

HARWELL PARISH COUNCIL

Agenda of the Parish Council meeting to be held on Tuesday November 14th 2017 at 7.30pm in the village hall Committee Room

1. **Approve Minutes of the last meeting**
2. **Open Forum, including**
 - a) Reports from County & District Councillors & Police
 - b) Representations from members of the public
3. **Receive apologies for absence, Declarations of Interest & Requests for Dispensation**
4. **Casual vacancies –**
 - a) Note councillor resignation & advertising of Casual Vacancy
 - b) Discuss any candidates for the current vacancies which may be filled by co-option
 - c) Co-opt a new councillor/councillors as necessary
5. **Receive update on actions from previous meetings if not covered elsewhere on the agenda**
6. **External liaison (note meetings attended or to be attended by councillors)**
7. **Planning Matters**
 - a) Status of local developments & plans –
 - i) Discuss & approve a response to VWHDC Local Plan Part 2 – see notes
 - ii) Approve that the council should be actively involved in Didcot Garden Town events and appoint a councillor to attend and report to the council
 - iii) Discuss & approve response to the [Local Development Order](#) proposals at Appleford
 - iv) Discuss [application](#) for land south east of Meadow View; approve response & S106 requests
 - b) To review any other applications in the list of [planning-applications-for-review-by-pc](#) (on the PC website www.harwellparish.co.uk)
8. **Financial Matters-**
 - a) Approve donation of £100 to WIAC & approve that a letter of support may be sent to the Centre to assist in their grant claim to VWHDC
 - b) Approve payment of £250 excess to Council's insurers to process claim re: vehicle damage
 - c) Approve schedule of payments, noting that monthly bank reconciliation has been or will shortly be completed by a councillor and the cashbook for October has been circulated to all councillors (schedule attached to this Agenda)
 - d) Appoint new bank signatory
9. **Matters relating to Council-Owned Lands & parish matters**
 - a) Review Financial Regulations (available at www.harwellparish.co.uk/policies/)
 - b) Review draft Communications Policy
 - c) Discuss responses re: projects ideas & ask that Finance Committee considers them
 - d) Discuss & approve response to [OCC consultation](#) – A4130 (Milton to Didcot Road) Proposed Toucan Crossing & 40mph Speed Limit
 - e) Approve that Oxford Buildings Record may reproduce a photo from the "Harwell – Village for 1000 years" book, acknowledging that the council owns the copyright by inserting the phrase '© Harwell Parish Council'
 - f) Note new office is now operational except for phone; discuss phone options
 - g) Approve quote for wall repair, noting that cost to be reclaimed from DHL
 - h) Note that following discussions at the Lands Committee meeting, Harwell Scout Group (HSG) should be encouraged to draft a full Lease for consideration by the Council, with any legal costs to be paid by HSG.
 - i) Approve Lands Committee recommendations –
 - i) that the Harwell News guidelines for advertisers document is adopted by the council (posted alongside this agenda)
 - ii) that HPC agrees to apply for funds/grants to develop the Pavilion as a Youth Facility (being run by Harwell Scout Group), noting that each application should be approved by the PC and signed

- by the PC Chairman until such time as the HSG is in a position to apply for funding on its own behalf
- iii) that HPC agrees to receive funds on behalf of HSG to be used for the Pavilion development if grant funder rules require it
 - iv) that the family of one former long-term and recent resident who did much work for the council may pay residents' fees for cemetery & may record the work on a plaque on the memorial wall
 - v) that

- Quotes are obtained for bark instead of wetpour under the swings; £5000 in reserves which may pay for bark this year
- 4 items of gym equipment should be installed with matting underneath if S106 funds are available (total cost £8337)
- Climbing wall is installed inside the play area with rubber mulch safety surface underneath if S106 funding available (total cost £3209)
- Half pipe to be installed on the recreation ground if S106 funds available (£800 in reserves, £2000 S106 available, further S106 funds to be applied for – total cost £12,000)
- Permanent goal to be installed on the recreation ground – cost less than £500, to be funded next year if no funds available this year
- Inquiries to be made about a crazy golf course
- Quotes to be obtained for notice boards for Rowstock bus shelter, Tyrells Close bus shelter & village hall
- Inquiries to be made about signing a 5k and 10k walking/running route
- Reserves for replacement mowers, van & tractor to be increased
- Option 2 of tractor shed/pavilion proposals previously discussed to be pursued; councillors to meet grounds staff to check on manoeuvres for exiting the play area with tractor & gangmowers

All quotes to be referred to the Finance Committee in December.

10. Correspondence & circulars received by the Clerk

11. Matters for consideration at next meeting/urgent matters received since agenda was posted

Agenda prepared by Mrs S Taylor, Parish Clerk

November 14th 2017

Notes:

Item 4b – There are 4 vacancies, 3 of which may be filled by co-option. If there are 3 or fewer suitable candidates, the council may co-opt the candidates to the council. If there are more than 3 candidates the council must vote on each candidate until a majority vote is obtained before co-option

Item 5 – OCC has responded re: footpaths queries – updated report to follow. HHYFC has arranged with scouts to leave equipment in the pavilion; tournament still to take place annually at rec. BDO contacted re: audit issues. Mrs Turner met staff re: tractor shed – report discussed at Lands Committee. Fuel costs breakdown to end September; £130 tractor, £328 mowers/strimmers etc including cemetery, £267 van

Item 7a i – [Local Plan Part 2](#) can be viewed on VWHDC website. CPRE has drawn up a [list of concerns](#).

Item 8a – Wantage Independent Advice Centre has assisted Harwell parishioners 57 times during 2016-17, an increase of 27% on the previous 12 months. There is £125 left in the donations budget. The Centre is also asking for letters of support from local organisations, ideally with pledges of financial support from 2018-2021, to assist in obtaining continued support from Vale of White Horse DC.

Item 8c – schedule of payments

HARWELL PARISH COUNCIL

SCHEDULE OF PAYMENTS FOR APPROVAL AT MEETING 14 NOVEMBER 2017

Payments previously approved as part of List of Regular Payments

BACS	To	Amount
X	BeFuel card - admin	4.76
X	BeFuel card – fuel	32.90
X	BeFuel card – fuel	113.52
X	BeFuel card – admin	4.76
d/d	Xero – accounts pack	26.40
d/d	BT – office phone & broadband	53.50
X	Castle Water – allotments	7.95
X	Castle Water – pavilion	58.50
S/O	Salaries October	3320.04
X	HMRC PAYE,NICs	640.91

Payments made by clerk to avoid late payment charges under Financial Regulation 5.5

X	Castle Water – pavilion	147.66
X	Castle Water - allotments	81.03

Payments for approval at meeting under Financial Regulation 5.2

BACS	To	Amount (£)
Card	Microsoft – Office 365	59.99
Chq 101119	SPB – refund of overpaid memorial fee	20.00
Chq 101120	Mid-Counties Co-op – refund of overpaid burial fee	14.00
X	Viking – office supplies	41.99
X	Viking – office supplies	398.00
X	FCC – cemetery bin emptying	47.62
X	S Morris – H News invoice incl extra page	640.50
X	Lawncare – mower parts	15.86
X	Lawncare – mower repair	48.05
X	Viking – office supplies	19.54
X	Viking – office supplies	165.52
X	SLCC – clerk training	30.00
X	Aviva Insurance Ltd – excess	250.00

Payments made to maintain petty cash float as required under Financial Regulation 6.19 c

Amount in	October	250.00
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Item 9c – suggestions/requests received are – more noticeboards (discussed by Lands Committee), action on overgrown hedges (ongoing anyway), width restriction to slow traffic at Blenheim Hill from Didcot direction, no cycle path next to any roundabout at Wantage Road/Reading Road junction, basketball hoop at rec with new concrete surface.

Item 9g – quotes awaited

Correspondence received 5/10 to 8/11/2017	* Indicates response required; otherwise already dealt with
Castle Water	Dealing with account query
VWHDC	CiL information
	Vacancies
	District councillors – concerns re: new Asda & pub on Great Western Park (not recognised as being in Harwell)
	S106 query
	newsletters
	Local Plan events
	Town & Parish Forum
	Didcot Garden Town press release
	Planning – various. See PC website, planning section
Slade Legal	Footpath transfer, RBL lease change
S Gaspar	Resignation from council
Co-op Bank	Signatories information
British Legion	Remembrance parades & road closures
Aon/Aviva	Vehicle damage
CPRE	Chairman required, VWHDC Local Plan response
Wantage IAC	Request for funds, request for letter of support
Webmaster	Various matters & web notices
	Audit queries, final audit papers
OCC	Footpath 7 diversion order
	Consultation re crossing on A4130
	Car park lighting advice
	Press release – new housing owners
	Footpath Walk queries
Harwell News	Various adverts/notices/articles/delivery queries
Quotes/estimates	various
OALC	Various updates, advice
Nortoft	Housing numbers
Invoices	See agenda payments schedule
Village	Allotment queries – availability, rents
	Project ideas
	Scouts & HHYFC– pavilion matters
	Traffic issues - various
	Tennis Club rent
	Cemetery – interments, memorials inquiries
	Abandoned cars
	Complaints re: bus stop Great Western Park, tractor use, abandoned generator
	Horses using Cleave footpath
SODC	Charity event
Village hall	Alarm, notice board
BT	Broadband usage
Citizens Advice	Press releases
Newsletters	Various, eg OALC, CPRE, HMRC, E Vaizey, Earth Trust, TVERC, Harwell SSG
Thames Valley police	Car parked at recreation ground
CPRE	VWHDC Local Plan Part 2 concerns