG proposed her co-option onto the Council which was seconded by CR and unanimously approved by a show of hands. HA signed, and ST countersigned the Acceptance of Office form. ST gave HA the Council's Code of Conduct, the Register of Interests Form, and The Good Councillor's Guide. **Action: HA to complete and return the Register of Interests Form to ST.**

**2750 Declarations of pecuniary interests and/or requests for dispensations from Members regarding any item on this agenda:** There were none.

**2751 Approval of Minutes of last Council Meeting on 20<sup>th</sup> November 2017:** The minutes were approved and signed as a correct record.

**2752 Matters arising:**

**2694: Path to Redhatch Lodge:** KG had written to the owner of Redhatch Lodge about the public right of way along the track to the house. He had copied the letter to OCC to ensure this was on record.

**2728.vi: SSE Substation on Woodlands Road:** SSE had installed protective fencing around the substation and a beech hedge had been planted to provide screening.

**2730: Review of Parish Boundary at Highlands Farm:** ST would let KG have a copy of the Henley's Town Clerk's letter to SODC in which she had requested a review of the parish boundary at Highlands Farm. **Action: ST**

**2742: Harpsden Footpath 242/8:** John Penrose had secured funding from the Golf Club and a TOE2 grant to replace the stiles with kissing gates. The Parish Council would pay upfront for the kissing gates and claim back the VAT, and would be reimbursed for the net cost by the two donors.

**2743.ii: Affordable Housing:** ST had previously circulated the Government's definition of Affordable Housing as stated in the National Planning Policy Framework at Annexe 2: Glossary.

**2746: Village Green status at Highlands Farm:** As the Parish Council neither owned the land nor could prove use of the land by a significant number of local people for over twenty years up to within a year of application, and as the development would probably fall with the parish of Henley following the boundary review, it was agreed to leave the matter of protecting the village green at Highlands Farm to Henley Town Council.

**2753 OCC Councillor's Report:** DB's report is attached at Appendix 1. In matters more specific to Harpsden:  
**i: Third Reading Bridge:** A meeting to discuss this had been convened at Highmoor Village Hall on Thursday 18<sup>th</sup> January at 7pm. KG and HA agreed to attend. An OCC officer and John Howell MP, along with representatives from several local parishes would also be attending. The current official stance was as follows:

*It was agreed that further work is needed to understand in more detail the traffic impacts (both positive and negative), particularly on South Oxfordshire. The next stage in the business case process would include further refinement of the scheme options, an update of the Transport Economic Case; completion of the Management, Financial and Commercial Cases; Preliminary design and scheme costing; Ground investigation work and refinement of the environmental assessment.*

DB had sought clarification from officers and they had confirmed the Strategic Outline Business Case had been signed off, with acknowledgement that there were still questions remaining. While these could be taken forward individually, they wanted to look at them as the first stages of the Outline Business Case, if that funding was found. There was still no funding identified for any level of extra work at this stage.

Another issue was that the Bridge was included in the Draft Reading Local Plan as a major transport project. The Plan understated the estimated cost and made no provision for any mitigation methods in South Oxfordshire, let alone a relief road.

**ii. Highlands Farm Development Impact on Gillotts Lane:** After the last PC meeting DB had sent an enquiry to Geoff Arnold (GA) at OCC Highways and had forwarded his response to KG and TW. GA had established that some of the Gillotts Lane residents were not keen on 'build-outs' or 'pinch-points'. KG would remind GA that the Parish Council represented the views of local residents and as such, he needed to ensure that the PC's views were properly appreciated, and that the PC was kept informed. DB would endorse KG's views. **Action: KG to write to GA, copy to DB**

**iii. Highlands Farm – Outline Planning Application for 5 Detached Dwellings:** OCC Highways had recommended a Holding Objection until further information was supplied, to address the following:

- The 'red-line' area on the plan did not abut the Highway and access to the proposal appeared to be across third party land over which the applicant did not appear to have control;
- No visibility splay had been demonstrated for consideration; the neighbouring structures/walling appeared to impact upon any visibility splay from this proposed access;
- The parking spaces did not meet current dimensional standards;
- No turning opportunity for emergency and or servicing vehicles had been demonstrated for consideration to allow vehicles to egress the site in a forward gear;
- No refuse storage or collection details had been demonstrated for consideration

**2754 SODC Councillor's Report:** PH's report is attached at Appendix 2. In matters more specific to Harpsden:

**i. Henley Leisure Centre:** Although £150,000 had been spent on refurbishing the swimming pool changing area at Henley Leisure Centre, there were renewed complaints about the standards of cleanliness and maintenance. PH would inform Cllr Lynn Lloyd, Cabinet Member for Leisure at SODC.

**ii: Cyber Crime:** The police had estimated that one in ten adults were falling victim to crime on the internet, either in the form of identity theft, cyberstalking, grooming, confidence scams or hacking. Thames Valley Police had useful information and advice at

<https://www.thamesvalley.police.uk/advice/protecting-yourself-and-others/cyber-crime-and-online-safety/>. Cyber crime and attempted scams could be reported on 0300 123 2040 or at [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

**iii:** Contrary to a recent article in the Henley Standard, SODC was not at risk of being put in 'special measures' due to the number of SODC's planning decisions that had been successfully appealed.

**iv: Local Plan 2033:** SODC was processing comments from the recent publicity period to submit alongside the Local Plan to the Planning Inspectorate next month.

v: SODC had submitted its response to the latest government consultation: 'Planning for the right homes in the right places.'

vi: **Thames Farm:** SODC had been given the right to renew its application for a Judicial Review of the Inspector's decision to allow an appeal for 95 houses to be built at Thames Farm, not least because two Inspectors since the appeal had calculated a 4.1 year land supply, as opposed to the figure of less than 3 years calculated by the Thames Farm Inspector. A date for the hearing had not yet been set.

vii: **Councillor Grants:** PH had received grant applications amounting to £7,200 and it was hoped that he would be able to exceed his budget of £5,000 as his fellow Ward Councillor, Cllr Will Hall, had received no applications for his £5,000 entitlement.

## **2755 Planning Matters**

### **2755.i SODC Decisions**

There were none since the last meeting.

### **2755.ii Outstanding Applications and Appeals:**

#### **APP/Q3115/W/16/3161733**

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

SODC had been granted a Judicial Review of the appeal in the High Court

#### **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

Continued objection on highways grounds

#### **P17/S3932/HH**

##### **Harpsden Wood House, Harpsden Woods RG9 4AF**

Proposed construction of a gatehouse to courtyard entrance incorporating additional covered parking spaces, now excluding subterranean car lifts.

No objection to this revised application provided that the Forestry Officer accepts the arboricultural report and the applicant refrains from using artificial lighting, for which he has no planning permission, between the proposed gatehouse and his outer entrance gate. As reported to SODC Environmental Department on 11 January, many residents had complained to us that artificial lighting should have no place in AONB woodland.

#### **P17/S4079/HH**

##### **Hunts Green House, Harpsden Bottom, RG9 4HZ**

Formation of dormers and roof space conversion above existing garaging and the construction of a single storey detached framless glazed garden room

KG could see no real grounds for objection but asked CR and MP to look at the site and the plans and report back. Action: CR and MP. CR to submit the PC's response

#### **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). (SODC was 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. Responses to the original

consultation would be taken into consideration by the council when determining the application, in addition to any further comments received in connection with the current consultation)

The PC would reinforce its strong opposition: **Action: KG**. CR had already submitted a response as a parishioner.

**P17/S4111/FUL**

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

Demolition of existing dwelling and replacement with new one. Demolition of two outbuildings  
Application withdrawn on a technicality

**P17/S4228/HH**

**Incline Cottage, Gillotts Lane, Harpsden RG9 4AY**

Proposed extension to family home  
No objection

**P17/S4313/FUL**

**No 2 Hall Cottages, Harpsden, RG9 4HH**

Demolition of existing dwelling and placement with two semi-detached cottages and widen existing access

Following advice from OCC Highways, the applicant was submitting revised plans which positioned the two cottages 2m further away from the road, thereby increasing parking, the turning circle and the storage of wheelie bins. There were no objections to the application in its revised form.

**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

The PC would support the objections of OCC on highways grounds – see 7753 iii above. **Action: ST to submit the PC's response.**

**2756 Financial Matters**

**2756.i Bank Balances and Reconciliations**

Community Account:	£392.59
Business Saver Account:	<u>£6,210.78</u>
Total of both accounts:	£6,603.37

ST had previously circulated by email the bank reconciliations for the 2 months to 21<sup>st</sup> December 2017 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.

**2756.ii Approval of Payments**

ST tabled the following payments for approval:

<u>Item</u>	<u>Amount</u>	<u>Power</u>
John Hodges Trust room hire	£320.00	
Harpsden PCC – cemetery upkeep	£500.00	LGA 1972, S. 215(6)
Chilterns Conservation Board	£40.00	Section 137
Citizen's Advice Bureau	£60.00	LGA 1972, S. 142
Woodland Trust	£300.00	Section 137

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 Chilterns Conservation Board and the Woodland Trust were proposed by KG, seconded by MP and carried unanimously.

**2756.iii Budget vs Actual Expenditure:** This was circulated by ST and approved by Council and is attached to these minutes at Appendix 5.

**2756.iv Clerk's salary review:** It was agreed that the Clerk's workload had not abated and had in fact increased with the recent contentious planning applications. KG proposed an increase from £3,960 to £4,200 per annum, effective 1<sup>st</sup> April 2018. This was seconded by MP and carried unanimously.

**2756.v Budget 2018-19 and Precept:** ST had previously circulated a proposed budget for the next financial year. She explained that most ongoing costs would remain at similar levels to the current year, but a one-off bonus payment to the Clerk and an upfront payment for the kissing gates would increase the budget by just over £1,000 on last year's figure. Although the proposed budget was for £7,770, it was agreed to keep the precept at £6,000 as there were sufficient reserves in the bank, and the cost of the kissing gates would be reimbursed in full. MP proposed approving and accepting the budget, it was seconded by KG and carried unanimously. A copy is attached at Appendix 6

**2757: Review of Financial Regulations:** ST had previously circulated by email the Financial Regulations. There was no change from last year's document. It was resolved to adopt the Financial Regulations for the year.

**2758: Approval of Asset Register:** ST had previously circulated by email the Asset Register and this was now approved by Council after being proposed by KG and seconded by TW. It is attached at Appendix 7.

**2759 AOB:**

**i. Phone Box:** The contract transferring ownership of the phone box to the Trust had been signed but BT were still waiting for their contractors to disconnect the power supply. MP and CR agreed to pursue the project to refurbish the phone box and convert it into a book exchange once BT had carried out their work and the weather had improved.

**ii. Website:** TW had previously suggested that the Parish council website could be adapted to enhance the News and Community section, which might encourage parishioners to look at other parts of the website at the same time. The Trust was in the process of updating its website and ST wondered if this would be a better conduit for village and community news. MP, however, suggested that a third website linking the PC and the Trust websites, could be set-up, which would act in the same way as a village noticeboard. As it was important to keep the PC and the Trust separate and to avoid abuse of either website, it was agreed that this was a sensible way forward and MP would pursue this idea. **Action: MP**

**2760 Dates of next meetings:**

Council Meeting: Monday 19<sup>th</sup> March 2018 7.45pm

Annual Parish Meeting: April 2018 date TBC

Council Meeting: Monday 21<sup>st</sup> May 2018 7.45pm

Council Meeting: Monday 16<sup>th</sup> July 2018 7.45pm

Council Meeting: Monday 17<sup>th</sup> September 2018 7.45pm

Council Meeting: Monday 19<sup>th</sup> November 2018 7.45pm

**Approved: ..... Date: 19<sup>th</sup> March 2018**  
**Kester George, Chairman**