

Minutes of the Monthly Parish Council Meeting held on Tuesday 13th April 2010
in the recreation ground pavilion at 7.30 p.m.

Present:	Mr D Marsh (Chairman)	Mrs K Beswick OBE (Vice-Chair)	Mr R Thomas
	Mrs D Boughton-Waite	Miss K Hawthorne	Mr J Fisher
	Mr M Ricketts		
	Mrs M Turner (Dist Cllr)	Mr R Waite (Dist Cllr)	Clerk

Apologies: Mr S Lilly (away), Mr D Hayter (ill), Mr G Taylor (late – arrived at Item 6)

[Amendments in green made at meeting 2010-05-11](#)

Open Forum

a) Reports from County & District Councillors & Police

Mr Waite reported that some of the waste had been removed from gardens in Orchard Way; Vale Housing had provided a skip. VWHDC is to clear land next to 52 Westfield. VWHDC has suffered almost 4 times as many redundancies than SODC since the formation of joint services departments.

It appears that no-one from the Waste Services department can attend the APM; Mr Waite has volunteered to say a few words about the new collection system.

No representative of the police was present.

b) Representations from members of the public

There were no members of the public present.

1. Approve Minutes of previous meeting PC/2010/03/16

The Minutes of the March meeting were amended where necessary and signed as a true record.

2. Matters Arising from the Minutes

Mr Marsh reported that copies of letters from Slade Son & Taylor indicated a misunderstanding regarding the plan attached to the Little Pippins lease; Mr Marsh to investigate further in liaison with Mr Lilly, who brought the matter to the attention of the Council at the last meeting (item 4h). **ACT: DM,SL**

i) Actions & status reports

Mr Taylor had obtained verbal quotes for the pavilion locks; each new lock will cost around £75. The Council agreed that such a sum could be covered from the pavilion maintenance budget.

Mr Hayter to liaise with grounds staff re: tools stamping.

Other items were dealt with elsewhere on the Agenda.

ACTION: DH

ii) Emergency Plan

Mrs Beswick had redrafted the Emergency Plan; a copy has been sent to the Clerk for distribution.

ACTION: Clk

3. Planning Matters, including

a) Reports from Didcot Area Summit, GWP Liaison Committee meeting, Harwell Stakeholders Group

Mrs Boughton-Waite attended a recent Harwell Stakeholders Group Meeting; Goodmans has been asked to future meetings. Goodmans has met with VWHDC representatives, but no Minutes have been circulated as yet, nor have any dates been confirmed for future meetings. The site entrance is to be relocated during May, with suggestions that the pillars at the current entrance be preserved as being of historical significance.

Ridgeway House is to be extended.

Funds for the decommissioning of the site are still limited.

Mr Marsh, Mr Lilly, Mr Waite and Mrs Turner attended the GWP Liaison Committee meeting, at which the first planned phase of Great Western Park was discussed.

Mr Marsh and Mr Waite attended the Didcot Area Summit, an OCC meeting which was primarily aimed at improving communications between separate OCC departments and between OCC and external organisations.

Mr Ricketts reported on a VWHDC meeting to discuss the new waste collection service; wheelie bins will replace black bins and recycling boxes, and food waste will be collected separately. Homes with limited outside space may be able to use sacks instead. Some assistance may be available for householders who have difficulty moving wheelie bins. VWHDC is currently collating information on properties in the area to assess any access problems. Smaller vehicles will be used on narrower streets. The new system will start on 4th October.

Mr Fisher attended an ORCC Planning Workshop; as some Didcot Town Council representatives were present, the discussion included sports facilities in the local area.

b) Agree that the Chairman may write to the main candidates in the General Election asking for their views on the expansion of Didcot into Harwell and their support for the Harwell Link Roads

Mr Marsh attended a recent Keep Harwell Rural meeting at which the above action was suggested. The resolution was **carried nem.con.** Mr Marsh agreed to draft a letter for comments from other councillors.

ACTION:DM

c) Permissions, Applications

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

HAR/13498/4 Variation of Condition 1 of Planning Permission HAR/13498/3-T to allow building to be retained for a further 6 years until April 2016 at Land to rear of Curie Avenue shops for Harwell Science & Innovation Campus General Partners.

HAR/19692/3 Proposed extension & alterations at Greenbanks, Reading Road, for Mr Cross.

2 new applications have been received, & dealt with by members of the Environment & Planning Committee, as follows;

HAR/2571/15 Creation of new car park to front entrance of building, involving removal of 1 beech tree, possible relocation of other immature trees. Full landscaping, disabled

access provision & petrol interceptor (re-submission) at HPA Centre for Radiation, Fermi Avenue, for Health Protection Agency.

The Committee members asked that comments from neighbouring businesses be taken into account by Planners. The Council asked that a further comment be submitted, to the effect that the Council is concerned at the continuing loss of trees in this location, particularly as the area once contained an arboretum.

HAR/15908/1 Remove single storey extension to rear, new single storey extension to rear ground floor & extension to 1st floor over existing kitchen at Jennings Barn, Jennings Lane, for Mr & Mrs Fallon.

Committee members asked that neighbours' comments are borne in mind by Planners.

1 further new application had been received;

HAR/17774/10-D Reserved matters application for access to the site from A4130, section of developments for spine road, surface water attenuation ponds & adjacent areas of landscaping (Phase 1a) at Land at Didcot Road, Harwell, for Taylor Wimpey UK Ltd & David Wilson Homes.

The Council had studied the plans, which refer to the first phase of Great Western Park; these matters have already received outline planning permission and there is therefore little the Council can contribute at this stage. The spine road and ponds will mostly lie within Harwell parish; some of the landscaping is to be part of the "buffer zone" which was intended to mark the edge of the development, but that area, according to proposals in VWHDC's LDF Preferred Options document, will adjoin another major area of housing development in the future.

VWHDC is monitoring the situation regarding earth being piled up on paddock land at Silverdown Riding Stables.

4. Financial Matters

a) Approve Receipts & payments cashbook for March 2010 & end of year report

Bank statements have not yet been received; deferred until May meeting.

Mrs Beswick proposed that cheque payments to OALC (membership fee) £433.30, ORCC (membership fee) £30, Mr G Hibbins (youth worker) £862, & Miss J Markey (refund for sundry items for Youth Project) £528.95 be paid in accordance with Standing Orders; seconded by Mr Fisher, carried.

b) Discuss response re: change of solicitor

Interest had been expressed by 3 firms; deferred to May meeting.

c) Parish insurance

Renewal documents have been received; deferred to May meeting as some updating to the policy is required.

d) Staff remuneration

The Clerk left the room during discussion. In her absence, the Council **resolved that a 3% rise in salary for the Clerk be implemented with effect from 1st April 2010.**

5. Matters relating to Council-Owned Landsa) Tennis/Bowls Clubs – leases

Mr Lilly had provided a copy of the proposed Lease for Council records.

b) Sports Development Project – update from council representatives

Harwell Football Club has decided to remain part of the Consortium, following contact with Mr Taylor & Mr Marsh.

Mr Marsh, Mr Fisher & Mr Taylor attended a recent Consortium meeting; Minutes are to follow, but it appears there is still some confusion about what the Consortium expects from the Council, particularly regarding fundraising. Mr Marsh had contacted Dr Delfosse with a view to clarifying the situation, but had not received a reply in time for this meeting. It is estimated that around £40,000 will be required as start-up costs; management of day-to-day running of the new building will need to be set up at a later date; it may be possible to share the income from the building between Consortium members; there are plans to **operate** the Royal British Legion Club **more as** a sports/social club, though this has yet to be put to existing members. Mr Fisher emphasised the need for all members of the Consortium to work together.

Harwell Rugby Club may wish to use village facilities next season; if so, it will be necessary to make arrangements with all clubs to successfully manage the pitches etc.

c) Harwell Youth Project – update from J Fisher

More adult volunteers are becoming involved with the Project; Mr Fisher expressed gratitude for this. The youth worker, who has been extremely helpful to the group, is leaving shortly, and Mr Fisher is seeking funding so that a replacement youth worker can be engaged.

The group hopes to have funds transferred from the Council to its bank account in the near future; Clerk is checking to ascertain whether the funds from the OCC grants have been used up, as OCC specified the Council as the responsible body. **ACTION:JF,Clk**

d) Approve recommendations from Lands & Recreation Committee

- i) *Damaged tomb in churchyard to be repaired as soon as possible; quotes obtained as follows; Abingdon Stone & Marble £640, Set in Stone £500, Reeves Memorial £435
Committee recommends that Reeves Memorial be appointed to do the work, and that the Clerk advertises the planned work with a view to obtaining recompense of the cost*
- ii) *3 new dog bins to be purchased for installation on the recreation ground and corner of Church Lane/The Cleave; quotes obtained as follows;
Glasdon – Fido 25l bin £84.24 each, including fixings
JRB Enterprises – Hercules 50l bin £149 each, including fixings
Earth Anchors – Healthguard 45l bin £176 each, including fixings
Committee recommends, in light of comments from current contractor that it could not empty larger bins because of rules governing weight of loads its operatives may lift, that 3 dog bins are purchased from Glasdon of the same specification as those currently in use.*

- iii) *3 new litter bins to be purchased to replace worn bins on High Street; bin near Crown Nursing Home to be relocated to another site on High Street; quotes obtained as follows;
Glasdon – Topsy 2000 bin (steel, with liner) £128.26 each
JRB Enterprises – Pegasus bin (open, with liner) £188 each
Earth Anchors – Big Ben bin (steel, with liner) £149 each
Committee recommends that 3 bins are purchased from Glasdon – these bins are similar to the one currently installed near the shops on High Street.*
- iv) *RH Fencing to be asked for an estimate for repair of the Wantage Road bus shelter, hopefully involving members of the Youth Project.*
- v) *Approve that Mr Fisher may apply on behalf of the Council for funding for refurbishment of the play area.*

Mr Ricketts proposed an amendment to the wording of resolution d)ii) on the agenda to take out “The Cleave” and insert “Wellshead” in its place; seconded by Mr Fisher, carried.

Mr Fisher proposed that the Council accept the recommendations of the Lands & Recreation Committee as set out on the agenda but including the amended resolution d)ii) in place of the original; the new resolution d)ii) reading “3 new dog bins to be purchased for installation on the recreation ground and corner of Church Lane/Wellshead; quotes obtained as follows;

*Glasdon – Fido 25l bin £84.24 each, including fixings
JRB Enterprises – Hercules 50l bin £149 each, including fixings
Earth Anchors – Healthguard 45l bin £176 each, including fixings
Committee recommends, in light of comments from current contractor that it could not empty larger bins because of rules governing weight of loads its operatives may lift, that 3 dog bins are purchased from Glasdon of the same specification as those currently in use.”*

The resolution was seconded by Miss Hawthorne, and carried nem. con. ACTION:JF,Clk

Since the last L&R meeting, Mr Fisher, Mr Thomas, Mr Hayter and Mr Ricketts had met an independent expert at the cemetery, who recommended that 3 or 4 cuts of the grass would be sufficient to bring the extension to reasonable condition, without the need for re-seeding. The L&R Committee had agreed to abide by this independent advice, and **Mr Fisher proposed that the Council begin cutting the grass in the extension as soon as possible; seconded by Mr Thomas, carried.**

Mr Taylor had contacted several firms regarding the safety surface required adjacent to the slide; all the firms he contacted recommended Matta products; a representative from Matta had visited the site and recommended a sturdy grass mat system be installed, after the ground has been made good; full quote to follow.

- e) List of councillors’ interests – discuss draft prior to approval at Annual Meeting in May

Discussed at Item 5h.

- f) Record that ICO registration complete

The registration entry has been received; Clerk reminded the Council that ICO registration involves an annual fee.

- g) Approve use of recreation ground by Harwell Fun Club 13 July 2010

The Fun Club has written for permission to use the pavilion and part of the recreation ground for its annual picnic; **granted** by the Council.

h) Review current drafts of Standing Orders, Financial Regulations & Code of Conduct in preparation for their adoption at the Annual Meeting in May

Mr Marsh had drafted Standing Orders; Clerk to finalise a draft of Financial Regulations for circulation before the next meeting. The Council is happy with the Code of Conduct as adopted, and will wait for the new version which is due out later this year. **ACTION:Clk**

Item 5e was discussed at this point as it relates to the new draft Standing Orders; Mr Marsh explained that under the new Standing Orders, a review of council representation on Committees and outside organisations should take place at the Annual Meeting, and that it would be useful to have in place a list of current interests for councillors to refer to. One councillor had sent a list to Mr Marsh so far. Mr Marsh suggested dropping the Environment & Planning Committee and finding an alternative way of dealing with planning applications which are too late for discussion at monthly Council meetings.

Deferred to May meeting.

6. Any Other Business

Mr Fisher asked for permission to arrange a public meeting at Harwell School on behalf of the Council, to raise interest among parents about the play area, with a view to setting up a committee to put a refurbishment project forward. The Council had no objection. **ACTION:JF**

Mr Fisher also reported that schoolchildren would like to address the Council at a future meeting on its cycle paths project; the Council agreed it would be pleased to welcome the children.

Mr Thomas noted that the Victorian post box has been repaired, but was still missing the label.

Mr Marsh commented that Miss J Markey had received a Community Award from VWHDC Chairman in recognition of her voluntary work in the village on the Feast, youth project, Gardeners' Club, etc.. She was nominated by the parish council.

The Clerk reported that following complaints about the poor surface of Green Road, OCC has reiterated that this is a matter for the Rights of Way office, which will assess the site. Mr Ricketts suggested finding out whether a vehicular right of access exists to the allotments. **ACTION:Clk**

Mr Thomas gave apologies in advance for being unable to attend the Annual Parish Meeting.

The meeting closed at 9.37pm.

ACTIONS FROM MEETING:

**DM: Solicitor – resolve misunderstanding (with SL)
Letters to Gen Election candidates**

**SL: Solicitor – resolve misunderstanding (with DM)
Tennis/Bowls Clubs leases
Rep on LP Building Cttee
Report re: Rowstock bus stop**

KB: Youth project continuation

**JF: Youth project continuation & funding
Play area – funding/ public meeting**

DH: Stamp tools (liaise with grounds staff)

Clk: Distribute Emerg Plan/ Check YP funds/ Actions from L&R/ Fin Regs/access Grn Rd