

HARPSDEN PARISH COUNCIL

Minutes of a Meeting of the Council held In Harpsden Parish Hall on Monday 17th May 2021 at 7.45 pm

Present: Cllr Kester George (KG) Chairman
Cllr Catherine Rubinstein (CR) Parish Councillor
Cllr Matthew Phillips (MP) Parish Councillor

In attendance: Anne Marie Scanlon (AMS) Clerk
Cllr David Bartholomew (DB) OCC & SODC Council
Cllr Leigh Rawlins (LR) SODC
Mr Matt Leeman (ML)
Mr Mark Buffery (MB)

3015 Election of Chairman of Council and to his/her declaration of office:

CR proposed KG. This was seconded by MP and KG was elected Chairman and received his declaration of office.

3016 Election of Deputy Chairman of Council and to his/her declaration of office:

KG proposed CR. This was seconded by MP and CR was elected Deputy Chairman and received her declaration of office.

3017 Co-option of new parish councillor:

KG proposed ML for co-option as Parish Councillor. MP seconded and ML was co-opted on to the Parish Council.

3018 Apologies:

There were none

3019 Declarations of pecuniary interests and/or requests for dispensations from Members regarding any item on this agenda: There were none.

3020 Approval of Minutes of last Council Meeting on 15th January 2021: The minutes were approved and signed into the record by KG.

3021 Approval of Clerks new contract & salary of £4,800 pa (renewable in January 2022) and to approve monthly payment of salary by direct debit in future:

The Clerk's new salary (£4,800 subject to review January 2022) and contract (NALC compliant) were approved by the Council as was moving to monthly payment via direct debit, rather than the Clerk invoicing quarterly.

3022 Oxfordshire County Council Report: (attached at Appendix 1)

KG congratulated DB on his election as County Councillor for a third term. The Conservative Party had lost 9 seats and thereby their majority in OCC so DB would now be the Shadow Member for Finance

(i) **Gillotts Lane**

DB said he was fully aware of the drainage issues on Gillotts Lane, and the appropriate officers were in touch with Will Johnson of Garden Cottage, the property most affected. They recognised that fixing the problem was a priority.

MP mentioned the problems with drainage through the middle of the village.

DB confirmed that OCC had the matter in hand and would produce design proposals and give an estimate of the cost.

(ii) **Felling of Trees on Woodlands Road**

KG referred to the recent felling of ash trees along the cemetery boundary in Woodlands Road and confirmed that OCC had since apologised for failing to give warning of their action.

ML asked what would happen to the logs that had been cut from the trees.

DB said there were not many logs left but that if it was still an issue by the time of the next meeting he would investigate. He said there had been some confusion because the Woodland Trust were conducting a tree survey but assured the Council that OCC's tree cutting in the parish had now finished.

The Woodland Trust still intended to fell the trees marked in blue. Those marked in orange/red were deemed to be all right.

(iii) **Unnamed Road linking A4155 TO Harpsden Way (Sheephouse Lane)**

DB had arranged for a site visit to take place with the chairman, Cllr Brough and the Highways officer. A provisional programme of works had been subsequently agreed for costing purposes. DB had chased the officer in charge for an update. The costs would be shared on a 50:50 basis between OCC and the PC.

CR asked if DB had had any feedback on the white markings along the road as some residents had said that they were not useful. DB said he had received emails and that the white lines were under review.

(iv) **P20/S2808/DIS: THAMES FARM**

DB had met with the SODC Chief Executive on 31 March and asked that a joint statement from both councils and all relevant agencies be issued covering the following topics:

Surface Water Drainage

Status update on the previous proposal of discharge into the Lashbrook and the new idea of discharge into the Harp (which he understood had not formally been submitted).

Impact of grouting on aquifer

Reassurance that the ash/cement grout mix would not impact on the quality of the water supply.

Tree replanting

Confirmation when the delayed tree replanting along the A4155 would occur.

Light pollution

Feasibility of turning off footpath lights until the site is occupied.

Timeline

Some sort of indication of what was going to happen and when. Residents could not be expected to tolerate the moth-balled project and its adverse impacts indefinitely.

A letter was subsequently issued on 7 May to the Thames Farm Action Group and some residents. It had been published on the Shiplake Village website [here](#).

A further meeting to review the letter then took place on 10 May and included Cllr Rawlins. SODC had taken legal advice and had decided belatedly that the grouting works were major engineering works and required a planning permission.

TW had also taken legal advice and now denied that they needed fresh planning permission and it was likely that this impasse would take some time to resolve.

ML asked if it would it be a better idea for TW to reduce the number of houses to protect the Aquifer.

DB said that was an interesting point but difficult to address. He had floated the idea of 9 mansions around a lake since any surplus run off could then be dealt with on site without grouting.

(v) P20/S4884/A 2 X Illuminated Signs at Bremont Factory.

DB said that HPC had been joined by several others in objecting to this proposal. No decision had been issued. DB said that the lighting was compliant with regulations. CR said it was bothering people in the Parish. DB said that it would be better if the Parish Council dealt with the matter informally, by approaching Bremont to make them aware of the problem.

ACTION MP to approach Bremont to make them aware that the lighting was problematic.

(vi) SODC & VoWH JOINT LOCAL PLAN

KG asked DB whether he was content with the decision for SODC to prepare a joint local plan with the Vale. DB said the plan had been passed by one vote and he had great concerns as the area covered was too wide. In his view local plans should be local and he could foresee problems with Councillors in one district lacking knowledge particular to another district; but Cllr LR said later that he did not share DB's worries (see below).

3023 South Oxfordshire District Councillors Report (attached at appendix 2)

LR said that all Councils were back to in-person meetings rather than virtual ones.

(i) Joint Local Plan SODC & VoWH

LR said that SODC and VoWH were committed to cooperating on a Joint Local Plan. LR said this would save costs for both councils and give officers the opportunity to undertake certain standard activities such as Sustainability Analysis and research on habitats that are required processes. It could also lead to a joint planning policy book.

LR said that under Section 28 each Council would need to approve the plan and without the agreement of each council the plan would not stand.

KG asked if the Joint Local Plan would make any major difference to the local plan.

LR said as the planning policy team had an increased workload because of Oxfordshire 2015 and the ARC it would be helpful for them to share the work of the plan. LR reiterated that if one Council rejected the plan then it would fail for both Councils. He

said this was a “cast iron guarantee.” LR said he thought it would make sense to have a joint policy book for the planning officers.
LR said that the proposed expressway road works were paused but the planned rail links would be going ahead as planned.

(ii) **Leisure Centres**

LR said that it had been necessary for SODC to give GLL some financial support to help them reopen the Leisure Centres they manage on behalf of the Council.
MP clarified that this included Gillotts.
In relation to LR’s report MP asked what the Local Lottery was and where people could purchase a ticket.
LR said it was run in South Oxfordshire and he would find out how people could get involved.

Councillor Community Grants

LR said that HPC had not availed of the Councillor Community Grants for over two years, and he would like to see HPC get the benefit.
KG and CR gave notice that HPC would hope to take up both grants to clear the ground and plant trees along the cemetery railings on Woodlands Road.

3024 To consider the adequacy of the Insurance Policy prior to renewal.

AMS had previously distributed the details of coverage by a Zurich policy and Council agreed to renew the insurance policy for its third and final year at the same premium.

3025 Completion and Approval of Annual Governance Statement 2020/2021 (Copy Appendix 3)

AMS had previously distributed the AGAR via email. The Council now agreed the figures presented and the AGAR was signed.

ACTION AMS to file the AGAR with Moore, the External Auditor

3026 Completion and Approval of Annual Accounting Statement 2020/2021 (Appendix 4)

AMS had previously distributed the Accounting Statement in April for the Annual Parish Meeting APM. The Council agreed the figures and the Accounting Statement was signed.

ACTION AMS to replace the Draft Accounting Statement (2020/21) on the website with the signed copy.

3027 Planning Matters:

3027 (i) New Applications since the last meeting:

P21/S2006/HH

Eden Cottage

Mays Green, Harpsden RG9 4AJ

New double garage following demolition of existing plus new outdoor swimming pool and pool house.

Planning Officer Caitlin Phillpotts

Target Decision 24th June

Consultation Ends 3rd June

Email & consult emailed to KG, CR, MP & ML 18/5/21

P21/S1463/FUL

Rose Cottage

Reading Road, Harpsden RG9 4HF

Siting of a replacement outbuilding with change of use to residential storage and change of use of the paddock to residential garden land.

RETROSPECTIVE APPLICATION following the removal of the previous agricultural store in Feb 2020 and its replacement in March 2020.

Planning Officer Davina Sarac

Target Decision 11th June

Consultation Ends 8th May

Email & consult emailed to KG, CR, MP 30/4/21

New APPEAL

P19/S1858/O

Thames Poultry Farm House Bolney Lane Harpsden Woods RG9 4AD

Outline application for erection of 3 detached dwellings, with scale, layout and means of access to be determined at this stage: and landscaping and external appearance to be determined at reserved matters stage (access and layout revised to take account of protected trees as shown on amended plans and arboricultural information received 27th September 2019 and additional driveway information received 22nd May 2020).

Planning Officer Paul Lucas

Planning Permission REFUSED 26 June 2020

Appeal Lodged 12 March 2021

Email to KG, CR, MP, SLL & DB 20/3/21

3027 (ii) SODC Decisions since the last meeting:

P21/S0833/HH

Woodvale, Harpsden RG9 4HQ

Extensions and alterations to dwelling house.

Extensions and alterations to garage outbuildings.

Construction of new ancillary outbuilding.

Planning Officer Davina Sarac.

Emailed to KG, CR, MP, SLL & DB 20/3/21.

HPC Objected to new ancillary building. **Permission 21 APRIL**

P19/S4049/FUL

Crowsley Park Lodge, Harpsden Bottom, RG9 4JD

Demolition of existing dwelling. Erection of proposed new four-bedroom dwelling.

Planning Officer Caitlin Phillpotts.

Consultation Period Ends 5th December

Harpsden Parish Council objects to the proposed demolition of the existing dwelling and to its replacement with a larger building that would be out of place in this very quiet rural corner of the Chilterns AONB, both because of its size and its shape.

Application Withdrawn March 2021

Emailed to KG, CR, MP, SLL & DB 20/3/21

P21/S0838/HH

Crowsley Park Lodge, Harpsden Bottom, Harpsden RG9 4JD

Erection of single storey side & rear extension and single storey front extension incorporating external & internal modifications, replacements of west-facing annexe window with French doors.

Installation of brick piers & replacement sliding gate.

Planning Officer Caitlin Phillpotts

Email & consult emailed to KG, CR, MP, SLL & DB 20/3/21
Planning Permission 29th April 2021

P19/S4754/LDE

Upper Bolney House, Upper Bolney Road, RG9 4AQ

Certificate of Lawful Use for an existing link between the main house and the barn.

Planning Officer Danielle Rogers

Email to KG, CR, MP, SLL & DB 20/3/21

Certificate of lawful use issued 5th May

P21/S0920/HH

Little Somerford (formerly Croft Cottage)

Chalk Hill, Harpsden RG9 4HN

Variation of condition 2 – approved plans in planning application P14/S3909/HH modified annexe design & minor changes to the utility room.

Raising the roof and erection of front canopies and demolition of existing annexe and replacement with two storey annexes with single storey link to dwelling

Planning Officer Simon Kitson

Email & consult emailed to KG, CR, MP, SLL & DB 20/3/21

Planning Permission 30th April 2021

P21/S0937/HH

Lark's Rise

Upr Bolney Rd, Harpsden, RG9 4AQ

Construction of single storey ancillary building to be used as a pool house.

Planning Officer Caitlin Phillpotts Target Decision 22nd April

consult emailed to KG, CR, MP, SLL & DB 20/3/21

Permission 20th April

P21/S0851/HH

Harpsden Wood House, Harpsden, RG9 4AF

Proposed 1.5 storey extension to existing southern stables wing & conversion of existing ancillary store to provide guest/staff accommodation

Planning Officer Simon Kitson

Email & consult emailed to KG, CR, MP, SLL & DB 20/3/21

Planning Permission 22nd April

P21/S0709/HH

P21/S0710/LB

Hunts Farm House, Harpsden Bottom, RG9 4HY

Installation of an air source heat pump on exterior of the building

Planning Officer Marc Pullen

Email sent to Council 8/3/21

Planning Permission 14/4/21

P21/S0662/LB

P21/S0660/HH

Hunts Farm House, Harpsden Bottom, RG9 4HY

Reinstatement of original access gate to courtyard & infilling present gate access to match existing boundary wall.

Planning Officer Marc Pullen
Planning Permission 12th April 2021

P20/S2103/FUL

Land to the rear of Crossways, Reading Road, Shiplake, RG9 4AA

Proposed erection of 20 dwellings with associated landscaping and parking (as amended by information on 15th October 2020 & 2 November 2020).

Planning Officer Katherine Pearce

Planning Permission Refused 27th April 2021

3027 (iii) Outstanding Applications and Appeals:

P20/S4884/A

Land at Sheephouse Lane, RG9 4HT

Bremont Factory

Two x illuminated entrance signs displaying the company name

Planning Officer Tom Wyatt

HPC Objected.

P20/S2161/FUL

Johnson Matthey, Blounts Court Road, Sonning Common, RG9 9NH

Demolition of existing restaurant building and development of a new customer innovation centre within the existing Johnson Matthey site plus associated arrivals space, landscaping, access, servicing area and car parking. (Additional information received 30 October 2020)

Planning Officer Mark Pullen Target 12th October 2020

3027 (iv) Neighbourhood Plan

KG updated the Council on progress with the Joint Henley Harpsden Neighbourhood Plan (JHHNP), explaining that the sites submitted by landowners for consideration for houses would be put out for public comment in July before the NP Committee finalised their proposals, which would in turn be put to a public referendum in the Autumn. The NP Committee had however confirmed their objectives, the two most important to Harpsden being -

1. To maintain a green belt between Henley and Harpsden
2. To give priority to building on 'brownfield' sites and avoid green ones.

In discussion MP asked if Gillotts playing fields were still a possible site for houses. KG said they were but thought that most of the Committee were against building on either Gillotts' playing fields or Lucy's Farm.

3027 (v) Possible Conservation Area in Harpsden

MP asked if it would be good for the village to have a Conservation Area. KG thought it would but observed that one could only ask to be assessed for one, since they were defined by Government criteria. Following Henley's example, Harpsden had asked to be assessed to see if it met these criteria and it seemed possible that the small area around the historic manor house (Harpsden Court) and St Margaret's church might qualify, though we could only wait to see.

3028 Financial Matters

3028.i Approval of Amended & Final Budget for 2021/22 (Appendix 5)

Following advice from the Internal Audit the initial budget was revised. AMS had circulated this in advance via email. Council approved the revisions and accepted the budget for the coming financial year.

3028.ii Approval of All Payments for the Financial Year 2021/22 as outlined in the Final Budget

Clerk's Salary, Clerk's Expenses, Zurich Insurance, Internal Audit (Jane Olds), External Audit (Moore), Room Hire, Zoom, Chairman's Expenses, Provisional Election Sum, Raising Flag, British Legion Wreath, OALC Training, OALC Membership, Chiltern Society Membership, CPRE subscription, CAB Donation, Chiltern Conservation Board, The Woodland Trust, HPCC Cemetry upkeep, annual webhosting, domain name, website upgrade, advertising.

3028.iii Bank Balances and Reconciliations (attached at Appendix 4a)

Community Account:	£292.20
Business Saver Account:	£418,010.49
Total of both accounts:	£418,302.69
Total Amount of CIL Money:	£398,176.00

AMS had previously circulated by email the bank reconciliations for the 2 months to 1st May 2021 for the Community and Business Saver Accounts and both were now approved by Councillors and signed by the Chairman. They are attached at Appendix 6a.

3028.iv Approval of Payments

The following were approved for payment and are attached at Appendix 6b

Clerk Salary (less £150 loan repayment)	£1050.00
NetWise Set up fee & Annual Fee	£1078.80
Jane Olds (Internal Audit)	£220.00
Zurich Annual Insurance	£294.95

3028.v Actual Spend vs Budget

As no spending had been done in the financial year there was no document to produce.

3029 Dates of next meetings:

Council Meeting 19th July. 2021 7.45pm
Council Meeting 20th September 2021 7.45pm
Council Meeting 15th November 2021 7.45pm

Approved: **Date: 19th July 2021**
Kester George, Chairman