

HARWELL PARISH COUNCIL

Agenda of the Parish Council meeting to be held on Tuesday February 12th 2019 at 7.30pm in the village hall Committee Room

1. **Open Forum, including**
 - a. Reports from County & District Councillors & Police
 - b. Representations from members of the public
2. **Approve Minutes of the January meeting**
3. **Receive apologies for absence, Declarations of Interest & Requests for Dispensation**
4. **Receive update on actions from previous meetings if not covered elsewhere on the agenda** (see Actions table)
5. **External liaison (note meetings attended or to be attended by councillors)**
6. **Planning Matters**
 - a) Status of local developments & plans – i) receive updates if any ii) approve response to VWHDC CIL consultation
 - b) To review any applications in the list of [planning-applications-for-review-by-pc](#) (on the PC website www.harwellparish.co.uk)
7. **Financial Matters-**
 - a) Discuss quarterly accounts sheet (posted alongside agenda)
 - b) Discuss reserves and approve re-allocation of named reserves using suggestions from clerk and councillors (information posted alongside agenda)
 - c) Approve schedule of payments, noting that monthly bank reconciliation and check of petty cash has been or will shortly be completed by a councillor and the cashbook for January has been circulated to all councillors (schedule attached to this Agenda)
8. **Matters relating to Council-Owned Lands & parish matters**
 - a) Review & approve updated Risk Register (posted alongside agenda)
 - b) Review & approve Privacy Policy (draft posted alongside agenda)
 - c) Receive report on status of website
 - d) Discuss any feedback on Harwell News February issue
 - e) Note any response from OCC re: paths joining Westfield sections and The Styles/Orchard Way
 - f) Note any progress on S106 applications for recreation ground access and new staff building (see also Item 8 k i)
 - g) Discuss progress report from scouts and draft Lease
 - h) Discuss provision of dog bins in GWP
 - i) Approve date of Footpaths Walk
 - j) Approve suitable gift from the council to acknowledge Harwell families from USA
 - k) Approve recommendations from Lands Committee –
 - i) [Re: S106 issues] that Cllrs Waite & Shelley (VWHDC) & Cllr Fox-Davies (OCC but formerly PC) be invited to any site meeting, that councillors should attend if possible, and that a formal letter should be written to VWHDC outlining the process by which the council came to decide to hand over the pavilion building for the scouts' use
 - ii) that planning permission for the staff building be pursued, using reserves if necessary to pay the architect's and planning fees [as previously agreed by PC]
 - iii) that the Council should pay for the asbestos to be cleared [from the pavilion] up to a maximum cost of £3,690, using reserves still held for the pavilion upgrade
 - iv) that one swing seat is replaced with an inclusive style seat, using S106 funds if necessary
 - v) that the zipwire and other parts are replaced as per the quote [received from the contractor], using unspent reserves held for play area resurfacing/budget for play area maintenance, and that an annual maintenance programme is arranged [for the zipwire]
 - vi) that [following a request from Salvation Army to place a clothing bank on the rec] Clerk asks what happens to the clothes after they are collected.

NB Committee was minded to recommend installation of the clothes bank but will wait for a response

9. **County council matters** – a) Approve response to OCC [consultation re: B4493](#) b) approve response to survey re: Oxfordshire Together

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

February 5th 2019

Notes:

Item 5 – actions table

| ACTION | BY | |
|---|--|--|
| From July 10th meeting | | |
| Clk – training dates, questionnaire in shops, resend LPP2 response to cllrs, planning, payments, audit items, order cem bin, check legal stance re: rec | 28.7.18 – <i>DONE but no response re: legal item</i> | |
| From September 25 meeting | | |
| PC – site for relocated play equipment, grass cutting budget | 9.10.2018 - <i>ongoing</i> | |
| From November 13th meeting | | |
| SS – Privacy Policy | 11.12.18 | |
| JH, Clk – website liaison | 11.12.18 - <i>ongoing</i> | |
| ACTIONS from December 11th meeting | BY | STATUS |
| SM,DBW – councillor surgery Jan | 16/1/19 | <i>DONE</i> |
| Clk – cllr surgeries rota, planning, risk reg, payments, domains, OCC grass | 8.1.19 | <i>DONE</i> |
| LC – cem risk assessment | 12.2.19 | <i>DONE</i> |
| ALL – comments re: risk register, budget, cem risk assessment | 8.1-12.2.19 | <i>DONE</i> |
| From January 8th meeting | | |
| CW – risk register updates | 12.2.19 | <i>DONE</i> |
| SM – HN summary & articles | 28.1.19 | <i>DONE</i> |
| Clk – tractor, order mower, contact scouts/tree surgeon/HN editors, awards nominations, info re selling land | 12.2.19 | <i>DONE</i> <i>ex:</i> <i>selling</i> <i>land</i> |

| LANDS COMMITTEE ACTIONS from previous meetings: |
|--|
| Clk – Jupiter bridge repairs – <i>staff to effect repairs asap</i> |
| DBW- Site & type of inclusive play equipment - <i>Ongoing</i> |
| ACTIONS FROM October 23 MEETING |
| Clk – apply S106 x 2 when possible, check fence line, spk to staff re steps, bins, chase 123-reg, contact Club, Garden Club – <i>DONE</i> |
| ACTIONS from January meeting: |
| Clk – planning permission for bldg., letter to S106 team, contact VWH Cllrs, OCC Cllr, scouts, S Army, zipwire contractor, get quotes for swing seat |
| JH – move emails |

Item 6 a ii – VWHDC is inviting the PC to comment on its draft Community Infrastructure Levy (CIL) Spending Strategy, which sets out how the council should allocate CIL revenue. The strategy has been formulated so that funds from CIL go towards the infrastructure that new housing developments need, such as roads, parks, community and health centres and schools.

Item 7 c – payments

HARWELL PARISH COUNCIL

SCHEDULE OF PAYMENTS FOR APPROVAL AT MEETING 12 FEBRUARY 2019

Payments previously approved as part of List of Regular Payments

| BACS | To | Amount (£) |
|------|--------------------------------|------------|
| card | Giffgaff – office phone top-up | 10.00 |
| S/O | Salaries January | 3338.67 |
| X | HMRC PAYE, NICs January | 610.95 |
| X | BeFuel – fuel | 38.26 |

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

| BACS | To | Amount (£) |
|------|---------------------------|------------|
| X | D & P Marsh – HN expenses | 33.39 |

Payments for approval at meeting under Financial Regulation 5.2

| BACS | To | Amount (£) |
|------|--|------------|
| X | Information Commissioner – data registry renewal | 35.00 |
| X | Glasdon – new bins and fixings | 2249.96 |
| X | SCM – HN printing | 945.60 |
| X | FCC – cemetery bin emptying | 40.80 |
| X | Lawncare – parts | 40.88 |
| X | Mr Zipwire – zipwire service | 420.00 |
| X | Viking – office supplies | 74.70 |

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

| | | |
|-----------|---------|--------|
| Amount in | January | 100.00 |
|-----------|---------|--------|

Item 8 e – awaiting response from OCC

Item 8 g – scout group has encountered problems with asbestos during renovations and has commissioned surveys. Latest quotes for work required to clear asbestos, received since Lands meeting, total £8,190.
Draft Lease has been received by PC solicitor, who is asking for the PC's opinion on term and rent.

Item 8 h – waiting for response to enquiries

Item 8 i – suggested dates are 1, 8, 15 or 22 September, start time 2.00 pm

Item 8 j – a resident has suggested that the PC may wish to provide a gift for families bearing the name “Harwell” living in the USA (a visit is scheduled for later in the year)

Item 8 k v – report & quote circulated to all councillors & discussed by Lands Committee. Maximum expenditure required is £1997.

Item 9 b – survey asks the PC for responses regarding parish maintenance

Item 10

| | |
|--|---|
| Correspondence received 22.12.18 to 5.2.19 | * Indicates response required; otherwise already dealt with |
| Oxfordshire High Sheriff | Awards nominations |
| Thames Valley police | Newsletter, survey on council tax (put on PC website etc) |
| VWHDC | S106 updates/ queries, newsletter, planning, blue bags query, GWP polling station arranged, Local Plan Part 2 inspector's report, survey on new offices, charity golf day, precepts, elections |
| Harwell Village Hall Trustees | Valuation for business rates (ongoing), dog bin |
| C Convery | Resignation from council |
| Milton Park Liaison Group | meetings |
| Website matters | Notices, site migration, Norton AV, queries (cldr surgeries, befriending scheme) |
| NEST | Pension arrangements |
| Thames Valley police | Newsletter |
| Quotes/requests for estimates | Zipwire parts, inclusive play equipment |
| OCC | TTROs, local issues, newsletter, survey for PC*, consultation re B4493* |
| Harwell News | Editorial matters, adverts/notices/articles/delivery queries/ feedback from February issue |
| OALC | Updates, S137 amount confirmation |
| Invoices | See agenda payments schedule |
| Parish matters | Allotment queries – availability, rent various –scouts proposals for pavilion, footpath 11 trees, Grove Rd pinch point, movement of radioactive waste, queries (new dog bin, new clothes bin), Bowls club rent, HHYFC tournament confirmed, Harwell families in USA |
| Newsletters | Various, eg OALC, HMRC, Community First, Rural Services Network |