

Minutes of the Annual Parish Council Meeting held on 20th May 2008
in the recreation ground pavilion at 7.30 p.m.

Present: Mr S Lilly (Vice Chair) Mr. M. Ricketts Mr D Marsh
Mr G Taylor Mr D Hayter Mrs D Boughton-Waite
Mr F Trembl Mr J Fisher Mr R Waite (District Cllr)

Apologies: Mr R Thomas Mr C Lamont (County Cllr) Mrs M Turner (Dist Cllr)

1 member of the public.

Mr Lilly opened the meeting in the absence of a Chairman.

1. Election of Chair/ Vice-Chair/ Committees

Mr Taylor proposed Mr Marsh as Chair; Mr Lilly proposed Mr Fisher. Mr Marsh confirmed he was happy to stand, Mr Fisher was happy to accept Mr Marsh's nomination and did not stand. Mrs Boughton-Waite seconded Mr Taylor's proposal, and Mr Marsh was elected unopposed. Mr Marsh took the Chair.

Mr Fisher proposed Mr Lilly as Vice-Chair, seconded by Mrs Boughton-Waite. Mr Lilly was happy to remain as Vice-Chairman and was re-elected unopposed.

Committees were decided as follows;

Lands & Recreation Committee – Mr Fisher, Mr Taylor, Mr Ricketts, Mr Hayter

Environment & Planning Committee – Mr Lilly, Mr Hayter, Mrs Boughton-Waite, Mr Trembl, Mr Marsh.

2. Minutes of the previous meeting – the Minutes of the April meeting (PC 04/08) were amended where necessary and signed as a true record.
3. Matters Arising – a) Affordable Housing – Ms Kennedy from ORCC will be attending the APM, and had indicated that an additional meeting may be useful. Mr Roberts had confirmed that a representative from Sovereign Housing will be attending the APM. Amended plans are being drawn up for the Orchard Way site. Mr Waite is still trying to organise a tour of other possible sites. Clerk to ask Sovereign for any further information. **ACTION: C**

b) Consultation replies/meetings attended – Mr Lilly had drafted a response to OCC's Primary Capital Programme consultation; to be kept on file.

Mr Ricketts attended the Flu Workshop; report to follow.

Mr Ricketts attended the last Didcot Forum; publicity for future projects was discussed.

Mr Hayter attended Sutton Courtenay's meeting re: proposed incinerator. Main consensus was that not enough information had been supplied by developers. The project would require a landfill site for ash slurry and clinker; all waste would be brought to the site by road. Minutes to follow; next meeting scheduled for 7 July.

Mrs Boughton-Waite had been unable to attend OPFA's seminar but has asked for notes/ information to be provided.

4. District Councillors

Mr Waite attended the incinerator meeting, and has already raised concerns.

He is trying to arrange dates for viewing possible sites for affordable housing projects – the demand for such housing is increasing. **ACTION:RW**

5. Planning Matters

The Environment & Planning Committee had dealt with the following;

One Notice of Permission in respect of;

HAR/6046/2 Removal of existing extension & building to rear, erection of single storey extension to rear with loft conversion & new garage to front at Eunice, Didcot Road, for Mr Mitchell.

3 new applications, as follows;

HAR/9429/4 Erection of ground floor & first floor extensions at Jasmine Cottage, 19 Kings Lane for Mr & Mrs Thorley.

HAR/16731/4 Amendment to Planning Permission HAR/16731/3 at Land to North & South of Curie Avenue for Four Pillars Hotel & UKAEA.

The Committee requested that neighbours' comments are borne in mind by Planners when the above applications are considered.

HAR/53/3 Extensions, alterations & erection of a detached garage at High Drive, Townsend for Mr & Mrs Poyton.

The Committee did not object to this application, but queried the proposed new access onto Barrow Lane, asking that issues such as maintenance of that highway (as an unadopted road) be clarified before permitting such access. The Committee asked that neighbours' comments are borne in mind by Planners.

One application had been withdrawn;

HAR/20485 Erection of 1 x 3-bed & 1 x 4-bed dwellings at Land adjacent to Reading Road, for Oak Dell Properties Ltd.

VWHDC had confirmed it has no objections to Work to Trees planned at 1 Locktons Barns, Church Lane (Fell 1 Pine tree).

Notice of intended Work to Trees had been received as follows;

Fell 1 x Robinia at The Homestead, High Street, for R Buxton.

The Committee had no objection to this work.

The Council dealt with the following matters;

Formal Notice of Permission has been received in respect of;

HAR/20463 Addition of dormer window & roof windows to garage roof, addition of bulls eye window to flank of house, erection of single storey bay window to rear, new porch canopy to front at Rose Cottage, Gaveston Road, for Mr Purrott & Ms Mathews.

HAR/1371/1 Erection of single storey extension & internal alterations to rear, erection of single garage at front, at Five Corners, The Barrow, for Mr Beith.

HAR/20108/1 Erection of single storey extension to form bathroom, bedroom, kitchen, utility with separate garage at Holloway Cottage, The Holloway, for Mr & Mrs Davies.

4 new Applications have been received as follows;

HAR/20521	Erection of fencing around tennis courts at Curie Avenue for UKAEA.
HAR/18989/1	Erection of side conservatory at 23 Orchard Way for Mr H
HAR/19151/1-LB	Installation of French doors at Abbey Timbers, Broadway, for Mr & Mrs Eachus.
HAR/20530	Extension & alterations to provide living/dining room, improved kitchen/bathroom facilities & 2 additional bedrooms in roof space at The Cot, Reading Road, for Mr Francis.

The Council asked that neighbours' comments are borne in mind by Planners when considering these applications.

1 letter has been received in respect of HAR/20485 Erection of 2 dwellings on land adjacent to Reading Road (see pc/04/08, item 5), asking the Council to consider the traffic calming element of the application. 1 objection had also been received. The Council is keen for traffic calming measures to be installed in the parish, but must wait for the application to be re-submitted before commenting. The Council hopes its original comments, and the concerns of neighbours, will be taken into account if the application is re-submitted.

Advice has been received of intended Work to Trees:

Various works at Pillar House, High Street, for Mr McGregor.

Mr Marsh declared an interest as a neighbour and took no part in the discussion; the Council had no objections to the intended work.

VWHDC has confirmed it has no objections to Work to Trees planned at The Homestead, High Street (Fell 1 x Robinia).

BT intends to remove several telephone boxes in the district, including the boxes in Harwell parish. Notices are already on the notice board and the website; Mr Ricketts took the letter to draft a notice for Harwell News.

ACTION:MR

6. Financial Matters – a) Receipts & payments cashbook for March & April 2008 - The cashbooks were signed as a true record; Mr Treml had checked petty cash and looked at bank reconciliation.

b) Request for funding –Oxon Children's Information Service – after discussion, the Council reluctantly decided it should restrict financial support to local charities. Home-Start Southern Oxfordshire had written to thank the Council for its donation.

c) Grant from npower/ OCC – The Council has been awarded a £500 grant from npower/ Didcot A & B Power Stations for sports equipment. The company would like its name to appear on training bibs as a sponsor, however the cost of printing would be around £200; Clerk has asked whether npower would pay for the printing – awaiting reply.

OCC – awaiting confirmation of the application process; the Council intends to apply for funding for the adventure play area.

d) Parish insurance – the Clerk had been unable to find a cheaper quote. The Council accepted the quote from Allianz; Mr Lilly proposed payment of this year's insurance at a cost of £2451.47; seconded by Mr Ricketts, carried unanimously.

e) Pay award for April 2007 – notice has been received of a 2.47% pay increase for grounds staff dating from April 2007, as agreed by South –East Employers. Mr Fisher proposed the pay increase be adopted and backdated to April 2007 for all grounds staff, seconded by Mr Ricketts, carried unanimously. This pay increase still leaves the Council in budget for salaries.

f) Harwell News printing costs – Mr Ricketts had obtained 2 quotes, the lowest of which is slightly cheaper than existing printers:

Kallkwik £528 for 12 pages, black ink, additional colour centre pages £250

UKAEA Culham £270 for 12 pages, black ink, additional colour centre pages £198

Mr Ricketts showed samples from the printers to the Council, and proposed the lower of the 2 quotes is accepted; seconded by Mrs Boughton-Waite, carried unanimously. Clerk to provide order letter.

g) OALC/ORCC subs – Mr Hayter proposed payment of this year's subs as follows; OALC £352.49 + VAT £61.69, total £414.18, ORCC £20.00. Seconded by Mr Taylor, carried unanimously.

h) Standing Orders – deferred to June meeting.

7. Matters relating to Council Owned Lands

a) Lands/trees plan - Clerk had prepared a draft Lands plan and has completed a cemetery plan. A plan of trees on the rec has been begun; Mr Ricketts to assist with this.

Clerk to obtain copies of plans of all council owned land.

ACTION: C,MR

The grass matting has been delivered and the first roll laid.

b) Risk Assessment – Clerk had updated the Risk Assessment document in agreement with Mr Hayter. Deferred to June meeting. Clerk to ask again re: depositing Minute books at area Records Offices. Mr Ricketts has a full record of Minutes on disk.

ACTION: C

c) Tennis/Bowls Clubs - lease – the cost of preparing a Lease for each Club is likely to be around £700 - £1000. The Council was happy for Mr Lilly to continue to confer with both Clubs with a view to drawing up the Leases.

ACTION: SL

d) Dilapidated stable – the prospective purchasers have agreed to the Council's terms but have asked for a 12 month period in which to complete the demolition work; the Council agreed to this extension, having originally asked for the work to be completed within 6 months of the sale.

The Public Notice for Didcot Herald is likely to cost around £85 per week.

e) New pavilion report – Mr Fisher reported that that a new draft Agreement is awaited. The Agreement should cover such items as future maintenance costs. Mr Lilly declared an interest and took no part in the discussion.

f) Cemetery hours – Mr Russell had informed the Clerk he is working more hours; Council asked him to complete time sheets to show all hours worked, and work fewer hours during the winter months. Council will monitor the situation and amend timesheets if necessary.

g) Little Pippins gate post – R H Fencing has provided a quotation for replacing the worn post in Freeman Orchard; £95.00 + VAT £16.62, total cost £111.62. Little Pippins' lease is not specific as to maintenance of gates; Council suggested the work should be paid for on a 50/50 basis.

h) Pitch fees and usage – deferred to Lands & Recreation Committee meeting; all teams to be invited to send a representative to that meeting.

A quote for the bollards has been received from R H Fencing; £1000 + VAT £175, to include fixing a gate to the rear of the pavilion for secure storage of the Flamvault. After discussion, the Council decided to ask R H Fencing to install the gate as soon as possible, but discussion of the bollards was deferred to the next Lands & Recreation Committee meeting.

i) Cemetery extension– the Bishop of Reading is to visit Harwell on October 19th; the Council wishes to ask the Bishop if he will consecrate the cemetery extension on that day. Council to decide whether any part is to be left unconsecrated. Rev Stott has arranged for Rev Impey to be present as a second Clerical witness.

8. Environment – a) Footpaths – Footpath 7 - Mr Ricketts to check on the diversion of this path. He has provided the details of residents living along Footpath 6 – Clerk to write to them. **ACTION:C,MR**
A letter supporting cycling along The Winnaway has been received; given to Mr Ricketts.

b) APM – final Agenda was agreed as follows;

1. Chairman’s report / Minutes of the previous meeting
2. Affordable Housing
3. Waste (VWHDC)
4. Harwell School
5. New pavilion project
6. Old stable building
7. Any Other Business

Clerk to put up additional posters around the pavilion in time for Harwell Feast.

Mrs Boughton-Waite apologised in advance for her absence on 29th – she will be on holiday.

c) Road closures/ war memorial – the Royal British Legion Club has asked for help with road closures in July for its parades; the Council agreed to help, and suggested that members of the Club could help in cleaning the war memorial in time for the parade. Clerk to write. **ACTION:C**

d) Bus services – OCC Review/ timetables – new timetables dating from June 2nd are on the notice board and the website; hopefully there will be room in Harwell News as well. Mr Lilly reported that the new times show an improved service, including a Sunday service, and hoped the facility would be well-used by parishioners. He will prepare a response to OCC’s review. **ACTION: SL**

The Council wished to record its thanks to Mr Lilly for his perseverance in campaigning for the bus services in the village; this sentiment was also expressed by the resident who was present.

e) Thames Water Resources Plan – the Plan is online; there is a meeting to discuss the Plan on 21st July; Mr Marsh and Mr Fisher may be able to attend. **ACTION: DM,JF**

9. Any Other Business

A volunteer is required to deliver Harwell News in Orchard Way; one resident volunteered but may not be able to manage all 80+ copies.

Mr Lilly suggested that the access onto the rugby field from Reading Road is maintained. Mr Taylor has already conferred with grounds staff about verges and will ensure the access is kept clear. Mr Marsh asked that wildflower areas which are not to be cut are noted in the Lands plan.

Mr Taylor reported that the bus shelters will be repaired later this week. **ACTION:GT**

Mr Ricketts remarked that a notice is required for the closure of the recreation ground for Harwell Feast; Clerk to diarise for next year. **ACTION: C**

The meeting closed at 10.25 pm.

