

HARWELL PARISH COUNCIL

Agenda of the Parish Council meeting to be held on Tuesday 11th June 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 – Discuss any candidates for the casual vacancy and co-opt new councillor as necessary**
3. **Approve the minutes of the May meeting**
4. **Receive apologies for absence, Declarations of Interest & Requests for Dispensation**
5. **Receive update on actions from previous meetings not covered separately in the agenda – see table below**
6. **External liaison (note meetings attended or to be attended by councillors)**
7. **Planning Matters**
 - a) To review any applications in the list of [planning-applications-for-review-by-pc](http://www.harwellparish.co.uk) (on the PC website www.harwellparish.co.uk)
8. **Financial Matters-**
 - a) Audit
 - i) Review internal audit report & discuss findings
 - ii) Accept & approve the Annual Governance & Accountability Return
 - iii) Accept & approve the Accounting Statements
 - iv) Agree that system of internal financial control was adequate during the 2018-19 financial year
 - b) Approve schedule of payments (attached to this Agenda)
 - c) Approve that clerk can be paid for 25 extra hours worked, in accordance with employment contract
 - d) Note that an accounts package will be required by October 2019 to comply with HMRC regulations to do with paying VAT
9. **Matters relating to Council-Owned Lands & parish matters**
 - a) Recommendations from Lands Committee
 - i) that architect to be asked for site plan and location plan before June PC meeting
 - ii) that PC applies for Certificate of Lawful Development for proposed storage/staff building
 - iii) that PC does not apply for 5% advance funding to cover planning fees etc as it is unlikely the funds will be released (project is considered small by planners)
 - iv) that clerk seeks advice from solicitor on all legal options regarding security of recreation ground and car park, including possible installation of gates and/or fencing
 - v) that PC pursues possibility of installing a MUGA including football and basketball facilities on recreation ground & that clerk seeks quotes
 - vi) that PC pursues possibility of skate park on recreation ground after clerk seeks quotes and advice from suppliers
 - vii) that PC puts notice in August Harwell News about possibility of MUGA, skate park, woodland area, wildflower area and new play equipment for recreation ground
 - viii) that suggested amendments [to Recreation Ground Rules of Use] are approved
 - b) Discuss progress of lease for Scout group
 - c) Receive update re: grass cutting
 - d) That the Council consider options for future editing of Harwell News and in particular that other applicants at the time of the current appointment be given the opportunity to edit one issue starting with the August issue and after that the Council appoint one of the other candidates or readvertise the position (report on feedback received attached)
10. **Website & IT - Discuss future of website & receive update re: Krystal account**
11. **Correspondence & circulars received by the Clerk**

12. Matters for consideration at next meeting & urgent matters received after the agenda was posted

Agenda prepared by

Mrs S Taylor, Parish Clerk

June 3rd 2019

Notes:

Item 2 – There is 1 vacancy. If there is 1 suitable candidate, the council may co-opt the candidate to the council. If there are 2 or more candidates the council must vote on each candidate until a majority vote is obtained before co-option.

Item 5 – actions

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 April meeting		STATUS
JH – password link to clerk, assess security on laptop	14.5.19	
From May meeting		
DT – D-Day ceremony	8.6.19	
SS – bank signatory	31.8.19	
CL, DM – sign Declarations	11.6.19	
All – read policies	11.6.19	
Clk – Regs of Int, bk APM, planning, payments, banking, website, HN notice	11.6.19	<i>DONE</i>

ACTIONS from January meeting:	BY	STATUS
JH – move emails		
ACTIONS from February 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	DONE x: land
ACTIONS from May meeting:		
Clk- contact solicitor, planners, architect, speak to staff, get quotes	25.6.19	
MR – plan of car park, site for MUGA	28.5.19	DONE (Clk, DT)

Item 8a – for discussion if internal audit has been carried out

Item 8 b - payments

HARWELL PARISH COUNCIL

SCHEDULE OF PAYMENTS FOR APPROVAL AT MEETING 11 JUNE 2019

Payments made by clerk previously approved on council's list of regular payments, or to avoid late payment charges under Financial Regulation 5.5 or in emergency, or previously approved by Council

BACS	To	Amount (£)
d/d	BeFuel – fuel x 3 invoices	215.05
X	FCC – cemetery bin emptying	61.20
X	Giffgaff – office phone credit	10.00
X	VWHDC – pre-planning advice	36.75
X	Zurich – parish insurance	1736.51
card	123-reg – domain name transfers	28.78

X	Viking – ink	81.58
X	Krystal – hosting account	119.99

Payments for approval at meeting under Financial Regulation 5.2

X	OALC – cllr training	120.00
X	SCM – Harwell News printing	1133.00
X	Village hall – office rent/meetings	1599.63

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

Amount in	May	0
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Item 8 c – report sent to councillors

Item 11 – correspondence to be presented at meeting

Correspondence received 8/5 to 4/6/2018	* Indicates response required; otherwise already dealt with
VWHDC	S106 matters, co-option, planning
OCC	Grass cutting
Thames Valley Police	newsletter
External & Internal auditors	Audit matters
Accounts firms	HMRC VAT reporting
RBL	D-Day memorial service
Zurich	Parish insurance
Webmaster	Various matters & web notices
123-reg, Krystal	Domain transfers, hosting account
Wantage IAC, The Abingdon Bridge	AGM
Wantage library	events
Nest, Pensions Regulator	pensions
Kier	Chieveley junction work
Harwell News	Various adverts/notices/articles/comments/complaints
Quotes/estimates/reports	Various including accounts, PAT testing
OALC	Update
Invoices	See agenda payments schedule
Parish	Parking near Little Pippins, allotment queries, overhanging trees, bridleway 4, Winnaway, HHYFC tournament, complaint re: Feast, council vacancy, scouts lease, staff building, Rowstock traffic calming*
Newsletters	Various, eg OALC, CPRE, HMRC, E Vaizey, Earth Trust, TVERC, Harwell SSG, TV Police