

HARWELL PARISH COUNCIL

Agenda of the Parish Council meeting on Tuesday 13th March 2012 at 7.30pm in the Recreation Ground Pavilion

- Open Forum, including
- a) Reports from County & District Councillors & Police
 - b) Representations from members of the public
1. **Approve Minutes of the previous meeting PC/2012/02/14**
 2. **Declarations of Interest**
 3. **Matters Arising from previous Minutes**
 - a) Actions & status reports, plus any other matters arising
 - b) External Liaison (note meetings attended by councillors)
 4. **Planning Matters**
 - a) Status of local developments & plans
 - i) Discuss VWHDC report on IHSP
 - ii) Discuss VWHDC planned changes to planning applications
 - iii) Note response to the GWP Arts consultation
 - iv) Agree that the Council participates in the Didcot Portas Pilot town team
 - v) Discuss any further updates on local development
 - b) Note Permissions;
 - 11/02925/FUL & 11/02926/LBC Proposed structural repairs, alterations & change of use of existing listed outbuilding at The Homestead, High Street
 - 11/02903/FUL Single-storey extension to existing goose house (partially retrospective) at Land rear of Froude Builders & Rempstone, Reading Road
 - c) Consider Applications;
 - 12/00371/FUL Conversion of garage/workshop & extension to form annexe adjoining main building via a link & loft conversion to main house (re-submission) at The Hudsons, Barrow Road
 - 12/00302/FUL Proposed 2 storey extension at 11A Kings Lane
 - 12/00355/FUL Proposed front, side & rear single storey extensions. Remove existing roof, replace with new roof with 1st floor accommodation comprising of bedrooms, bathroom & en-suite at Elmslea, Didcot Road
 - 12/00372/FUL Erection of a single 2 bed dwelling at Land adjacent to 8 Wantage Road
 - d) Consider Work to Trees;
 - Prune 1 yew tree at Cyprus Cottage, Broadway
 - Various works at Little Dell, Church Lane
 - e) Note response to Grove Farms Licensing Application
 5. **Financial Matters-**
 - a) Approve Receipts & Payments cashbook & ledger for February 2012
 - b) Approve schedule of payments (attached to this Agenda)
 - c) Appoint Internal Auditor
 - d) Review of RBL rent; To discuss the annual rent for the RBL, and agree how to proceed in this rent review year, considering the following possible motions:
 1. RBL rent should be set at the current level with no increase
 2. RBL rent should be set with an increase of x percent (percentage to be agreed)
 3. PC should approach a professional to provide a valuation of the open market rent and a new RBL rent should be agreed accordingly
 4. If the new RBL rent, based on open market rent is significantly greater than the current rent, then the PC (is/is not) prepared to consider a subsidy, such that the new RBL rent is set at a level similar to the current rent (decision to be agreed after a valuation has been received, in the event that a valuation is required)
 6. **Matters relating to Council-Owned Lands**
 - a) Play area – update
 - b) Report on Risk Assessment review
 - c) Approve Police request that the monthly police reports concerning Harwell & surgery times appear in Harwell News
 - d) Discuss & recommend agenda items for Annual Parish Meeting

- e) Pavilion upgrade – report as necessary, including proposed alterations to a window in the meeting room
 - f) Set date for annual Footpaths Walk
 - g) Cemetery – discuss tree planting and update on the grave which was reported recently in the Press
 - h) Agree that a stonemason should be appointed to provide a report on the condition of the war memorial
 - j) Recommendations from Lands Committee;
 - i) That further quotes be obtained for the extension of the tractor shed, and that in the meantime, the Clerk enquires again locally whether the loan of equipment is possible
 - ii) That quotes be obtained for a replacement fence for the cemetery extension & for the pruning of the Scots Pine tree
 - iii) That the Clerk writes to the tenant of allotment plot 26 following complaints about the chickens escaping
 - iv) That staff resume burning green waste on the bank in the recreation ground rather than at the allotments
 - v) That the Clerk writes to residents of Green Road, suggesting that they contact OCC about reinstating the original status of the bridleway
7. **Village Hall** – agree that the Council should ask the Village Hall Trustees to look into providing an office for the Parish Council in the redeveloped Village Hall.
8. **Matters relating to staff**
- a) Sign employment contracts for staff members following agreed changes in working hours/ method of pay
 - b) Discuss salary increases & effective dates if appropriate
9. **OCC matters:**
- a) Agree response to Rail Strategy consultation
 - b) Discuss cancellation of the 19.45 number 32 bus service
 - c) Discuss action re Cleave path
 - d) Agree to be bound by OCC's proposed Agreement for maintenance of new bus shelters
10. **Correspondence & circulars received by the Clerk**
11. **Any Other Business**

Mrs S Taylor
Parish Clerk

March 6th 2012

Reports re: Meeting March 13th 2012;

Item 4 a iv – Portas Pilot

The Portas Review (available at www.communities.gov.uk/portasreview) made a number of key recommendations aimed at identifying what Government, local authorities, businesses and communities could do together to promote the development of new models of prosperous and diverse high streets. The purpose of the pilots is to test the ideas in the Portas Review and provide an opportunity for local partnerships to develop and share knowledge about the effectiveness of various options for high street improvement. Government are looking to support twelve pilots with funding of up to £100,000 for each, depending on the amount sought and its assessment of individual bids. Funds will be awarded to partnerships in England that demonstrate the best fit with the selection criteria. SODC has submitted a bid for Didcot to become a Portas Pilot town, and has invited HPC to be involved in the process.

Item 5 e – RBL rent review

As previously discussed, current rent for the RBL is £2880 p.a and has remained at this level since March 2009. Under the terms of the lease, a review is due on 10 June 2012.

Item 7 – Possible office for Harwell Parish Council in the Village Hall

This topic has been discussed informally between the Chairman of the PC and the Chairman of the VH Trustees. The VH trustees are starting to commission building plans, so now is the time for the PC to decide formally whether it wants to work with the VH Trustees to make this possible, or whether it wants to remain independent, keeping the PC offices in PC owned buildings.

Item 9 b – cancellation of bus service

OCC has noted that passenger numbers on this journey are extremely low. Given the lack of observed usage so far, officers are minded to recommend that subsidy for this journey is not continued beyond Saturday 2 June 2012.

Item 9 c – Cleave path

Complaints about the path surface and cyclists riding along the path have been reported to OCC

Item 9 d – bus shelter agreement

All councillors have seen a copy of the proposed agreement

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SCHEDULE OF PAYMENTS FOR APPROVAL AT MEETING 13 MARCH 2012

Payments made with general authorisation under Financial Regulations 6.4 & 7.2 since 14.2.2012

Salaries for February (total) £2440.99

Authorisation is also given to the RFO to pay salaries for March 2012 totalling not more than £3,000, including HMRC payments for PAYE & NICs, and utility bills.

Payments for authorisation at the meeting March 13th 2012

Millhill Tools – spares	£46.60	chq 100549
A L Vickery & Son- pavilion & allotments	£35.95	chq 100550
UKAEA – H News printing	£266.40	chq 100551