

HARWELL PARISH COUNCIL

Agenda of the Annual Parish Council meeting to be held on Tuesday 14th May 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. **Councillors –**
 - a) **Election of Chairman & Vice-Chairman; all councillors to sign Declarations of Acceptance of Office**
 - b) **Discuss any candidates for co-option to the Harwell Ward and co-opt new councillors**
3. **Confirm the accuracy of the minutes of the April meeting & Annual Parish Meeting 2019, and set date for APM 2020.**
4. **Annual meeting items in accordance with Standing Order 5 k –**
 - a) Review delegation arrangements to committees, employees and other local authorities.
 - b) Review the terms of reference for committees.
 - c) Receive nominations to existing committees.
 - d) Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - e) Review and adoption of appropriate standing orders and financial regulations.
 - f) Review of representation on or work with external bodies and arrangements for reporting back. Review councillor roles, as defined on the parish council section of the website www.harwellparish.co.uk
 - g) Review of all existing policies including the council's policy for dealing with the press/media & Complaints Procedures
 - h) Review of inventory of land and assets including buildings and office equipment.
 - i) Review and confirmation of arrangements for insurance cover in respect of all insured risks.
 - j) Review of the Council's and/or employees' memberships of other bodies.
 - k) Establish or review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
 - l) Determine the dates, times and place of ordinary meetings of the full Council up to and including the next annual meeting of the full council, plus Committee meeting dates and councillor surgeries dates.
5. **Receive apologies for absence, Declarations of Interest & Requests for Dispensation**
6. **Receive update on actions from previous meetings not covered separately in the agenda (see table below)**
7. **External liaison (note meetings attended or to be attended by councillors)**
8. **Planning Matters**
 - a) Status of local developments & plans
 - b) To review any applications in the list of [planning-applications-for-review-by-pc](#) (on the PC website www.harwellparish.co.uk)
9. **Financial Matters-**
 - a) Staff matters; Approve appointment of zero hours staff member to undertake occasional duties in the cemetery and assist the cemetery worker
 - b) Request for funding – approve donation of £100 each to Enrych and Cleanslate
 - c) Approve donation of £25 for wreath for RBL D-Day service & approve a councillor to attend to lay the wreath
 - d) Approve schedule of payments (attached to this Agenda)
 - e) Approve list of regular payments to be made direct from the Council's bank account
 - f) Approve bank signatories
10. **Matters relating to Council-Owned Lands & parish maintenance**

- a) Website report – copy circulated to all councillors
- b) Recommendations from Lands Committee –
 - i) that the solicitor is asked for advice on options available to the council [re: gates at recreation ground car park]
 - ii) that the council looks at the following in more detail (via the Lands Committee);

- MUGA with football pitch/basketball court on rec away from houses
- Skate park near road edge of rec
- 10 or 15 year plan for Public Open Space funding
- Suggestions for indoor sports funding
- Possibility of using S106 funds for football pavilion and football pitches for maintenance/enhancement of existing facilities (eg at Boundary Park)
- Application for inclusive play equipment/toddler equipment/older children’s play equipment as well as gym equipment.
- c) S106 report following site meeting with VWHDC officers at recreation ground

11. Correspondence & circulars received by the Clerk

12. Matters for consideration at next meeting

Agenda prepared by

Mrs S Taylor, Parish Clerk

May 7th 2019

Notes:

- Item 2 b – If there are only 3 suitable candidates, the council may co-opt them 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 3 – suggested dates are Thursdays 23,30 April, 7,14,21 May
- Item 4 a – clerk is delegated to act on behalf of the council, chairman is delegated to speak to Press; no delegated powers to committees, councillors or other authorities. There are 2 Committees – Lands & Staffing.
- Item 4 b – Committee Terms of Reference available on [council website](#).
- Item 4c – Lands is minimum 4 members, Staffing is minimum 3 members.
- Item 4 d – Website Committee has been suggested; Terms of Reference needed
- Item 4 e – both documents available on [council website](#).
- Item 4 f – Councillors’ roles and interests with other organisations can be viewed on [council website](#). At present all councillors report verbally at the next available Council meeting. OALC is asking for nominations to its Executive Committee by 3rd June. 3 parish council representatives are needed from each District Council area. There are 4 meetings a year plus an AGM in July – meetings are held in Kidlington.
- Item 4 g – Existing policies can be viewed on [council website](#). Currently there is no formal policy for dealing with the press/media.
- Item 4 h – current asset register is available on [council website](#) & has been circulated to all councillors.
- Item 4 i – Council is currently insured by Zurich Insurance; quote for renewal is £1736.51 All assets are covered in the schedule, including the war memorial, for which the Council assumes responsibility but does not own. Public Liability cover is £12,000,000, Employer’s Liability cover is £10,000,000 and there is a £250,000 Fidelity Guarantee. A LTU can be arranged if required.
- Item 4 j – Council is currently a member of Oxfordshire Association of Local Councils, Clerk is a member of Society of Local Council Clerks.
- Item 4 k – GDPR policies in place. Council obeys the law with regard to Freedom of Information & Data Protection.
- Item 4 l – Meetings currently held on the second Tuesday of every month except August, normally starting at 7.30, in the village hall committee room. Lands Committee meetings are usually held on 4th Tuesdays of each month. Staffing Committee meetings held twice a year. Councillor surgeries currently held on 3rd Wednesday of the month in council office.

Item 6 – 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 November 13th meeting		
JH, Clk – website liaison	11.12.18 - <i>ongoing</i>	
From February meeting		STATUS
SM – Footpaths Walk co-ordinator	8.9.19	<i>CHECK</i>
From this meeting		
Clk – planning, payments, meet D Marsh, write LP, HN item	14.5.19	<i>DONE</i>
JH – password link to clerk, assess security on laptop	14.5.19	

ACTIONS from January Lands meeting:	BY	STATUS
JH – move emails		
ACTIONS from February Lands meeting:		
Clk – letters to Westfield/Wantage Rd residents, contact scouts & solicitor, prices for swing seats & MUGAs, update cem regs, advertise for zero hours staff, answer OCC survey, contact organisations re: APM, value of land	26.3.19	<i>DONE x: land, advertise staff</i>

Item 9 b – Enrych (www.oxfordshire.enrych.org.uk) has asked for a donation for general running costs. They currently support 1 resident in Harwell and 4 others receive newsletters and attend social events. From the organisation’s email - “Enrych’s core service has been to pair our members (who are all adults with disabilities) with a volunteer partner so that they are able to access leisure and learning activities of their choice... it connects our members with new social networks, overcoming the isolation that many people experience as a result of their disability. Our focus is on supporting those with a physical disability to maintain good physical and mental well-being by engaging in group activities (by personal choice) and/or developing a 1-2-1 relationship with a volunteer who will befriend them. This provides both parties with opportunities to gain from the relationship:

- a) members will become more engaged in their local community and less isolated and
- b) volunteers (20% having accessed disability services previously and a number have had experience as a carer) gain new skills, experience, and knowledge to supporting their aspirational goals.

The principal objectives and activities of the charity are to enrich the lives of adults with a physical disability by creating opportunities to pursue leisure and learning activities within their local communities...Enrych creates opportunities for individuals to: i) increase self-confidence; ii) develop independence; iii) engage more fully within local communities; iv) improve fitness levels and v) improve emotional health and well-being”

Cleanslate (www.cleanslate.org.uk) provides support for victims of abuse in Oxfordshire, and has asked for £100 for the following;

Continuation of Talking Therapies

The project focuses on exploring childhood, self-esteem, confidence and analysing healthy relationships. Cognitive behavioural therapy, practical skills and group discussion are employed to empower our clients who have been left vulnerable due to the abuse they have suffered.

Weeks 1 – 4 - Exploring childhood and early years- using a timeline to explore how experiences have affected the way we think. Identifying the reasons for some of our behaviours.

Week 4-8 – Exploring values and beliefs that are important to us and not those that have been imposed on us by others. This helps us to build up a set of beliefs that aid self-care.

Week 8 – 12 – Building confidence and self-esteem to help us to have more control of our lives, which may have been destroyed through living in an abusive relationship.

Week 12-16 – Setting SMART goals and using the small steps model to begin to make the important changes required to keep us safe in the future.

HARWELL PARISH COUNCIL

SCHEDULE OF PAYMENTS FOR APPROVAL AT MEETING 14 May 2019

Payments previously approved as part of List of Regular Payments

BACS	To	Amount (£)
X	BeFuel – fuel (2 invoices)	159.16
dd	Giffgaff – office phone credit	10.00
	FCC – cemetery bins	61.20

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

X	MPH – MOT and service	298.36	
X	MonkHouse – architect’s drawings	1527.26	(previously approved by PC)
X	Blue A – asbestos clearance	7230.00	(“)
X	Millhill Tools – spares	23.94	

Payments for approval at meeting under Financial Regulation 5.2

X	Viking – office supplies	116.15
X	Millhill Tools – PPE, spares	45.71
X	Lawncare – repairs/spares	26.83

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

Amount in April 0

Item 9e – list of payments sent to all councillors but final list to be kept in Chairman’s File as it contains staff sensitive information

Item 10c – site meeting is on 13/5; verbal report to be given at PC meeting

Item 12 – correspondence

Correspondence received 4.4-7.5.19	* Indicates response required; otherwise already dealt with
Didcot Garden Town	update
VWHDC	S106 updates/ meeting, building names, street naming, elections matters, planning matters including demolition notice for Didcot A Power Station
Cambs Building Society	Statement error
Co-op Bank	statements
HMRC	Training matters, updates, VAT to be digital
Website matters	Notices, queries
Moore Stephens	Audit papers
Nest Pensions	queries
Quotes/requests for estimates	Play equipment
OCC	Ovo cycle race, grass cutting, TTROs
Kier	A34 closures
Harwell News	Editorial matters, adverts/notices/articles
OALC	Updates, Exec Committee vacancies
Enrych, Cleanslate	Requests for funding
Invoices	See agenda payments schedule
Parish matters	Allotment queries – availability Compost Elections Blocked sewers Posters Rec gates Orchard Way developments Scouts and pavilion Defibrillator matters Church – tower work RBL – Poppy Walk Cemetery – waste transfer, burials etc, memorial bench Insurance – renewal quote, queries Scouts – pavilion asbestos, use of rec, lease Harwellian – lease Feast – rec rules, rec use, Risk Assessment Village hall - Dog bin next to car park, S106 Little Pippins – Forest school, rent Tennis Club - rentAPM matters Liaison with architect re: staff building
Newsletters	Various, eg OALC, HMRC, Rural Services Network, E Vaizey