

HARWELL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 11th June 2019 at 7.30pm in the village hall Committee Room

Present: D Turner (Chair) J Hawthorne (Vice-Chair) M Ricketts S Soames S Aly C Lee D Munyemweri
H Gascoigne (VWHDC) M Fox-Davies (OCC) S Taylor (Parish Clerk) 4 members of the public

<p>1. Open Forum, including</p> <p>a) Reports from County & District Councillors & Police</p> <p>Mr Fox-Davies had sent written notes (filed with these Minutes). A new screening tool will be available to social workers to assist children/vulnerable adults, £3.5 million has been made available for highways improvements, there is a focus on using electric vehicles (eg for fire safety officers), rolling road closures will be in place for the Ovo cycle race (12th June) and Grove Road is almost finished. 2 residents had complained about Grove Road and brought up dangerous aspects of the new signage. In addition, speed limit sign at Grove Road/Barrow Road junction is hidden in a hedge, and the 20 mph sign at Grove Road/High Street junction is flickering. Mrs Turner commented that the shared surface is not adequately signed – there has already been at least one near miss involving a car and a pedestrian. Mr Fox-Davies has already raised this specific issue and will pass on the complaints.</p> <p>Ms Fisher (member of public) asked that diversion signs are accurate during planned works to Didcot Road near UTC in July – this takes place shortly after planned diversions on A34. Mr Fox-Davies promised to pass this on.</p> <p>Ms Gascoigne reported that she has been attending various training sessions and is catching up on issues. Committee roles are being sorted. Problems are ongoing with the play park near Boundary Park, although none of the issues are because of safety concerns. Ms Gascoigne promised regular updates on GWP matters. Previous councillor Mr Waite had contacted Enforcement Officers about a property in Wantage Road, which officers are following up. Mrs Turner reported that Bloor Homes is apparently to finish off some work on The Willows development in the next few weeks, hopefully including the play area. Ms Medley had sent apologies.</p> <p>No police representative present, but latest newsletter has been sent to councillors.</p> <p>b) Representations from members of the public</p> <p>2 members of the public and a parish councillor had various comments about the latest Harwell News issue; several other comments and complaints had also been received, some of which the clerk had summarised in a report. The current editors have resigned, very upset by some of the comments. Mrs Turner said that some of the criticism was unnecessary & that there were mitigating circumstances which account for some of the perceived problems, and that it was unfair to blame the editors for all the issues. Going forward, the council will take on board all comments and review guidance notes for editors – Mr Lee volunteered to check and re-draft the guidelines. Mrs Turner reminded everyone that the editors were volunteers with the best intentions and eager to give their time to the parish, and thanked them for their efforts.</p>	CL
<p>2. Councillors – Discuss any candidates for the casual vacancy and co-opt new councillor as necessary</p>	

<p>2 members of the public (former parish councillors) were interested in re-joining the council. VWHDC has not yet confirmed the date for the new election in Harwell Campus Ward – clerk to make inquiries & let Mr Paterson know the outcome. He will wait and stand for election. Mrs D Boughton-Waite was a co-option candidate. She was co-opted to the council with 5 votes in favour & 2 abstentions. She signed her Declaration of Acceptance of Office, as did councillors Munyemweri & Lee (see minutes 2019-05-14).</p>	<p>Clk 2019-20/21</p>
<p>3. Approve the minutes of the May meeting</p> <p>APPROVED, signed as a true record.</p>	<p>2019-20/22</p>
<p>4. Receive apologies for absence, Declarations of Interest & Requests for Dispensation</p> <p>Apologies for absence received from Mr Roberts.</p>	
<p>5. Receive update on actions from previous meetings not covered separately in the agenda</p> <p>See table below. Nothing has been heard re: zero hours staff member.</p>	
<p>6. External liaison (note meetings attended or to be attended by councillors)</p> <p>Mrs Turner attended the D-Day memorial service on behalf of the council.</p>	
<p>7. Planning Matters</p> <p>a) To review any applications in the list on the PC website</p> <p>APPROVED responses can be seen on PC website.</p>	<p>2019-20/23</p>
<p>8. Financial Matters-</p> <p>a) Audit</p> <ul style="list-style-type: none"> 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 <p>Items 8 a I,ii & iii DEFERRED as internal audit not yet complete. PC will have an Extraordinary meeting on 25th June to deal with these matters.</p> <p>Item 8 a iv - Council AGREED that controls were adequate based on the following –</p> <p>1 councillor checked petty cash and did monthly bank reconciliation as well as & independently of the clerk Internal audit carried out (for 2017-18) and report issued; report findings noted and action plan drawn up. Independent interim audit undertaken in November as follow up. Payments all authorised by council on monthly payments schedule Cash book sent out monthly to all councillors Quarterly accounts statements produced and checked by council Risk register reviewed regularly Depreciation table set up Annual budget agreed by full council with income and expenditure stated Reviews of S106 amounts and progress reports of each project using S106 funds Review of reserves, re-allocation of some unused reserves</p>	<p>2019-20/24</p>

Financial Regulations & Standing Orders in place

b) Approve schedule of payments

Schedule amended and **APPROVED**. Blue font shows extra items.

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	40.80
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
X	Monkhouse Architects – planning drawings etc	660.00
X	Millhill Tools – tools, spares	68.99

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

Amount in	May	0
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c) Approve that clerk can be paid for 25 extra hours worked, in accordance with employment contract

AMENDED to **Approve that clerk can be paid for 21.5 extra hours worked, in accordance with employment contract &**

APPROVED. Hours are to cover 2018-19 year-end working to date. Staffing Committee to monitor & discuss as necessary.

**Staff Cttee
2019-20/25**

d) Note that an accounts package will be required by October 2019 to comply with HMRC regulations to do with paying VAT

NOTED. Clerk is looking at options.

Clk

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

<p>APPROVED. Clerk to liaise with architect re: lowering site of proposed building. New drawings have already been received and circulated to councillors & staff.</p>	<p>2019-20/26 Clk</p>
<p>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)</p>	
<p>Above 2 items APPROVED.</p>	<p>2019-20/27</p>
<p>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</p>	
<p>APPROVED.</p>	<p>2019-20/28 Clk</p>
<p>v) that PC pursues possibility of installing a MUGA including football and basketball facilities on recreation ground & that clerk seeks quotes</p>	
<p>vi) that PC pursues possibility of skate park on recreation ground after clerk seeks quotes and advice from suppliers</p>	
<p>Above 2 items APPROVED. Councillors to look at similar projects locally.</p>	<p>2019-20/29 Clk, ALL</p>
<p>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</p>	
<p>APPROVED. Notice to include available funding if applicable.</p>	<p>2019-20/30</p>
<p>viii) that suggested amendments [to Recreation Ground Rules of Use] are approved</p>	
<p>APPROVED.</p>	<p>2019-20/31</p>
<p>b) Discuss progress of lease for Scout group</p>	
<p>Scout group & solicitor have been advised of Council's previous comments. Awaiting feedback.</p>	
<p>c) Receive update re: grass cutting</p>	
<p>Grounds staff are cutting grass in cemetery while Mr Russell is off; it was acknowledged that some of their other normal duties may have to wait.</p>	
<p>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 filed with these Minutes)</p>	
<p>Discussed during Open Forum. APPROVED that previous candidates should be contacted. Mr Ricketts offered to proofread.</p>	<p>2019-20/32 MR</p>
<p>10. Website & IT - Discuss future of website & receive update re: Krystal account</p> <p>Clerk is waiting to hear from 123-reg about transferring 2 domain names. Mr Marsh to follow up now that the Krystal account has been opened.</p>	
<p>11. Correspondence & circulars received by the Clerk</p>	

Following the PC decision not to install a VAS at Rowstock, a resident has urged the council to consider zebra crossings. For further discussion. Ms Fisher commented that East Hendred PC is to undertake a traffic speed survey and co-ordinated efforts from adjoining parish councils would be appreciated. Council to consider paying for a similar survey – clerk to liaise with EHPC – and asking for OCC funding to fence off the ditch along the A4185.	Clk
12. Matters for consideration at next meeting & urgent matters received after the agenda was posted	
Ms Fisher asked about details regarding a planning application.	
Miss Luker asked about traffic using a footpath – clerk to send her a link to the Rights of Way department.	Clk

Meeting closed 9.20 pm.

Minutes prepared by Mrs S Taylor, Parish Clerk

Signed.....Date.....

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	<i>DONE</i>
SS – bank signatory	31.8.19	
CL, DM – sign Declarations	11.6.19	<i>DONE</i>
All – read policies	11.6.19	<i>DONE, no comments</i>
Clk – Regs of Int, bk APM, planning, payments, banking, website, HN notice	11.6.19	<i>DONE</i>
From June meeting		
All – look at local projects for ideas (MUGA, skate, woodland, wildflower)	23.7.19	
CL – HN guidelines review	9.7.19	
MR – proofread Aug, Oct HN	October 2019	
Staffing Cttee – staff hours	Next cttee meeting	
Clk – accounts pack, contact solicitor, quotes, rec rules (amend, post), send link to Miss Luker, liaise with EHPC, architect	9.7.19	

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, no response re: land, staff member
ACTIONS from May meeting:		
Clk- contact solicitor, planners, architect, speak to staff, get quotes	25.6.19	DONE
MR – plan of car park, site for MUGA	28.5.19	

Item 11 – correspondence

Correspondence received 8/5 to 4/6/2019	* 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