

HARWELL PARISH COUNCIL

Agenda of the Parish Council meeting to be held on Tuesday 10th November 2020 at 7.30pm via Zoom meeting platform

This meeting will be held using the Zoom video meeting platform. Parishioners are welcome to attend the video meeting and may speak during the Open Forum by invitation from the Chairman – time limit is 5 minutes per speaker. If you wish to speak at the meeting, please contact the Clerk by Friday 4th September. For joining instructions, please contact the clerk by email.

1. Open Forum, including
 - a) Reports from County & District Councillors & Police
 - b) Representations from members of the public
2. Receive apologies for absence, declarations of interest & requests for dispensation
3. a) Approve minutes of the previous meeting & that Chairman may digitally sign them
 - b) Receive reports on external liaison undertaken by councillors/clerk
4. Receive update on actions from previous meetings not covered separately in the agenda – see table
5. Policies & Procedures
 - a) Review & approve Risk Register
 - b) Adopt [2018 model Standing Orders](#)
 - c) Approve that a Staff Building Sub-Committee should be formed to oversee the building project and report progress to the council; committee to have delegated spending powers as per Terms of Reference
 - d) Review & approve amendments if any to
 - i) Recreation ground rules (& approve wording for signage)
 - ii) Staffing Policies
 - iii) Equality Diversity & Inclusion Policy
 - iv) Sustainability Policy
6. Planning Matters
 - a) Status of local developments & plans
 - b) To review any applications in [the list on the PC website](#)
7. Financial Matters-
 - a) Noting that bank reconciliation for July, August, September & October has been or will shortly be done by the clerk & a councillor, and that the cash book & balances for July, August, September & October have been sent to all councillors, approve
 - i) bank reconciliation documents
 - ii) that bank reconciliation documents may be digitally signed where necessary
 - b) Approve schedule of payments (see below)
 - c) Note quarterly accounts statement to September 30th 2020
 - d) Approve £100 donation each to Be Free and Sustainable Harwell – see notes
 - e) Approve that the council provides financial support for Harwell Helpers' community food bank up to the value of £1000 using funds diverted from the Harwell News expenditure budget
 - f) Approve that clerk should be paid for extra hours worked to end September 2020
8. Matters relating to Council-Owned Lands & parish maintenance
 - a) Approve recommendations from Lands Committee
 - i) that a working group is set up to finalise details for S106 projects
 - ii) that a letter of support is sent from council for the [scout group's] S106 application
 - iii) adoption of the amended [recreation ground] rules, use of summary document (pending minor amendments) as car park entrance sign, and that a second design using pictograms should be erected at each entrance

- iv) that quotes are obtained for a shredder, fencing and large compost bins so that burning [at allotments] is not required
 - v) that a new [allotment] tenant may plant 1m tall espalier fruit trees
 - b) Discuss and approve next steps for staff building project & recreation ground proposals after receiving report from Lands Committee members' site meeting, and if necessary approve quote for electricity connection
 - c) Consider traffic calming measures and complaints including
 - i) report and feedback from meeting with OCC officers re: traffic calming funded by GWP developers
 - ii) installation of traffic calming measures elsewhere in the parish & other matters as per report
 - d) Approve wording & plan for Deed of Variation to lease between Harwellian Club & council
 - e) S106 matters –
 - i) Approve that the council supports Village Hall Trustees' application for S106 funding for work of art to be put towards new entrance signs
 - ii) Approve that the council accepts the terms of the acceptance letter to release S106 funds for the staff building project, and that the clerk may sign on behalf of the council
 - f) Approve that the council remits rent due from The Harwellian during the new Government lockdown
 - g) Defibrillator - Approve that Village Hall Trustees are asked for permission to erect a sign to identify the defibrillator location
9. Staff matters – receive report from Staffing Committee
10. Website – receive updates on possible future website arrangements & discuss any interest in website technical support
11. Late matters for discussion & matters for consideration at next meeting
12. Correspondence received by the clerk

Agenda prepared by

Mrs S Taylor, Parish Clerk

November 4th 2020

Notes:

Item 4

From April 2019 meeting	by	STATUS
JH – password link to clerk, assess security on laptop	14.5.19	
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>
From January 2020 meeting		
All – internal audit items, traffic data checks	11.2.2020	“
From Feb meeting		
MR – D Garden Town as necessary		
From March meeting		<i>All ongoing, affected by lockdown</i>

Clk – T Water, Wantage Rd traffic survey	14.4.2020	
MR – Didcot Power Station meeting	14.4.2020	
From May meeting		
JH – landowner Holloway	9.6.2020	
MFD – Sustainable Harwell items	9.6.2020	
DBW – Magnox details to clerk	9.6.2020	
From September meeting		
DT - sign minutes	13.10.2020	
MR – Equal Opps Policy	13.10.2020	
From October meeting		
MFD, PCILrs – OCC traffic meeting	10.11.2020	
DT – sign minutes	10.11.2020	
SS, MR – liaise re defib sign	10.11.2020	DONE
MR – defib guardian & checks, PC websites research	10.11.2020	
Clk – chk 1 st aid boxes, staff gift, payments, planning, Cty Speedwatch, Rem Sunday notices, letter of support HHYFC, sycamore work	10.11.2020	DONE

Item 7b – payments schedule

HARWELL PARISH COUNCIL SCHEDULE OF PAYMENTS FOR APPROVAL BY COUNCIL 13.10.2020

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 (£)
d/d	Giffgaff – office phone contract October	10.00
X	Salaries October incl HMRC	4801.05
X	Zoom – meeting platform October	14.39
d/d	Castle water – Pavilion charges (correction)	9.00
d/d	BeFuel - fuel	30.96
Card	Microsoft – Office 365 (correction)	59.99
X	The Poppy Appeal - donation	25.00
Card	RS Online – defib fuses and hand gel	2.87
X	G Still – reimbursement PPE	14.50

Payments for approval at meeting under Financial Regulation 5.2

X	Slade Legal – payment on account (land matters)	200.00
X	S Taylor – reimbursement (staff gift)	36.00
X	Lawncare – spares	88.81
X	FCC – cemetery bins	54.68
X	Monkhouse Architect- tendering	672.55
X	BeFree – donation	100.00
X	Harwell Helpers – donation	1000.00
X	Trade UK – play area supplies	19.00
X	Venners Arboriculture – tree survey	476.00

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

Amount in October 0.00

Pavilion electricity report (not for payment until requested by scouts)

September invoice not received yet

Item 7d – Be Free has requested funds for general costs to help maintain services to local carers- currently supporting 10 young carers in the Harwell Parish, 1 of whom is receiving 121 befriending service.

Sustainable Harwell is asking for a donation towards insurance costs for activities/events, totalling £278.

There is £775 left in the donations budget.

Item 7e – Council has used £1000 of funds budgeted for Harwell News expenditure for donations to Covid-19 support groups. As HN income this year is expected to be 0, council has £3810 of budgeted funds to potentially reallocate to another project such as further donations for Covid-19 support.

Item 7f – 140 hours worked. Staffing Committee has approved the hours and payment.

Item 8ai – Any new working group will need Terms of Reference (tbc).

Item 8b – verbal update to be provided at meeting. Architect is trying to arrange electrical connection.

Item 8ci – verbal report at meeting

Item 8cii – verbal report at meeting. Separate report posted alongside agenda.

Item 8e – Club has suggested wording for a Deed of Variation; awaiting final plan

Item 9 – Staffing Committee has approved various amendments to contracts and working hours (circulated in minutes of Committee meeting)

Item 10 – no response to advert for website technical advisor. Councillor to report on possibilities.

Item 12 – correspondence

Correspondence received 7.10. to 3.11.2020	* Indicates response required; otherwise already dealt with
Unity Trust Bank	Account set-up
VWHDC	S106, planning matters, cllr updates, planning policy bulletin, Christmas tree recycling*, CIL payment, Covid-19 advice, Didcot Garden Town
What3words	information
Need not Greed	Oxfordshire Plan 2050
Artweeks	information
HMRC	Training matters, updates, Covid-19 advice
Website matters	Notices, queries, updates
Various	Waste disposal
Harwell SSG/Magnox	Updates
OCC	Traffic calming & highways schemes, councillor report, street tag, TTRO, Broadband scheme, fireworks advice
Harwell News	Editorial matters, adverts/notices/articles
OALC, NALC, SLCC, OPFA	Covid-19 information & updates, general updates
Invoices	See agenda payments schedule
Slade Legal	Rec matters, Harwellian lease
Be Free	Donation request
Parish matters	Allotment queries incl GWP site Village hall – defibrillator, cleaning, S106 Traffic calming requests, Community Speedwatch, traffic data Planning, incl letter from developer Winnaway status November Remembrance services Scouts and pavilion – lease, utilities, S106 Rec – staff building, site meetings, quotes, parking, market Sustainable Harwell – request for funding Cemetery – burials, memorials, queries, complaint Harwellian – outside space, lease Trade accounts
Newsletters	Various, eg OALC, HMRC, Rural Services Network, SLCC, Magnox, TVERC, TVP, HarBUG, Rialtas