

HARPSDEN PARISH COUNCIL

Minutes of a Meeting of the Council held In Harpsden Parish Hall on Monday 22nd March 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

In attendance:
Cllr David Bartholomew (DB) OCC
Cllr Leigh Rawlins (LR) SODC
Cllr Mike Giles SODC
Anne Marie Scanlon (AMS) Clerk

4050 Election of Chair

CR proposed KG and ML seconded. KG was re-elected as Chair.

4051 Election of Deputy Chair

DD proposed CR and ML seconded. CR was re-elected as Deputy Chair.

4052 Apologies for absence

Cllr Matt Phillips (MP) Parish Councillor

4053 Declarations of pecuniary interests and/or requests for dispensations from

Members regarding any item on this agenda: There were none. The Council all signed the Declaration of Acceptance and Office and submitted new Register of Interests forms.

4054 Approval of Minutes of last Council Meeting on 20th March 2023:

The minutes were approved with the following corrections.

The spelling of McCutchon in the list of attendees was wrong and should be spelled McCutcheon.

4041.i. The second use of DD should be DB.

4049: The parishioner was LE, not ME

4055 Oxfordshire County Council Report: (attached at Appendix 1)

DB presented his general report.

Matters Specific to Harpsden

DB said that OCC had suggested building a large crate soakaway to deal with the drainage problem at Garden Cottage. This would be a very big project and costs could be £150,000. OCC had approached contractors to provide estimates and would expect HPC to contribute should work go ahead.

DD said that this scheme would mean digging up the whole road and would result in a massive road closure. DD asked DB to enquire if OCC had considered reprofiling the road to alleviate flooding. DB to follow up. DD would try to arrange a meeting on site with Daniel Depp to discuss options.

KG said HPC were very sympathetic with householder as the flooding was an unintended consequence of the works to improve Gillotts Lane.

DB asked HPC to inform him about the proposal to purchase Village Gates as he might be able to help with the cost.

DB asked whether the Council had emailed the relevant officers at OCC (Michael Deadman and Cathy Scotting) who objected to the modification order regarding the speed limit at Wyevale and Village Entrance. He said their objections were general and not specific to the site and the vision splay had been noted as 'more than adequate'. Write to OCC Transport Development Control Lead Michael Deadman and major application team leader Cathy Scotting.

Separately DD wanted to discuss resurfacing of roads with OCC. He said he had been reporting issues on FixMyStreet, that certain roads were dangerous. Council agreed.

4056 South Oxfordshire District Councillors Report (attached at appendix 2)

LR had emailed his report ahead of the meeting. He had kept his seat in the recent LA elections and introduced his newly elected LibDem colleague Mike Giles to HPC.

LR said the next meeting of the Joint Parish AONB Group was scheduled for 30th May 2023. He said that Natural England would assess areas to review in 2024. LR would be unable to attend the meeting on 30th May as he would be away. KG said he would be attending and asked MG if he would be coming in LR's absence. MG to inform KG if he would attend or not.

4057 To consider the Completion and Approval of Annual Governance Statement (AGAR) 2022/2023

As the internal audit was not complete the AGAR could not be approved. Council agreed to hold a special meeting in June to complete and approve the AGAR. The 12th of June at 6pm at the Clerk's home was scheduled.

ACTION Clerk to update Council when the Auditor's Report arrives.

AMS said that having spoken to the auditor and submitted all the items required for the audit the website remained a problem. AMS had spent a lot of time trying to resolve the problems with correctly linking documents into categories but could not. AMS said she would need to get a professional to guide her. The Council agreed.

The Internal Auditor had also suggested that HPC needed more signatories for the Barclays bank account.

ACTION. AMS to start process of getting DD on the mandate.

4058 To consider the Completion and approval of Accounting Statements 2022/2023

The Annual Accounting Statement had been previously circulated by the Clerk and was signed by the Chair.

The Accounting Statement reported an opening balance of £477,599, income of £37,259 which consisted of (numbers rounded to the nearest pound)

Precept £10,000

Grant £1,000

CIL £15,040 (£3,969.41 from P18/S1477/FUL, The Coach House. £3,324.82

P20/S4151/FUL, The Cottage. £7,745.40 P17/S3119/FUL, Thames Farm.)

Bank Interest £827

CCLA Interest £2953

VAT Refund £7459

During the financial year 22/23 Council Expenditure was (rounded to the nearest pound) £349,893 which included a transfer of £300,000 CIL money to the CCLA Fund. The remaining CIL expenditure was as follows £41,486, - £40,317 for repairs to Sheepphouse Lane and the remainder on the Parish Computer.

The additional expenses were as follows.

£1,060 on donations

£222 on memberships

£7125 on the normal expenses incurred annually including Clerk's Salary, Clerk Expenses, Internal and External Audits Rent and miscellaneous ad hoc expenses. The Year End Financial Statement was on the website to view.

4059 Planning Matters: (Appendix 3)

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

Discussion was confined to the following matters.

4059 (A) P22/S4611/FUL Jerrys Barn The Orchard Upper Bolney Road Harpsden RG9 4AQ

It was noted with satisfaction that the application for a four-bedroom dwelling had been withdrawn.

4059 (B) P23/S1038/FUL Lucys Farm Barns, Harpsden RG9 4HN

It was noted that the application to replace the dilapidated barn with two new houses had not given rise to any public criticism.

4060 Financial Matters

4060.i. Bank Balances and Reconciliations (attached at Appendix 4a)

Community Account: £1,353.15

Business Saver Account: £184,892.22

Total of both accounts: a/o 1st May 2023 **£186,245.37**

AMS had previously circulated by email the bank reconciliations for the 2 months to 1st May 2023 for the Community and Business Saver Accounts (attached appendix 4b and 4c). The bank reconciliations noted the following income.

CCLA Interest £2534 (for March £1,181 and April £1,353)
Interest from Barclays Bank for the quarter £506.79

Expenditure for the two-month period was as follows.

Clerk's Salary for two months £840
Clerk Expenses for 18 months £227.36
Chair Expenses for 18 months £147.60
Annual OALC Membership £156
Netwise Annual Fee £396

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.

4060.ii Approval of Payments (attached appendix 4b)

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

Zurich Annual Insurance	£296.50
Woodland Trust Donation	£500.00
HPCC Cemetery Upkeep Donation	£500.00

Total **£1296.50**

4060.iii Review of Budget vs Actual Spend and approval of Budget for the financial year 2023-24. (Attached appendix 4c)

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

4060. iv Review of CIL Income and Expense (attached appendix 4d)

The Clerk had previously circulated itemised CIL income and expenditure. The following item was noted.

A CIL payment to the Council in respect of Thames Farm for £15,490.80.

ML noted that the interest on CCLA investment was rising. He said that the Diversified Income Fund (CCLA) which he had hoped to invest CIL money in had been delayed until September.

ML suggested that the remaining £100,000 CIL money be invested in a high yield bank account for a year, not in CCLA. Council agreed to this strategy.

ACTION ML to begin the process of making the investment.

4060. v Consideration of Contribution to Joint Parish AONB Group

Council had previously agreed to contribute up to £1,500. KG said that he assumed HPC would be asked for the contribution at the meeting on 30th May.

4061 Parish Matters

Purchase of 'Gates' for entrance to the Village

MP had volunteered to research purchasing gates at a previous meeting and as he was unable to attend the Council Meeting this item was postponed until 17th July.

Harpsden Preschool

CR asked the Council what their response would be if the Preschool closed. It was agreed that this would be regrettable, but it was not a matter for HPC.

KG said he had joined the HPCC to help with the replacement of trees in the Cemetery.

4062 Dates of next meetings:

Extra Meeting provisionally agreed on 12th June.

18th September

20th November

Approved:

Date: 17th July 2023

Kester George, Chairman

4059 Planning Matters

4059 (i) Review of SODC Planning Decisions since previous meeting.

P22/S4611/FUL

Jerrys Barn The Orchard Upper Bolney Road Harpsden RG9 4AQ

Erection of Proposed new 4 bed dwelling.

Planning Officer Marc Pullen

Consultation Ends 22nd March 2023

Target 19th April 2023

Application Withdrawn 22nd May 2023

P23/S1296/LDP

Apple Ash Woodlands Road Harpsden RG9 4AB

Single Storey side extension.

Planning Officer Hannah Smith

Certificate of Lawful Use 12th May

P23/S1149/LDE

Highwood House, Upper Bolney Road, Harpsden RG9 4AQ

Confirmation that the building works comprising garage foundations and slab forming part of the development authorised by planning permission P19/S4692/HH have been lawfully carried out, and that the development authorised by that planning permission has accordingly been lawfully implemented within the timescale prescribed by condition no.1 thereof.

Planning Officer Davina Sarac

Certificate of Lawful Use or Development on 16th May 2023

P23/S0922/HH

Hunts Farm Cottage Harpsden Bottom Harpsden RG9 4HY

Construction of single storey outbuilding to accommodate an office and guest room as approved in application reference P16/S2027/HH since lapsed.

Planning Officer Davina Sarac

Planning Permission 27th April

P23/S0533/HH

The Coach House, Harpsden RG9 4AP

Erection of an orangery.

Planning Officer Davina Sarac

Planning Permission 21st March 2023

P23/S0769/S73
(P22/S2164/FUL)

Crowsley Park Lodge Harpsden Bottom Harpsden RG9 4JD

Variation of condition 2 (Approved plans) on application P22/S2164/FUL (Replacement dwelling but preserving the original gable and chimney (roof level only)) - to change the roof covering from clay tiles to Spanish slate and extend the balcony to west elevation by 1m.

Planning Officer Caitlin Phillpotts

Consultation Ends 23rd March 2023

Planning Permission 17th April

4059 (ii) Comments on new Planning Applications.

P23/S1038/FUL

Lucys Farm Barns, Harpsden RG9 4HN

Redevelopment of existing former farmyard buildings and erection of 2 x detached barn-style dwellings with detached car port and other off-street parking and associated amenity space provision. Alterations to existing vehicular access arrangements.

Planning Officer Caitlin Phillpotts

Consultation Ends 15th April.

TARGET 17th May 2023

No decision as of 22nd May 2023

P23/S1042/S73 (P21/S4646/FUL) AMENDED

Land West of Reading Road, Lower Shiplake, RG9 4AA

Variation of conditions 2(Character and Appearance) for the replacement of approved drawings with revisions that incorporate alterations to the proposed dwellings on application P21/S4616/FUL (Proposed erection of 11 dwellings with associated access, landscaping & parking).

Planning Officer Katherine Pearce

Consultation Ends 23rd April 2023

Target Decision 15th May 2023

No decision as of 22nd May 2023

You can see details of the amendment to the application by clicking [this link](#)

P22/S4295/HH AMENDED.

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). (As amended by plans received 3 February 2023 and Great Crested Newt Habitat Assessment & Mitigation Strategy received 10 May 2023).

Planning Officer Caitlin Philpotts

No decision as of 22nd May 2023

4059 (iii) Outstanding Planning Applications.

P22/S4613/MPO

Wyevale, 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.

No decision as of 22nd May