

Minutes of the Monthly Parish Council Meeting held on 11<sup>h</sup> November 2008  
in the recreation ground pavilion at 7.30 p.m.

|          |                        |                           |                          |
|----------|------------------------|---------------------------|--------------------------|
| Present: | Mr D Marsh (Chair)     | Mr D Hayter               | Mr. S Lilly              |
|          | Mr G Taylor            | Mr J Fisher               | Mr R Thomas              |
|          | Mrs D Boughton-Waite   | Mrs K Beswick             | Mr M Ricketts            |
|          | Mr F Trembl            | Mr C Lamont (County Cllr) | Mrs M Turner (Dist Cllr) |
|          | Mr R Waite (Dist Cllr) |                           |                          |

The previous hour had been taken up with an address by Katie Barrett from VWHDC, and discussions following the address; this part of the meeting was closed to the public at the request of VWHDC.

1. Minutes of the previous meeting (PC/09/08) – the Minutes of the previous meeting were signed as a true record.
2. Matters Arising from previous Minutes – a) Affordable Housing- ORCC had confirmed that North & South Drives were not considered suitable exception sites for housing because they are outside the built-up area of the village. Once new plans have been drawn up, ORCC & Sovereign Housing will be happy to display the plans publicly.  
b) Review of outstanding actions/status reports – Mrs Boughton-Waite attended the Local Councils Liaison Event on 6 November. Mr Fisher had been unable to attend the OPFA AGM. Mrs Beswick reported that Oxfordshire Primary Care Trust has identified a need for more surgeries in the area, but population will have to grow first to justify the demand. She reported that CPRE's light pollution document is mainly for information, but that the Council should be aware of the problem. Mr Ricketts reported that nothing significant had come from the last Didcot Forum. Mr Thomas had already reported to the Lands & Recreation Committee that any car park proposals should wait until the work in Westfield has ended. Mr Lilly had read the White Paper on Byelaws; the Council will have the opportunity to apply to the Secretary of State for a new Byelaw to be implemented, but that justification for such a Byelaw will need strong argument, and legal fees will have to be met by the Council. Mrs Boughton-Waite & Mr Lilly attended the Great Western Park Liaison Group meeting on 3 November; the general discussions included open space within the development. Clerk had contacted VWHDC regarding installation of a can recycling bank in the village; VWHDC has stated there is no capacity at present for installing any additional bins, but that the Council's request has been noted for future reviews. All other matters for action were discussed later in the meeting, with the exception of Section 106 Agreements for Great Western Park (SL). **ACTION:SL**

The Council wished to record thanks to the PCSOs for their help with the road closure on Remembrance Sunday.

3. County/District Councillors  
 Mr Waite reported that the Local Council's Liaison Event had been well attended. Concerns had been raised about congestion on the A34, but there are no proposals for improvements to the road. Mr Lilly suggested the matter could be raised with the Transport Minister or local MP.  
 The new contractor for the Joint Waste Contract (VWHDC & SODC) will be appointed by the end of the year; SODC's collections will start in June next year, VWHDC's will start in October 2010.  
 There are still problems with Veolia's waste-collecting lorries; any residents experiencing problems with waste collection should contact Mr Waite.  
 Residents experiencing problems with VWHDC concerning housing benefit etc should contact Mr Waite or Mrs Turner. Mr Ricketts to put a notice in Harwell News regarding these two issues. **ACTION: MR**  
 VWHDC planning officers recently recommended objections to proposals to install an incinerator in Sutton Courtenay. Mrs Turner stressed that VWHDC was only a consultee in this matter, and that OCC will make the final decision.

Mr Lamont reported that OCC had £5,000,000 invested in a recently-collapsed Icelandic bank, but that it was hoped this would have no impact on council tax, although some services may be affected. The money may eventually be reclaimed.

#### 4. Planning Matters

Planning Committee members had dealt with 2 new applications, as follows;

HAR/4612/4 Move business sign from highway to private land at Princes Manor Barn for Nightingale Associates.

The Committee members had no objections, but asked that neighbours' comments are borne in mind by planners.

CHI/HAR/14221/67 Erection of 2 free-standing signs 7m x 3m at Land at Harwell Science & Innovation Campus for R Moxon (agent).

Chilton PC had objected strongly to the erection of these signs, which are already in place. Having seen the signs, HPC Committee members requested that consent, if granted, be strictly limited to one year, that the situation is regularly monitored by planners, that comments from neighbouring businesses are considered, and drew attention to the fact that the signs have already been erected.

Committee members had no objections to the following work to trees;

Thin or reduce various trees at Rose Cottage, Gaveston Road; VWHDC has permitted the work.

2 further new applications have been received as follows;

CHI/HAR/14221/68 Erection of 5m safety fence & relocation of monitoring station at Land south of Road 7, RAL, for Science & Technologies Facilities Council.

This application concerns land in Chilton parish; HPC had no objections, but asked that comments from neighbouring businesses and Chilton PC are borne in mind by planners.

HAR/20485/1 Erection of 1 x 3bed & 1 x 2bed dwellings (re-submission) at Land adjacent to Reading Road for Mr Schuddeboom.

The Design & Access statement has been changed so that Highways concerns have been addressed, and the proposed gardens have been decreased in size so that a small paddock can be retained. After discussion, the Council decided to respond as follows;

The Council requests that neighbours' comments are borne in mind by planners.

The Council supports the installation of traffic signs mentioned in this application, under the direction of OCC Highways officers, and if any further traffic enhancements are available for this development, the Council would support them.

The existing hedge screen at the edge of the A417 should be retained, ideally with a covenant imposed ensuring the hedge is retained, and replanted if necessary, in perpetuity.

Mr Marsh had drawn up and sent a response to the Secretary of State's proposed changes to the South-East Plan; all councillors had received a copy.

VWHDC has obtained limited funding for Local Community Flood Groups; there is no Flood Group in Harwell as yet, but details of funding to be kept on file.

VWHDC is still monitoring the situation at the former pumping station in The Winnaway.

English Heritage has refused to grant Listed status for the Bargain Stone. Mr Ricketts took the letter to draft an article for Harwell News. **ACTION: MR**

Mr Ricketts commented that the ponds planning application (SUT/15821/3) had been approved, although no notification has yet been received by the clerk.

5. Financial Matters – a) Receipts & payments cashbook for October 2008 - The cashbook could not be signed as bank statements have not been received.
- b) Requests for funding – i) South & Vale Carers ii) RBL Poppy Appeal iii) Abingdon CAB iv) Oxford Gang Show – clerk explained that following the donation made to Harwell 2008 (see PC/09/08, Item 7e), there is very little money left in the donations budget. After discussion, Mr Lilly proposed that the Council send £25 to the RBL Poppy Appeal, but regrettably refuse the other requests. Seconded by Mrs Boughton-Waite, carried.
- c) Rent review – Harwell RBL Club - After discussion, this matter was deferred to the January meeting. Clerk to write to RBL Club to give notice that rent will probably rise by around 4%, though this is subject to confirmation in January. **ACTION: Clk**
- d) Approve salary award of 2.45% for clerk, backdated to April 2008 (following pay talks decision by National Joint Council for Local Government Services – Mr Fisher proposed the resolution be adopted as worded above, seconded by Mrs Beswick, carried. Mr Marsh suggested implementing a regular appraisal for staff; deferred for further discussion at the January meeting.
- e) Approve purchase of Christmas gifts for staff – Mrs Beswick proposed that staff gifts be purchased up to a maximum of £40 in total, seconded by Mr Lilly, carried.
- f) Approve & accept Annual Return – The auditors recommended that the Fidelity Guarantee should cover the maximum amount of money held by the Council at any time during the year. There were no other concerns. Mrs Boughton-Waite proposed that the Council approve and accept the Annual Return, and pay the auditors' fee of £470; seconded by Mrs Beswick, carried. Fidelity Guarantee to be discussed at Finance meeting.
6. Matters relating to Council Owned Lands
- a) Recommendations from Lands & Recreation Committee – i) report re: cemetery plans – the Committee has been considering likely time scale and costs as well as site plans. For discussion at the next L&R Committee meeting; clerk to check existing deeds. **ACTION: Clk**
- ii) Approve extension of tractor shed & parking of van in alternative location – the shed will need to be extended by around 4 yards, over the existing concrete base, so that the van can be accommodated following the clearing out of Council equipment from Mrs Day's garage. (Rental payments to Mrs Day should stop by December). Mr Woods is taking the van home and parking it in his garage until the shed has been extended; he has agreed to be on-call at all times during this temporary period. Clerk to draw up an additional clause to his Contract of Employment. Quotes to be obtained for the work. Mr Thomas had reported to the Committee that RT Machinery's representative had recommended the gangmowers be kept and maintained, as no other equipment could produce such good results; past maintenance had cost around £400. RT Machinery offered to buy the unused set of 3 gangmowers for £300. Mr Taylor reported that following further enquiries, it seems likely that gangmower maintenance will cost more than previously thought; 1 quote of around £400 per gangmower has been obtained, with others to follow. West Garden Machinery has offered £500 for the unused set. **ACTION: GT, Clk**

iii) discussion of new quote for bollards on rec – RH Fencing has confirmed verbally that the original quote for the installation of bollards has been reduced by £200 since the gate has been put up at the rear of the pavilion. The new quote is therefore for £800.

Mr Fisher proposed that the recommendations from the L&R Committee be accepted, and that RH Fencing's quote for the bollards be accepted; seconded by Mr Thomas, carried. Further discussion of gangmower maintenance to take place at next L&R Committee meeting.

b) Tennis & Bowls Clubs - leases – Mr Lilly has asked for draft Leases to be drawn up; the Council will then have to decide on what rent to set. Further report expected at next L&R Committee meeting.

c) Dilapidated stable - Mr Lilly had reported at the L&R Committee meeting that a Deed of Variation is required to remove the stable from Little Pippins' lease. Council agreed that Mr Lilly will measure the area and prepare an accompanying plan (as existing plans are inaccurate) for appending to the Deed of Variation. **ACTION: SL**

d) New pavilion report – the architect is preparing the drawings.

e) Approve review of cemetery policies in light of absence of burial ground at Great Western Park – referred to next L&R Committee meeting.

7. Emergency planning – all councillors had received a copy of notes from the meeting with Mr Gough, VWHDC's Emergency Planner. In short, the PC would have a role following an emergency, not necessarily during one. A list of local contacts to be drawn up and updated regularly. Mr Marsh & Mrs Beswick are collating information. Clerk has received several replies to requests for updating the list of local organisations; information to be sent to Mrs Beswick, and to Mr Ricketts for inclusion in Harwell News. **ACTION: MR, DM, KB, Clk**

8. Decide on any comments re: revised Code of Conduct– no comments so far. Mr Marsh took a document from Communities & Local Government and will suggest a response if necessary. Comments due by 24/12/08. **ACTION:DM**

9. Agree that meetings will continue to be held on Tuesdays throughout 2009– Council agreed that full Council meetings will be held on the second Tuesday in the month next year.

10. Any Other Business

Mr Lilly will attend the next GWP Liaison Group meeting on 20<sup>th</sup> November.

Mr Fisher suggested that the Council think about the possibility of further development in the parish in a pro-active way.

Mr Marsh mentioned the new Publication Scheme which is to be adopted by the end of the year; he and the clerk have discussed changes required to the Council's existing Scheme. For discussion at a formal meeting to be convened in December.

Mr Fisher & Mr Marsh had been to see the multi-use games area at Harwell School; Mr Marsh was impressed, and suggested that all councillors go to see the facility if possible.

The meeting ended at 9.50pm.

**ACTIONS FROM MEETING:**

**SL: Tennis/Bowls Club leases  
Old stable plan**

**GT: Obtain quotes re: gangmowers**

**DM/KB: Emergency plans**

**DM: Code of Conduct document/response**

**MR: H News articles – VWHDC problems/Bargain Stone/ local organisations**

**Clk: Organisations list  
Write RBL  
Check cem deeds/plans  
Draw up MW contract  
List meeting dates**

**L&R: gangmower mtce  
T/B leases  
Cem policies  
Cem plans**

**Brought forward from last meeting:**

**SL: GWP Section 106 agreements**

**RT: Proposal for car park**

