

Minutes of the Annual Parish Council Meeting held on Tuesday 12th May 2009
in the recreation ground pavilion at 7.30 p.m.

Present:	Mr D Marsh (Chair)	Ms K Beswick OBE (Vice-Chair)	Mr M Ricketts
	Mr. J Fisher	Mr R Thomas	Mr G Taylor
	Mr D Hayter	Mrs D Boughton-Waite	
	Mr C Lamont (County Cllr)	Mrs M Turner (Dist Cllr)	Mr R Waite (Dist Cllr)

Apologies: Mr S Lilly Mr F Treml

Mr Marsh opened the meeting.

1. Election of Chair/Vice-Chair/Committees

Mr Taylor proposed Mr Marsh as Chair, who confirmed he was happy to stand. Nomination was seconded by Mrs Boughton-Waite, Mr Marsh was elected unopposed. Mr Lilly had confirmed via email that he was standing down as Vice-Chair. Mrs Boughton-Waite nominated Mrs Beswick, seconded by Mr Ricketts. Mrs Beswick confirming she was happy with the nomination, she was elected unopposed.

Committees were decided as follows; Lands & Recreation – Mr Fisher, Mr Taylor, Mr Hayter, Mr Ricketts, Mr Thomas; Environment & Planning – Mr Hayter, Mr Treml, Mr Lilly, Mrs Beswick, Mrs Boughton-Waite.

PCSO Clarke was present, and was invited to speak at this point.

He reported low crime in the village, with 1 incident of harassment, 1 burglary from an outbuilding, and anti-social behaviour near the shops. PCSOs can attend when anti-social behaviour is reported, but have no powers of arrest. 2 speeding drivers had been caught by officers using the SID machine. PCSO Clarke will be holding another police surgery in the pavilion on Friday 22nd May at 7.00pm; he will also be attending the APM.

Following thanks from the Council, PCSO Clarke left at 7.45pm.

2. Approve Minutes of previous meetings PC/04/09 & PC/05/09 (E)

The Minutes of the April meeting were amended where necessary; both sets of Minutes were signed as a true record.

3. Matters Arising from the Minutes – Actions & status reports

Mr Ricketts has written to OCC regarding local footpaths, and sent a report on his meeting with the OCC representative to the Clerk. All other matters were dealt with elsewhere on the Agenda.

4. Reports from County/District Councillors

Mr Waite had provided a written report; he is following up queries relating to the recent Tree Preservation Order issued for Grove Road, opening hours at Tilsley Park are to be cut to save money, a new weekly/fortnightly Job Club is to be set up in Wantage to help local residents, Mrs Turner is looking through a summary of responses to the LDF Core Strategy – final draft of the document will be ready in January 2010, Mrs Turner is a member of Structure & Local Plan Advisory Group which is agreeing the Statement of Community Involvement.

Mr Lamont left the meeting during Mr Waite's report, however the Council wished to record thanks to him for his work as County Councillor.

Mr Waite left the meeting at 8.03pm, following thanks from the Council.

5. Planning Matters, incl a) Discuss next steps for progressing feedback on SCOTS report & SODC LDF

Mr Marsh had drawn up responses to both these documents on the Council's behalf. Council to follow up progress in June or July. Mr Hayter reported that a recent traffic survey undertaken in The Broadway did not appear to be linked to the SCOTS report.

b) Report from Keep Harwell Rural

Mr Marsh attended a recent meeting; Clerk had received KHR's response to the SCOTS report and circulated it to all councillors; KHR's response identified similar concerns to those of the Council. KHR has suggested another traffic survey could be done in the village so that figures can be cross-referenced in the future after new housing is built. The group's next meeting is in September. Mr Marsh wished to thank the group for assistance in drawing up his responses to the 2 documents mentioned above (5a).

c) Permissions, Applications, Refusals

4 Notices of Permission have been received, in respect of;

- HAR/13790/7-LB Installation of double glazed sliding doors (Amendment to previous permission HAR/13790/5-LB) at Leigh House, High Street, for Dr Soane.
- HAR/13790/8 Variation of condition 4 of Planning Permission HAR/13790/4 to allow double glazed sliding/folding windows instead of single glazed at Leigh House, High Street, for Dr Soane.
- HAR/20812 Demolition of conservatory. Erection of single storey rear extension at Capel Cottage, Barrow Lane, for Dr John.
- HAR/11514/2 Change of use from open space to residential curtilage (land adj 52 Westfield) at 52 Westfield for Mr & Mrs Lagden.

7 new applications have been received, as follows;

- HAR/17237/1 Erection of 2 storey rear extension & single storey side extension, dormer window to rear. Demolition of side lean-to & timber outbuilding at Porlock, Wellshead Lane, for Mr Laing.
- HAR/20846 Proposed 2 storey extension at 14 Kings Lane for Mr Williamson.
- HAR/3900/1 Proposed extensions & garage conversion at Ty Gwyn, Reading Road, for Mr Convery.
- HAR/10723/4 Raise gable roof to front of property & convert roofspace to new bedroom at Greystones, Didcot Road, for Mr Newman.
- HAR/5841/14 Formation of new pedestrian access to garden at The Old Brewery, High Street, & HAR/5841/15-LB for Mr Hunt.
- SUT/15821/5 Proposed resurfacing & extension to car park at Sutton Courtenay Environmental Education Centre for Berkshire, Buckinghamshire, Oxfordshire Wildlife Trust (notice is for information only as it concerns Sutton Courtenay parish).

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

1 application has been withdrawn, as follows;

- HAR/7980/3 Re-provision of timber outbuildings to provide garage and living space & proposed glazed link structure to existing house at Blenheim House, Blenheim Hill, for Mr Gainer.

Other matters; Proposed Changes to the South East Plan have now been considered; the final document can be viewed on the website www.gos.gov.uk/gose. Mr Marsh commented that there are no changes to housing numbers planned for the local area.

6. Financial Matters

a) Receipts & payments cashbooks for Mar & Apr 2009 - Deferred to June meeting as it is not clear whether Mr Treml had checked bank statements.

b) Internal audit – to approve accounts to year end 31.3.09 / to approve payment to Internal Auditor
All councillors had received copies of the accounts statement and Statement of Income & Expenditure. Mrs Roberts had completed the Internal Audit. Mr Taylor proposed that the Council approve the Statement of Income & Expenditure, the Annual Governance Statement, and the Statement of Accounts, and that the Internal Auditor should be paid £200; seconded by Mr Thomas, carried. The Chairman and Clerk (as RFO) signed the Annual Return and Financial Statement.

c) Grass cutting grant/ cleansing grant
Both grants have been claimed.

d) Parish insurance
The renewal quote from Allianz is £2642.28 (last year's premium was £2451.47). Clerk has been unable to find a cheaper quote. Following recommendations from the external Auditor last year, the Council wished to raise the amount of the Fidelity Guarantee to £64,000, thus covering all income received by the Council during the year, and not just the amounts held at any one time in bank accounts. Clerk to update the policy. Mr Ricketts proposed that the Council approve payment of the parish insurance premium to Allianz, subject to a doubled Fidelity Guarantee premium, total amount not to exceed £2700; seconded by Mrs Beswick, carried unanimously.

e) ORCC membership payment
The Council agreed to pay this year's membership fee of £20.

f) North Berks Football League request re: centenary year
The League has asked that the Council celebrate the Centenary, eg by planting a tree, erecting a memorial plaque, or in another way. Council was in favour of marking the occasion; deferred until ideas are discussed with football clubs.

7. Matters relating to Council-Owned Lands

a) Tennis/Bowls Clubs – leases
Awaiting feedback from the Clubs.

b) Dilapidated stable
Little Pippins has yet to return the Deed of Variation.

c) New pavilion – Discuss new plans/ report from Committee
New plans have been drawn for recommendation to the Committee, the original plans having been withdrawn following objections from VWHDC. The snooker room and indoor bowls area will now be downstairs in the new building, and the committee room and parish office will be upstairs, meaning that there will not now be room for a post office area. Councillors to send any comments on the new plans to Mr Lilly as consultant, or to Dr Delfosse, Chair of the Committee. Mr Fisher reported that Committee finances are now running low, but that all bills presented so far have been paid. Minutes of the Committee's April meeting to be copied to the Clerk.

ACTION: ALL

d) Approve Emergency Plan document/ report on emergency planning

Mrs Beswick reported that the document is almost ready; some information is proving difficult to obtain. The Council thanked Mrs Beswick for her work so far on the Plan. Once complete, the Plan will be reviewed annually.

ACTION: KBe) Recommendations from Lands & Recreation Committeei) Staff training – discuss chainsaw training course

L&R Committee had been in favour of training 1 member of staff in basic chainsaw use, at a cost of £250, however, all safety wear has to be provided by the Council first – this may cost up to £250 more. Council wished to consider future expense and likely use of the chainsaw before approving the training; deferred to L&R Committee for further consideration.

ACTION: L&Rii) Cemetery & extension – report

Mr Ricketts had obtained 1 quote for re-seeding the extension and is trying to obtain further quotes for fencing.

ACTION: MRf) Plaques in the cemetery/ request to install a bench in the cemetery

Quotes so far from suppliers vary from £120 for a blank plaque to £165, but only 1 sample had been received, which was not a good match for the plaques already erected. Ongoing. **ACTION: Clk**
A village resident has asked for permission to install a bench under the trees on the eastern edge of the cemetery; permission granted, providing the bench does not cause an obstruction.

g) Recreation ground car park - to agree new signage to ensure access for emergency vehicles

Mr Taylor may be able to obtain some paint for the car park surface, for application in front of the collapsible bollard.

ACTION:GTh) Recreation ground – use of west field/ future treatment of surface/ to agree quote for grass seed from Cantlays

Future use of the west field to be considered by L&R Committee, in conjunction with collecting views from residents. Future treatment of the field could be included in plans for the new pavilion. Cantlays has quoted £504 for the cost of sports grass seed required to re-seed the field following treatment already agreed. Mr Ricketts proposed payment of this amount, seconded by Mrs Boughton-Waite, carried unanimously. Clerk had obtained confirmation from 2 other firms that the cause of the problem on the field is poor aeration, and both recommended similar treatment to that being provided by Cantlays, however neither firm has provided an estimate.

ACTION: L&R8. Environmenta) Calor village of the Year competition

The Council agreed to enter the competition.

b) North Wessex Downs AONB - Leader funding invitation

Mr Ricketts to attend the reception, and to pass on details of funding to Harwell 2008 Committee.

c) APM – discuss agenda items & presentations

The Agenda has now been posted on the village notice boards. Mr Ricketts to comment on OCC street lighting plans, Mrs Beswick to address the meeting on Emergency Planning.

9. Any Other Business

An information sheet on Public Sector Duties, concerning discrimination, has been received from the Equality & Human Rights Commission.

Council confirmed that the Treasurer of Harwell Feast Committee may use the Clerk's office on Feast Day.

Mr Hayter commented that the street name has yet to be replaced on the corner of Wellshead and Wantage road. Clerk to chase. **ACTION: Clk**

Mr Ricketts reported that Footpath 10 has been cleared by OCC but not resurfaced yet.

Mr Marsh reported that he has been contacted in connection with the Rural Communities Council on climate change, but is awaiting further details. He has been contacted with regard to twinning the village – it would be useful to ascertain local opinion before proceeding in this matter.

Mr Marsh wanted to know if OCC had made a decision about moving the 30mph speed limit sign to the Didcot side of the A34 bridge – nothing has been heard so far.

The meeting ended at 10.00pm.

ACTIONS FROM MEETING:

ALL: Comments on new pavilion plans to S Lilly/ J Delfosse

**SL: Tennis/Bowls Clubs leases
Dilapidated stable**

**MR: Quotes for cemetery project
Attend NWDAONB reception**

KB: Emergency Plan

GT: Paint for rec car park

Clk: Plaques, street sign

**L&R: Staff chainsaw training
Use of west field**

Brought forward from previous meetings:

RW Find out re: planning charges/TPO nr The Barrow

KB: Risk Assessment updates

ALL: Comments on Emergency Plan to KB