

HARWELL PARISH COUNCIL**Minutes of the Parish Council meeting held on Tuesday 14th January 2020
at 7.30pm in the village hall Committee Room**

Present: D Turner (Chair) J Hawthorne (Vice-Chair) N Paterson M Ricketts S Soames S Ali D Roberts D Boughton-Waite
S Taylor (Parish Clerk) 1 member of the public

Open Forum, including**a) Reports from County & District Councillors & Police**

Council wished to record best wishes to Mr Fox-Davies in his recovery.
Written notes had been received from Cllrs Medley & Gascoigne (VWHDC) – filed with these Minutes.

Clerk to ask for updates re: planning enforcement in Wantage Road & GWP play area. **Clk**

b) Representations from members of the public

None but interest recorded in any future vacancy on the council.

1. Receive & Approve apologies for absence

Apologies from C Lee & D Munyemweri – reasons **APPROVED**. **2020/01**

2. Receive & Approve Declarations of Interest & Requests for Dispensation – none.**3. Approve Minutes of previous meeting**

APPROVED, signed as true record. **2020/02**

4. Council business –

a) Receive update on actions from previous meetings not covered separately in the agenda – see table below. Nothing from Harwellian re: proposals for building and car park.

b) External liaison - note meetings attended or to be attended by councillors, including feedback from councillor surgery

Mrs Turner met a Winnaway resident to hear concerns re: HarBUG's proposals for changing the path status to a bridleway. OCC has indicated that no objections can be looked into until a Modification Order is in place, nor can any suggestions for mitigation of problems be considered. Council still in favour of separating pedestrians from other users. Some new signs have been erected by residents – OCC is aware of this.

Mrs Turner happy to meet residents and HarBUG; clerk to set meeting up. **Clk**

Mrs Turner also met residents of Barrow Road and Taylor Wimpey to discuss issues at the Alder View development. The boundary line and noise were two issues raised.

Grounds staff to fit rubber stopper to dog bin lid in Barrow Road. **Staff**

Council was sympathetic to all residents' concerns and will be happy to broker any future meetings.

Mr Ricketts reported that no-one attended the December councillors surgery.

5. Policies & Procedures –

a) Review [Risk Register](#) & receive reports from councillors

REVIEWED. Mrs Boughton-Waite suggested comments re: meetings. Clerk to add to Register as necessary.

Clk

M Ricketts, J Hawthorne to report next meeting – see Actions table.

MR, JH

b) Review Financial Regulations, and approve that missing items may be reinstated into new version of Regulations adopted in June 2019

Subject to minor amendment, new document **APPROVED.**

2020/03

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

APPROVED.

2020/04

b) Approve schedule of payments

APPROVED, with addition of 3 items (blue font)

2020/05

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	161.00
X	Viking – office supplies	52.75
X	SWJ – structural designs re staff building	600.00

X	Countrywide (Groundscape Ltd) – rec trees	3186.00
X	OPC -drain clearance rec car park	186.00
X	ICCM – staff training	408.00
<u>Payments made to maintain petty cash float as required under Financial Regulation 6.19 c</u>		
Amount in	December	200.40

c) Receive report on pavilion electric

Clerk had written report – filed with these minutes. Heavy-use items are heaters, especially storage heaters. Scouts have installed a second storage heater at one end of the building. Storage heaters have now been turned off as a check on usage – clerk to compare readings with previous ones.

Clk

d) Note quarterly accounts document – NOTED.

e) Report following Interim Internal Audit

Awaiting written report from auditor – clerk chasing. Mr Ricketts & Mrs Turner met auditor in November; salary scales to be added to employment contracts, all contracts to be signed by Chairman, weekly hours of work to be added to contracts, councillors to take turns doing bank reconciliation, accounts packages recommended. Staffing Committee to discuss staff issues.

Cllrs, Clk
Staffing Cttee

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

DEFERRED to Planning Committee.

Apologies for future Planning Meetings given by Mrs Turner (January) & Mr Paterson (February).

7. Parish matters

a) Receive update re: pavilion lease to scouts

Solicitor sent draft lease and proposed wording for one clause in December. All councillors had seen these. Mr Ricketts PROPOSED **that the council approves the draft lease with the suggested wording for clause 4.18.1**, SECONDED by Mr Hawthorne & CARRIED.

2020/06

b) Receive update re: staff building

Clerk to request engineering reports from SWJ.

Clk

c) Receive update re: S106 funding – none.

d) Receive update re: traffic monitoring

Surveys continue – A4185/A4130 either side of Rowstock roundabout are next. Data received following first survey on A417. Councillors to check data against earlier surveys. **Cllrs, Clk**
Clerk to ask for police speed checks to be carried out around the parish.

e) note Jupiter bridge to be re-opened as soon as possible following RoSPA visit and recommendations

Noted; staff have been working on the RoSPA-recommended checks this week.

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

DEFERRED; Mr Ricketts to check on covenant etc.

g) Discuss request that a noticeboard is installed near the village hall

Possibility that High Street notice board could be left unlocked for parish organisations to use, but Noticeboard Policy will need to be amended first.

h) Note any quotes received re: Westfield path upgrade & that OCC Priority Funding has been applied for

One quote received but no confirmation as yet that Priority Fund application has been accepted. Nothing heard yet from either landowner.

i) Note locations supplied of new bus shelters in Harwell parish section of GWP

NOTED. Clerk liaising with Taylor Wimpey about handover of shelters to parish.

8. Correspondence received by clerk; approve responses where required

RWE has sent advice of demolition of last chimney at Didcot A Power Station site. Solicitor has commented on recreation ground issues – deferred to Lands Committee. OCC has advised of footpath Modification Orders affecting 2 new paths in Harwell parish.

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

Mrs Turner has set up for dual authority banking.

Clerk has set up one new email address for a councillor following concerns that current forwarding system is not sufficient under GDPR, but will liaise with Mr Hawthorne going forward in this matter. **Clk, JH**

Clerk to check again with VWHDC about current co-option rules. **Clk**

Minutes prepared by Mrs S Taylor, Parish Clerk

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

Notes:

Item 4a – actions

ACTION	BY	
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		
SS – bank signatory	31.8.19	<i>ongoing</i>
From June meeting		
Clk – ... quotes...	9.7.19	<i>Ongoing re: quotes</i>
From October meeting		
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	<i>DONE</i>
MR: Risk register pavilion/buildings	12.11.19	
From November meeting		
Clk – mtgs schedule, training, paymts, planning, bridge mtce (with staff), contact Swan, Powerforpeople, apply Priority Fund	10.12.19	<i>DONE</i>
From December meeting		
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		<i>DONE</i>
From January meeting		
Clk – updates from VWHDC, mtg w HarBUG, Risk Reg, electric readings, internal audit items, contact SWJ, police & Vwhdc	11.2.2020	
MR – Risk Reg as October mtg, Fpath 11 land	11.2.2020	
JH – Risk Reg as October mtg	11.2.2020	
All – internal audit items, traffic data checks	11.2.2020	

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

Item 8 –

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*
GWPRAs, 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