

HARPSDEN PARISH COUNCIL

**Minutes of a Meeting of the Council held
In Harpsden Parish Hall on
Monday 16th
January 2023 at 7.45 pm**

Present: Cllr Kester George (KG) Chairman
Cllr Catherine Rubinstein (CR) Parish Councillor
Cllr Dominic Day (DD) Parish Councillor
Cllr Matt Leeman (ML) Parish Councillor
Cllr Matt Phillips (MP) Parish Councillor

In attendance: Cllr David Bartholomew (DB) OCC & SODC
Anne Marie Scanlon (AMS) Clerk

4028 Apology for Absence:

Cllr. Leigh Rawlins (SODC)

4029 Declarations of pecuniary interests and/or requests for dispensations from Members regarding any item on this agenda: There were none.

4030 Approval of Minutes of last Council Meeting on 21st November 2022:

The minutes were approved.

4031 Oxfordshire County Council Report: (attached at Appendix 1)

DB delivered his general report and then presented the items specific to Harpsden.

4031.i SPECIFIC OCC REPORT FOR HARPSDEN

A. DRAINAGE AROUND GARDEN COTTAGE, GILLOTT'S LANE

The drainage problems continued. OCC had wanted to install soakaways in the resident's garden, but the resident hadn't agreed to this. Alternative schemes faced budgetary and timing issues. The situation remained unresolved because the resident affected wanted the matter dealt with across or under the road, neither of which was practical.

DB said that if HPC could persuade the resident in question to accept a soakaway on his property he would support it. It was agreed that DD would speak to the resident.

ACTION DD to speak to Mr J.

B. ROAD LINKING A4155 TO HARPSDEN WAY (SHEEPHOUSE LANE)

The improvement works took place from 28 November to 07 December and were now complete.

4031.ii. SPECIFIC SODC REPORT FOR HARPSDEN

ROAD LINKING A4155 TO HARPSDEN WAY (SHEEPHOUSE LANE)

The road name was officially changed from 'Unnamed Road' to 'Sheephouse Lane', and the new street name plates had been installed.

WYEVALE 40 DWELLINGS

The developer had submitted an amended RM application and had followed it up with a 'Planning Obligation Modification'. DB was broadly supportive of the RMI and broadly supportive of the RM proposals subject to the MPO being agreed. (P21/S4271/RM & P22/S4613/MPO)

WYEVALE

The refusal notice had been issued for application P21/S5382/FUL, (for 55 dwellings).

THAMES FARM Tree Planting

DB continued to press SODC to take robust action in respect of the tree replanting needed to shield this abandoned site. He suggested that the PC might wish to write to the Deputy Chief Executive, Suzanne Malcom suzanne.malcolm@southandvale.gov.uk to add its support.

ACTION Council Members to email Suzanne Malcom to request that the tree planting begin as soon as possible.

MP asked DB about possible road repairs to Harpsden Way. DB said that it was in Henley and therefore he was unable to progress any action. DB suggested that HPC speak to Stefan Gawrysiak on Henley Town Council.

4032 South Oxfordshire District Councillors Report (attached at appendix 2)

LR was unable to attend the meeting and his report is attached.

4033 Planning Matters:

4033 (i) New Applications since the last meeting:

P22/S4613/MPO

Wyevalle, Harpsden RG9 4AE

Modification of Planning Obligation under S106 agreement dated 22/11/19 (between Oxfordshire County Council, South Oxfordshire District Council and Dairy Lane Ltd) associated with outline Planning Permission P18/S0951/O

Planning Officer Emma Bowerman

Target Decision 15th February 2023

Consultation Current but no end date.

HPC had previously commented to SODC and the developers that the speed limit extension should be partially withdrawn.

P22/S4398/FUL

Huntswood House Harpsden Bottom Harpsden RG9 4HY AMENDED 4th January

Alterations and extensions to main house including single storey extension on south-east elevation, orangery on north-west elevation, 3 new bay windows, dormer window, porch and upgrading of fenestration, new balcony, following removal of previous extensions; Two storey guest annex, following removal of existing outbuildings; New driveway and entrance gates; Replacement swimming pool with pool house; Stables including small hay barn and entrance gates.

Planning Officer Caitlin Phillpotts

Consultation Ends 18th Jan 2023

Target Decision 10th Feb 2023

No comments.

P22/S4020/HH

High Meadow House Harpsden Woods Harpsden RG9 4AE

Erection of oak framed building comprising two bay car garage and garden tools store.

Planning Officer Victoria Clarke

Consultation Ends 6th January 2023

Target Decision 27th January 2023

No comments.

P22/S4295/HH

Keepers Cottage, Mays Green, RG9 4AL

Proposed erection detached garage building (in lieu of previously consented outbuilding under planning ref: P22/S3430/LDP) with new access & driveway (in lieu of previously consented access & driveway under planning ref: P22/S3430/LDP).

Planning Officer Caitlin Philpotts

Consultation Ends 23rd December

Target Decision 23rd January 2023

P23/S0046/T28

Harpsden RG9 4 Postcode area

Installation of 1(One) 11m wooden pole to be installed with 9.3m above ground.

Planning Officer Hannah Smith

Target Decision 2nd February 2023

4033 (ii) SODC Decisions since the last meeting:

P22/S1690/FUL AMENDED Nov 16

The Mount, 21 Rotherfield Road, RG9 1NR

Demolition of existing house and associated outbuildings and structures and redevelopment of site with three detached dwellings with associated access, hard and soft landscaping and other infrastructure. Amended plans received 16th November making changes to the dwelling in Plot 3, the garage in Plot 2 and changes to the boundary between Plots 2 & 3, as clarified in agent's covering email. Additional biodiversity, landscape and tree protection information.

Planning Officer Simon Kitson

OBJECTION *While we have no objection to the demolition and replacement of The Mount as a single house, Harpsden Parish Council object very strongly to the addition of two more houses on the green space below, since this forms part of the separation between Henley and Harpsden the maintenance of which is one of the primary objectives of the Joint Henley/Harpsden Neighbourhood Plan (JHHNP). This part of the application is also in conflict with another primary objective of the JHHNP (EO1), which prioritises the protection of the Chilterns AONB and the Harpsden Valley as well as key views and existing green spaces. As regards the Local Plan, this part of the application offends Policies CSEN1 (Landscape protection), G2 (adverse development) and G4 (Protection of Countryside). For all these reasons we hope that this part of the application will be rejected.*

Consultation ENDS 2nd December

PLANNING PERMISSION DENIED 16TH JANUARY 2023

P22/S3835/FUL

Harpsden Wood End, Harpsden Woods, RG9 4AF

Introduction of solar panels covering area of 20m x 16.5m to serve Harpsden Wood

Planning Officer Davina Sarac

Target Decision 16 December

Consultation Ends 15 November

“Provided this array of solar panels is effectively screened from the relevant footpath and the gap in the golf course hedge is filled, Harpsden Parish Council do not object to this limited application.”

PLANNING PERMISSION 12TH DECEMBER 2022

P22/S3337/FUL

Sheephouse Stud, Reading Road, near H-O-T, RG9 4HF

Conversion of two existing barns into separate residential dwellings with associated landscape alterations.

Planning Officer Marc Pullen

Target Decision 21st November

“Harpsden Parish Council has no objection to this application but urges that the planning officer's recommendations be included as conditions for its approval Thus during the conversion, mobile plant should be fitted with white noise reversing alarms to reduce noise pollution and annoyance to neighbours; and thereafter external lighting should be 'low level' and kept to minimum outside of the courtyard and on timers/sensors to prevent being left on at night.”

Planning Permission 21st December

P21/S5382/FUL

Wyevale Country Gardens, Reading Road, Harpsden RG9 4AE

Full Planning Permission for demolition of existing structures, development of Class E (c) (i, ii, iii), E (g), (i, ii, iii), and/or F2(b) floorspace & required parking & servicing facilities on SE part of the site. Development of 55 dwellings on the rest of the site with associated parking, open space, and landscaping.

Planning Officer Emma Bowerman

Planning Permission Refused 12 Dec

P22/S2164/FUL

Crowsley Park Lodge, Harpsden Bottom, Harpsden RG9 4JD

Replacement dwelling but preserving the original gable and chimney (roof level only)

Planning Officer Caitlin Phillpots

CONSULTATION 13th June – 4th July

Target 2nd August

HPC Comments. KG via email 11/7/22 “the design while on the large side is a great improvement”

Planning Permission granted 6th December 2022

P22/S0903/FUL AMENDED

Poachers Cottage, Mays Green, RG9 4AL

Conversion of redundant barn to 1 x dwelling house

Planning Officer Paul Lucas

Consultation 17/3 – 16/4

Target Decision 10th May

Objection 5th April

Harpsden Parish Council objects to this Application because it would intrude housing into the AONB beyond the building line established by the main house (Bellehatch Park) and the cottages along the north side of May's Green; also, because it would require an exit at a narrow part of the road from Chalk hill to Binfield Heath.

*The barn in question stands on a 5-acre holding that needs a shed for whatever purpose the open agricultural land is put to. In all these ways the Application conflicts with the Henley/Harpsden Neighbourhood Plan as well as the SODC's policies G4 and C4. **Permission Refused 25th November 2022***

4033 (iii) Outstanding Applications and Appeals:

P21/S4271/RM AMENDED Twice

Wyevale Country Gardens Reading Road near Harpsden RG9 4AE

Reserved matters application for 40 dwellings and 250 sqm Use Class E(c) (i, ii and iii), E(g) (i, ii, iii) and/ or F2(b) floorspace for the approval of details of the appearance, landscaping, layout, and scale pursuant to Condition 1 of Outline Planning Permission P18/S0951/O (as amended / clarified by amended plans and additional information received 17/11/21 and 21/07/22) **AS AMPLIFIED BY INFORMATION RECEIVED 3/8/22 AND AMENDED BY PLANS RECEIVED 10TH AUGUST 22**

Planning Officer Emma Bowerman

OBJECTION emailed 11/08/22

“Harpsden Parish Council objects to the proposal to extend the A4155 30mph speed limit towards Henley and to incorporate a gateway feature on what is an important main road. Such an extension would seem to us not only superfluous but also an invitation to extend urban sprawl in defiance of good planning. We also support the request for the removal of Permitted Development Rights from the commercial building on the application site”
KG spoke to Emma Bowerman on the telephone to say that the community expected a democratic opportunity to object to moving 30mph spread out towards Henley.

No decision a/o 16TH January 2023 (Under consideration)

P22/S2002/LDE

The Annex, The Orchard, Upr Bolney Road, RG9 4AQ

Use of a self-contained attached dwelling known as ‘The Annex’ for more than four years.

Planning Officer Tom Wyatt

Target Decision 20th July

Consultation No Consultation Dates given but consultation document sent.

Emailed to KG, CR, MP, ML & DD 7/6/22 (via this report)

No Decision a/o 16TH January 2023 (UNDER CONSIDERATION)

4034 Financial Matters

4034.i. Ratification of decision to spend £1500 on land assessment report to qualify for an extension to the Chiltern AONB.

HPC had been cooperating with other local parish Councils to apply for an extension to the Chiltern AONB. A landscape assessment report was required and HPC’s share of the cost would be £1400 which would be paid for from CIL money. The Council voted unanimously to pay for the report and to keep the £100 in reserve for any further costs. If any future costs exceeded that amount, they would have to be agreed by the Council.

It was noted that the work done a possible conservation area in Harpsden in 2022 was not sufficient for the AONB application.

4034.i. Reconsideration of the CIL investment strategy and adoption of CIL budget for the financial year 2023-24.

ML reported that the interest rate on the CCLA fund had gone up and was 3.49%. He was investigating whether HPC would be eligible to invest in a 1 Year Bond with the Union Bank of India and considering opening an account at Cambridge and Counties Building Society.

As CCLA was not covered under the Government Guarantee Scheme, ML advised that HPC would need to diversify its investments. One possibility was the CCLA Diversified Income Fund which would be open to parish councils at the end of June/start of July as Barclays offered a poor rate of interest. KG suggested that HPC move £300,000 CIL from Barclays Business account to CCLA in the short term, the funds could be moved on to Cambridge & Counties and the Union Bank of India (eligibility permitting), in whole or part in due course. The Council agreed.

The Council's CIL Budget (2022) was for five years and would remain mostly unchanged as HPC was not expecting to receive any large CIL income soon

ACTION. ML to move £300,000 from Barclays Business account to CCLA.

4034.iii Bank Balances and Reconciliations (attached at Appendix 3a)

Community Account:	£650.89
Business Saver Account:	<u>£457,419.59</u>

Total of both accounts' a/o 4th January 2023 £458,070.48

AMS had previously circulated by email the bank reconciliations for the 2 months to 4th January 2023 for the Community and Business Saver Accounts. The bank reconciliations noted the following income

£925.01, Interest from Barclays of £651.13 and £273.88 from the CCLA fund.

Expenditure for the two-month period was as follows

£1260, the Clerk's salary for November, December (2022) and January 2023.

£36 Annual Membership of CPRE (S137)

£50 Luke Hooker Raising the Flag.

From CIL funds the following payments were made.

£480 to Moore for the External Audit 2022.

£40,317.48 to OCC for 50% of repairs to Sheephouse Lane

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.

4034.iv Approval of Payments (attached appendix 3b)

AMS had previously circulated the schedule of payments for January. The Council agreed to pay the following

John Hodges Trust (Rent)	£376.60
New Parish Computer (Clerk reimbursement)	£999.00

4034. v Review of Budget vs Actual Spend and approval of Budget for the financial year 2023-24. (Attached appendix 3c & 3d)

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

AMS had circulated the draft Budget for 2023/24 prior to the meeting. The draft budget reflected the expected rise in prices and the increase in the Clerk's salary. The Council agreed that increased costs were inevitable given the recent and continued rise in prices throughout the UK. The Council agreed to increase the annual Precept to £11,000.

4034. vi Approval of Precept Request for the financial year 2023-2024.

The Council, having accepted the budget for 2023/24, agreed to request an increase in the Annual Precept from £10,000 to £11,000. KG signed the Precept request for £11,000.

ACTION. AMS to send the Precept Request as soon as possible as the deadline had passed and Harpsden had agreed an extension to accommodate their meeting.

4034. vii Review of the Clerk's Annual Salary

The Council voted to increase the Clerk's annual salary to £5,342 annually, an increase of 6%.

4034. viii Purchase of new Parish Noticeboard

HPC had received a Matching Grant from Cllrs LR and DB for £1,000 with a view to purchasing a new parish noticeboard. MP had identified a noticeboard for £2,000. The Council agreed to the purchase of the item. The noticeboard would be delivered to the Hall and Council would have to find contractors or hire an individual to install it.

MP said that LR had a £500 grant available which HPC could use towards the purchase of a display board for information about Harpsden and its history.

ACTION MP to purchase noticeboard and liaise with AMS re payment.

ACTION AMS to email LR to apply for £500 grant.

4035. Review and Adoption of the Financial Regulations

The Council accepted the Financial Regulations while noting the following.

Section 3. The NALC suggested a three-year budget. Given the application for an annual precept and the small amount of the precept the Council did not see how a three-year budget was possible. The CIL budget by contrast was for a five-year period.

The Clerk had been taking her salary for the period of May-April to coincide with the financial year. Given Section 4.4 the annual review of the Clerk's salary will in future take place in October to take effect in January of the following year. Therefore, the Clerk's next salary review would take place in October 2023.

In compliance with Section 6.11 the Clerk would put her Barclays Internet Banking PIN number in a sealed envelope and give it to the Chairman to be opened in the event of an emergency. As ML was the council member with financial oversight, she would also give him a sealed envelope. Further both ML and KG would get a separate sealed envelope with the password to the new parish computer.

HPC noted that in the event of an emergency the opening of the sealed envelopes would be recorded in the minutes of the next meeting.

Section 6.11 suggested that the Clerk has a Direct Debit card to make purchases on behalf of the Council. The Council agreed to the Clerk having a Direct Debit card but for use only in certain limited circumstances.

The Clerk took the opportunity to tell the Council that the VAT reclaim for 2021-22 had been done and she was awaiting a repayment.

The Council accepted the Risk Assessment, and the Clerk signed it at the meeting.

ACTION DD to draw up the conditions under which the Barclays Debit Card may be used by the Clerk prior to the Clerk applying for it.

4036. Approval of Asset Register

This item was postponed to the next meeting to allow for the purchase of the new noticeboard and inclusion on the Asset Register.

4037 Dates of next meetings:

- 20th March
- APM April TBD
- 15th May
- 17th July
- 18th September
- 20th November

Approved:

Date: 20th March 2023

Kester George, Chairman