



HARWELL PARISH COUNCIL

Notice of a Meeting of Harwell Parish Council

Tuesday 19th December 2023 at 09:30, Cherry Hall, Harwell Village Hall

All Councillors are summoned to a Meeting of Harwell Parish Council.

Members of the public and press are invited to attend all council meetings.

(Public Bodies (Admission to Meetings) Act 1960)

Prior to the start of the meeting; Questions and comments from members of the public (limited to 30 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

1. To receive apologies for absence. [LGA 1972 s85(1)]

2. Declarations of Interests [LA 2011 s31]

2.1. To receive declarations of interest for items on this agenda

Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)

2.2. To consider requests for Dispensations [LA 2011 s33]

3. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

3.1. Meeting held on 30th November 2023

3.2. Matters arising from the minutes not elsewhere on the agenda.

4. Vacant Seats (LGA 1972 s89(6))

4.1. To note the Council has 2 vacant seats.

4.2. To hear representations from anyone wishing to be co-opted to the council and approve co-opting Councillor to fill the vacant seats.

4.3. To receive declarations of acceptance of office from any co-opted Councillors.

To be countersigned by the Locum Clerk

5. Planning

To consider applications and approve response to planning authority

5.1. P23/V2730/HH - 3 Drewitts Corner, Harwell, Didcot, OX11 0EH

Two storey side extension.

5.2. P23/V2684/O - Land at the A34 Chilton Interchange, Chilton, Oxfordshire

Outline planning application for a proposed new 60 bedroom motel associated access, car parking and landscaping with all matters reserved.



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- 5.3. P22/V0604/RM - Phase 1a Valley Park, Land to the West of Great Western Park - **AMENDED**
Reserved matters application for access, appearance, landscaping, layout and scale following consent granted under reference P14/V2873/O relating solely to Phase 1a of the overall allocation regarding infrastructure elements to enable works for Phase 1 and 2. An EIA was submitted as part of the approved outline permission (as amended 28 April 2023, 17 August 2023 and 4 December 2023).
HPC Previous Response: OBJECTS: SDC Not Approved; Substandard Cycle Lanes; 8 weeks should be available to respond to RM applications
- 5.4. P23/V2687/LB – Almshouses, High Street, Harwell, Didcot, OX11 0ET
Window replacement. Replacement foul and storm water drainage. Replacement of plastic guttering with cast aluminium. Removal of cementitious render. Replacement of internal concrete floor with insulated limecrete floors. Removal of gypsum plaster and vinyl-based emulsion paint and replacement with wood fibre internal wall insulation and lime plaster. Removal of redundant chimney to shed and re-roofing of the shed, along with new salvaged cast iron guttering. (Description amended 7 December 2023)
- 5.5. P23/V2678/LB - Blenheim House, Blenheim Hill, Harwell, Didcot, OX11 0DS
Replacement of steel front door.
- 5.6. P23/V2693/FUL - Zulu Farmhouse, Didcot Road, Harwell, Didcot, OX11 6DN
Construction of a single-storey rear extension and a front porch and change of use from 5 bedroom house (Use Class C3) to a 10-bedroom HMO (Sui Generis)

To note decisions by the planning authority

- 5.7. P23/V2393/HH - 2 Hengest Gate, Harwell, Didcot, OX11 0HH - **GRANTED**
Proposed conversion of garage, single storey extension and ancillary works.
HPC Response: NO OBJECTIONS to this application subject to confirmation sufficient parking remains and the neighbour's comments are taken in to account.
- 5.8. P23/V2304/FUL - Grove Farm, Max Events, Milton Hill, Abingdon, OX14 4DP – **REFUSED**
Renewal P16/V3018/FUL for continued use of land for leisure purposes (temporary permission 4 years) (as modified by an email from the agent dated 30 November 2023)
HPC Response: OBJECTS: Surrounding development over intervening years; increase visitor traffic; phase 1 habitat survey needed.
- 5.9. P23/V1736/HH & P23/V1737/LB- Wellshead Cottage, Wellshead, Harwell, Didcot, OX11 0HD – **GRANTED**
Single and two storey rear extensions to cottage (amended plans received 30 August, 4 and 23 October, with additional ecological information received 4 October 2023).
HPC Response: NO OBJECTIONS, but take into account the neighbours comments.

To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (N5B), Tree Preservation Orders (TPO), Screening Opinion (SCR) and Certificates of Lawful Development (LDP)

- 5.10. P23/V0320/DIS - Rowstock Corner Garage, Abingdon Road, Rowstock, Didcot, OX11 0JW
Discharge of condition 3(Contaminated Land) & 7(Materials) on application P22/V1116/FUL (Demolition of existing workshop and replacement with enlarged workshop including Class IV MOT bay).
- 5.11. P23/V2664/DIS - Land to the west of Great Western Park (Valley Park) Didcot
Discharge of Condition 10(Framework Plan) on application P14/V2873/O (Outline planning application for a residential development of up to 4,254 dwellings, mixed-use local centres, primary schools, sports pitches, community and leisure facilities, special needs school, open space and extensive green infrastructure, hard and soft landscaping, attenuation areas, diversions to public rights of way, pedestrian and vehicular access and associated works).



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To address deferred items remaining from Previous Meetings

6. To receive information on VoWHDC EV Chargers, and if appropriate approve applying – Cllr Hughes

7. **Other Governing Documents – Note these were all published with the October meeting papers**

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|------|------------------------|-------------------|
| 7.1. | Scheme of Delegation | Appendix A |
| 7.2. | Grants Policy | Appendix B |
| 7.3. | Dignity at Work Policy | Appendix C |
| 7.4. | Equality Policy | Appendix D |
| 7.5. | Retention Policy | Appendix E |
| 7.6. | Safeguarding Policy | Appendix F |

To address new items

8. **Finance 2023-2024** **Appendix G**

- 8.1. To approve updated December payments list, and approve delegating the Clerk to approve urgent payments which cannot wait for January approval, including Salary payments.
- 8.2. To reapprove payments lists which have now been submitted to Scribe.
Note: These have already been approved by this council under the previous budget codes, this is an update and sweep to ensure the Council is up to date.
- 8.3. To note any prepared monthly bank reconciliations, now they have been completed in Scribe.

9. **Clerk Recruitment** **Appendix H**

- 9.1. To receive the role evaluation from PD Solutions on the Clerk & RFO Role
- 9.2. To approve the Job Description; Person Specification; Clerk & RFO Advertisement and Application Form.
- 9.3. To approve advertisement closing date and week of interviews and interview panel.

10. **Litter Picking and Bins**

- 10.1. To approve appointing Shield Group to complete the parish bin emptying, offer to the village hall their bin could be included subject them covering the cost.
- 10.2. To approve reducing from 3 to 2 Biffa bins as a trial.

11. **To approve updated Cemetery Forms** **Appendix I**

12. **To receive Items of Correspondence and agree actions arising.**

None

13. **Matters for future discussion.**

14. **To confirm the date and time of the next Parish Council meeting – 18th January 2024**

Mrs L White
Locum Clerk to the Council

14 December 2023