

## HARWELL PARISH COUNCIL

### Agenda of the Parish Council meeting to be held on Tuesday 14<sup>th</sup> January 2020 at 7.30pm in the village hall Committee Room

#### Open Forum, including

- a) Reports from County & District Councillors & Police
- b) Representations from members of the public

#### 1. Receive & Approve apologies for absence

#### 2. Receive & Approve Declarations of Interest & Requests for Dispensation

#### 3. Approve Minutes of previous meeting

#### 4. Council business –

- a) Receive update on actions from previous meetings not covered separately in the agenda – see table
- b) External liaison - note meetings attended or to be attended by councillors, including feedback from councillor surgery

#### 5. Policies & Procedures -

- a) Review [Risk Register](#) & receive reports from councillors
- b) Review Financial Regulations, and approve that missing items may be reinstated into new version of Regulations adopted in June 2019 (new version posted alongside agenda)

#### 5. Financial matters

- a) Noting that bank reconciliation for December has been or will shortly be done by the clerk & a councillor, that petty cash has been checked by a councillor, and that the cash book & balances for December have been sent to all councillors, approve bank reconciliation document
- b) Approve schedule of payments (below)
- c) Receive report on pavilion electric (posted alongside agenda)
- d) Note quarterly accounts document (posted alongside agenda)
- e) Report following Interim Internal Audit (awaiting written report from auditor)

#### 6. Planning matters -

- a) Approve responses to any planning applications in the [list on the Council website](#) which require responses before the next Planning Committee meeting

#### 7. Parish matters

- a) Receive update re: pavilion lease to scouts
- b) Receive update re: staff building
- c) Receive update re: S106 funding
- d) Receive update re: traffic monitoring
- e) note Jupiter bridge to be re-opened as soon as possible following RoSPA visit and recommendations
- f) Discuss strip of land adjacent to Footpath 11 and approve that council should ask the solicitor to advise on possible ways forward regarding disposal of this land
- g) Discuss request that a noticeboard is installed near the village hall
- h) Note any quotes received re: Westfield path upgrade & that OCC Priority Funding has been applied for
- i) Note locations supplied of new bus shelters in Harwell parish section of GWP

#### 8. Correspondence received by clerk; approve responses where required

#### 9. Urgent matters received after agenda posted & matters for next meeting

Agenda prepared by

Mrs S Taylor, Parish Clerk

January 7<sup>th</sup> 2020

---

Notes:

Item 3 – actions

ACTION	BY	
<b>From November 13<sup>th</sup> meeting</b>		
JH, Clk – website liaison	11.12.18 - <i>ongoing</i>	
<b>From April meeting</b>		<b>STATUS</b>
JH – password link to clerk, assess security on laptop	14.5.19	
<b>From May meeting</b>		
SS – bank signatory	31.8.19	<i>ongoing</i>
<b>From June meeting</b>		
Clk – ... quotes...	9.7.19	<i>DONE x: quotes</i>
<b>From October meeting</b>		
MFD: road matters	12.11.19	<i>ongoing</i>
JH: Risk register Land	12.11.19	
DBW: Risk register Conduct of meetings	12.11.1	
MR: Risk register pavilion/buildings, meet int auditor	12.11/14.11.19	<i>/DONE</i>
<b>From November meeting</b>		
Clk – mtgs schedule, training, paymts, planning, bridge mtce (with staff), contact Swan, Powerfprpeople, apply Priority Fund	10.12.19	<i>DONE</i>
<b>From December meeting</b>		
Clk – Winnaway timescale, trees work, precept, housing numbers, Didcot Casuals	14.1.20	<i>DONE</i>
CL - website report & Accessibility statement	9.6.20	
DT – meet re Winnaway		

<b>ACTIONS from May meeting:</b>		
MR – plan of car park, site for MUGA	28.5.19	<b>Ongoing project</b>
<b>ACTIONS from June meeting:</b>		
Clk – site meeting, saplings, contact allot tenants, Harwellian, scouts, spk to staff	23.7.19	<b>DONE x: site mtg</b>
<b>ACTIONS from Sept meeting</b>		
NP – quotes/advice re: rec items	22.10.19	<b>Ongoing project</b>
Clk – allotments agreement, rec items, drain, signs, goals	22.10.19	<b>Ongoing</b>
<b>ACTIONS from Oct meeting:</b>		
Clk – staff bldg., pavilion elec, gates, goal, bridge, mower store, trees, fpath X1, rec form	26.11.19	<b>DONE</b>
ALL – rec projects, trees queries	26.11.19	
<b>ACTIONS from Nov meeting:</b>		
MR – re-draft car park proposals	28.1.20	
Clk – check machinery, contact solicitor, tree surgeon, tree surveyor, RoSPA	28.1.20	<b>DONE</b>

Item 4b - payments

HARWELL PARISH COUNCIL  
SCHEDULE OF PAYMENTS FOR APPROVAL AT MEETING 14 January 2020

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 (£)
X	Giffgaff – office phone credit	10.00
d/d	BeFuel – fuel	40.34
d/d	123-reg – domain name renewal CORRECTION	11.99 not 10.00
X	SCM – HN printing	1048.32
X	Millhill Tools – spares	39.36
X	BCA – staff training	594.00
X	SSE – pavilion electric	365.32
X	Castle Water – allotments	105.32

Payments for approval at meeting under Financial Regulation 5.2

X	FCC – cemetery bin emptying	40.80
X	SLCC – membership	???
X	Viking – office supplies	52.75
X	SWJ – structural designs re staff building	600.00
X	Countrywide (Groundscape Ltd) – rec trees	3186.00

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

Amount in	December	200.40
-----------	----------	--------

Item 7b – Information is available from [Land Registry](#) but solicitor may be able to clarify.

Correspondence received 4.12.19 to 6.1.20	* Indicates response required; otherwise already dealt with
VWHDC	Planning, electoral roll, Christmas tree collection
OCC	Winter campaign, Mr Fox-Davies absence, traffic monitoring
HMRC	notification
Taylor Wimpey, Didcot Town Council	GWP bus shelters
Didcot Casuals FC	2020 tournament
Countrywide	Rec trees work
Website	Articles for posting, various
Taylor Wimpey, residents	Alder View development
Slade Legal	Scouts lease, rec*
GWPR, East Hendred PC	Traffic monitor
Harwell News	Various adverts/contributions/distribution
HarBUG, residents, OCC	Winnaway status
Quotes/estimates/reports	Various including staff building, trees work Westfield path
Invoices	See agenda payments schedule
Parish	rec proposals, flooded footpath [cleared by staff], cemetery matters, allotments, RoSPA bridge, parking
Newsletters	Various, eg OALC, HMRC, NALC, RSN, TV Police, Didcot Garden Town, Age UK
Oxfordshire Care Awards	Awards dates
NEST	Pension scheme
Milton Park Liaison Group	meeting
ICCM, BCA	Staff training
Co-op Bank, Cambridge B/Soc	Dual authority, Signatories