

## HARWELL PARISH COUNCIL

### Minutes of the Parish Council meeting held on Tuesday 10<sup>th</sup> November 2020 at 7.30pm via Zoom meeting platform

Present: D Turner (Chairman) J Hawthorne (Vice-Chairman) M Ricketts N Paterson I Fearon S Taylor (Parish Clerk)  
M Fox-Davies (OCC) S Medley (VWHDC) 2 members of the public

Item b of the Open Forum taken first; Ms S North from Be Free was invited to speak & reported that the Government lockdown has worsened the situations of many local young carers – Be Free is currently assisting 12 young people in the parish including one who is receiving one to one befriending service; some services have been moved online and self-care information has been distributed. Council thanked Ms North who then left the meeting.

#### 1. Open Forum, including

##### a) Reports from County & District Councillors & Police

Ms Medley had supplied written notes (hard copy filed with minutes); the Covid-19 situation was the main point. Ms Medley recently assisted in distributing food boxes supplied free of charge by a local volunteer. VWHDC continues to offer support for residents and businesses during the Covid-19 restrictions.

Mr Ricketts mentioned that he had contacted planning enforcement about parking.

Mr Paterson asked about composting for allotments – Ms Medley to find out.

Mr Fox-Davies had supplied written notes (hard copy filed with minutes); OCC continues to offer support for residents and businesses during the Covid-19 restrictions. Winter services such as gritting will continue. Residents are being encouraged to return any old NHS equipment they may have. Mr Fox-Davies and parish councillors attended a meeting with OCC traffic officers to discuss the proposed traffic calming scheme for Harwell. He also reported on the latest information he had on Rowstock (consultants are due to begin looking at options for the Featherbed Lane straightening scheme which has been on hold for some years, and which it was hoped would take some traffic away from Rowstock) and Blenheim Hill (not possible to widen pavements).

Mr Fearon asked about the flooding and poor pavement surface near the UTC – Mr Fox-Davies explained as on previous occasions that he regularly raises the issue with OCC officers who know that drainage work is required. Clerk to ask grounds staff to clear the pavement.

The second member of the public was invited to speak at this point. Mr Hunt had some queries about traffic through Rowstock. Mr Fox-Davies rued the fact that changes take time but assured Mr Hunt that he and the parish council are constantly working towards obtaining improvements for residents.

##### b) Representations from members of the public

See above.

#### 2. Receive apologies for absence, declarations of interest & requests for dispensation

Apologies received from Mrs Soames, Mrs Boughton-Waite and Mr Roberts.

### **3. a) Approve minutes of the previous meeting & that Chairman may digitally sign them**

**APPROVED** with 1 minor amendment. Ref: 2020/114.

### **b) Receive reports on external liaison undertaken by councillors/clerk**

Mrs Turner & Mr Paterson attended a meeting with Mr Fox-Davies OCC traffic officers the previous evening. Proposals for the developer-funded traffic-calming scheme and wider issues were discussed. The proposals will be set out for public consultation shortly but the requests from the PC were discussed.

### **4. Receive update on actions from previous meetings not covered separately in the agenda**

As well as the items in the table, the clerk has ordered the work on the churchyard sycamore as no further quotes have been provided; VWHDC has indicated that work may start if the council has not heard to the contrary by 16<sup>th</sup> December.

## **5. Policies & Procedures**

### **a) Review & approve Risk Register**

No changes since last meeting.

### **b) Adopt 2018 model Standing Orders**

Clerk had combined her comments with those from Mr Ricketts; the main amendments related to data protection. **APPROVED** subject to addition as necessary following next item. Ref: 2020/115.

### **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**

**APPROVED** that committee should be formed & Terms of Reference **APPROVED** pending minor amendments. Ref: 2020/116.

### **d) Review & approve amendments if any to**

#### **i) Recreation ground rules (& approve wording for signage)**

**APPROVED.** Mr Hawthorne to send pictograms to clerk for insertion into sign. Ref: 2020/117.

#### **ii) Staffing Policies**

**APPROVED.** Ref: 2020/118.

**iii) Equality Diversity & Inclusion Policy**

DEFERRED; Mr Ricketts to suggest final amendments to draft.

**iv) Sustainability Policy**

**APPROVED.** Ref: 2020/119

**6. Planning Matters****a) Status of local developments & plans****b) To review any applications in the list on the PC website**

**APPROVED** that no comments were to be sent regarding the following (Ref: 2020/120);

P20/V1334/FUL land east of Meadow View Didcot Road. Full application for 76 dwellings with associated infrastructure, open space & landscaping following approval of an outline application for 63no dwellings (P17/V2777/O)

Amendment 1 & 2 August 2020 - noise assessment & archaeology methodology

Amendment 3 November 2020 - noise impact, trench evaluation

P20/V1536/RM Land East of Meadow View Didcot Road. Reserved Matters application following Outline approval P17/V2777/O for approval for reserved matters pertaining layout, scale, appearance, access (those matters not approved by the outline consent) and landscaping. For further details, please see document submitted in support of this application. Proposed residential development of up to 63 dwellings with access, internal roads, open space, gardens, parking and associated works.

**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**

DEFERRED

**b) Approve schedule of payments**

**APPROVED** Ref: 2020/121

HARWELL PARISH COUNCIL  
SCHEDULE OF PAYMENTS FOR APPROVAL BY COUNCIL 10.11.2020

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 (£)
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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 tbc
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

**c) Note quarterly accounts statement to September 30<sup>th</sup> 2020**

DEFERRED

**d) Approve £100 donation each to Be Free and Sustainable Harwell**

**APPROVED.** Ref: 2020/122

**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**

AMENDED to

**Approve that the council sets aside funds for parish community organisations using funds diverted from the Harwell News expenditure budget**

& **APPROVED.** Ref: 2020/123. Clerk to report on final available amount at budget meeting.

**f) Approve that clerk should be paid for extra hours worked to end September 2020**

**APPROVED.** Ref: 2020/124

## **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**

Not carried as superseded in part by setting up of sub-committee.

#### **ii) that a letter of support is sent from council for the [scout group's] S106 application**

**APPROVED** Ref: 2020/125

#### **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**

Already discussed.

#### **iv) that quotes are obtained for a shredder, fencing and large compost bins so that burning [at allotments] is not required**

**APPROVED.** Ref: 2020/126. Ongoing; for discussion at budget meeting in December.

#### **v) that a new [allotment] tenant may plant 1m tall espalier fruit trees**

**APPROVED** Ref: 2020/127

### **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**

SSEN has supplied quotes for electrical connection but they were only received today. Mr Monk had emailed about this with basic details of route for connection. Sub-committee to discuss further; extraordinary PC meeting to be called if necessary. Clerk to ask SSEN about excess charges caused by social distancing measures & to ask for a quote from Vitex for digging the trench.

### **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**

Discussed earlier. Clerk to chase OCC about installation of white gates at entrances to the village.

**d) Approve wording & plan for Deed of Variation to lease between Harwellian Club & council**

DEFERRED pending investigation into legislation. Mr Ricketts had produced an amended plan but not all councillors had seen it.

**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**

**APPROVED** Ref: 2020/128

**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**

**APPROVED** Ref: 2020/129

**f) Approve that the council remits rent due from The Harwellian during the new Government lockdown**

**APPROVED;** Ref: 2020/130. To be reviewed if lockdown extended.

**g) Defibrillator - Approve that Village Hall Trustees are asked for permission to erect a sign to identify the defibrillator location**

**APPROVED;** Ref: 2020/131. Mr Ricketts suggested the sign should be put on the wall at the entrance to the car park. He will check available signs but thought the cost would be around £20.

**9. Staff matters – receive report from Staffing Committee**

Committee had approved amendments to job descriptions and contracts including permanent increase in one grounds staff member’s hours and amending the clerk’s hours to 30 per week with core hours to be publicised in the parish. One grounds staff member to have role amended to include supervisory elements. Clerk to distribute report and minutes in time for the budget meeting.

**10. Website – receive updates on possible future website arrangements & discuss any interest in website technical support**

One person has registered an interest. Clerk to check on wording for job description and report at budget meeting.

**11. Late matters for discussion & matters for consideration at next meeting**

The church Christmas tree will be displayed outside the church this year which may involve temporarily removing a small section of turf. There were no objections.

VWHDC has asked about Christmas tree recycling – no objections to allowing a collection point in the recreation ground car park.

Council was happy for the clerk to respond to a letter related to a recent planning application posted on the VWHDC website. Mr Hawthorne had declared an interest in this matter and did not comment.

## 12. Correspondence received by the clerk

Meeting closed 9.35 pm.

Minutes prepared by Mrs S Taylor, Parish Clerk

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

Notes:

Item 4

From April 2019 meeting	by	STATUS
JH – password link to clerk, assess security on laptop	14.5.19	
<b>From June meeting</b>		
Clk – ... quotes...	9.7.19	<i>Ongoing re: quotes</i>
<b>From October meeting</b>		
MFD: road matters	12.11.19	<i>ongoing</i>
<b>From January 2020 meeting</b>		
All – internal audit items, traffic data checks	11.2.2020	“
<b>From Feb meeting</b>		
MR – D Garden Town as necessary		
<b>From March meeting</b>		<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	
<b>From May meeting</b>		
JH – landowner Holloway	9.6.2020	
MFD – Sustainable Harwell items	9.6.2020	
DBW – Magnox details to clerk	9.6.2020	
<b>From September meeting</b>		
DT - sign minutes	13.10.2020	
MR – Equal Opps Policy	13.10.2020	
<b>From October meeting</b>		
MFD, PCllrs – OCC traffic meeting	10.11.2020	
DT – sign minutes	10.11.2020	
MR – defib guardian & checks, PC websites research	10.11.2020	
<b>From November meeting</b>		
Clk – staff – clear pavement, update policies, planning, payments, budget reports, S106, SSEN & Vitex, gates, Har Club rent, job contracts, website job description	8.12.2020	
SM -composting	8.12.2020	
MR – defib signage	8.12.2020	
JH – rec signage	8.12.2020	

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	<p>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</p> <p>Trade accounts</p>
Newsletters	Various, eg OALC, HMRC, Rural Services Network, SLCC, Magnox, TVERC, TVP, HarBUG, Rialtas