

HARWELL PARISH COUNCIL

Agenda of a Parish Council meeting to be held on Tuesday 11th December 2018 in the village hall committee room at 7.30 pm

1. Open Forum, including
 - a) Reports from County & District Councillors & Police
 - b) Representation from members of the public
2. Approve Minutes of the November meetings
3. Receive apologies for absence, Declarations of Interest & Requests for Dispensation
4. Planning matters – review any applications in the list at <https://www.harwellparish.co.uk/planning-applications-for-review-by-pc/> & approve responses
5. Approve that weekly evening councillor surgeries should take place in 2019 & arrange dates and rota
6. Approve updated Risk Register
7. Approve that a Tier 2 risk assessment of the cemetery should be carried out at a cost of £4,200, to be paid for from S106 reserves held for administration
8. Approve payments schedule (below)
9. Appoint architect for the staff building project, based on quotes received, to produce drawings and subject to receipt of S106 funding, to apply for planning permission and oversee the building project
10. Approve that the council takes control of back-up domain names as suggested by webmaster
11. Review current year spending, receive updates on current projects & review reserves, re-allocating some unspent reserves to other projects as necessary (report to follow)
12. Discuss spending plans for 2019/20 and approve a budget and precept
13. Note any urgent matters received since the agenda was posted or matters for the next meeting

Notes:

Item 5 – as recommended by Staffing Committee.

Item 6 – draft document to be posted alongside agenda if available

Item 7 – EA advice was that all existing burial sites should have an appropriate risk assessment. Council has been advised to undertake a Tier 2 assessment by an outside contractor and must now decide whether to go ahead with this assessment or carry out one of its own. The risk assessment is to consider risks to groundwater from burials. Quotes have been received for Tier 1 & Tier 2 assessments.

Item 8 -

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SCHEDULE OF PAYMENTS FOR APPROVAL AT MEETING 11 DECEMBER 2018

Payments previously approved as part of List of Regular Payments

BACS	To	Amount
card	Giffgaff – office phone top-up	10.00
d/d	BeFuel – fuel	68.11

Payments for approval at meeting under Financial Regulation 5.2

BACS	To	Amount (£)
X	FCC – cemetery bin emptying	61.20
X	SCM – HN printing	902.40
X	ADM Trees – rec tree work	1176.00
X	Cemetery Development Services- cem risk assessment	4200.00

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

Amount in	November	100.00
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Items 11 & 12 – Reports to be circulated to all councillors re: current budget and anticipated income/expenditure for the next financial year as soon as VWHDC has confirmed tax base.