

HARWELL PARISH COUNCIL

Agenda of a Parish Council meeting to be held on Tuesday 8th December 2020 at 7.30 pm via Zoom

Members of the public are welcome to join – please contact the Clerk for instructions. If you wish to address the council please let the clerk know by Friday December 4th

1. Open Forum, including
 - a) Reports from County & District Councillors & Police
 - b) Representations from members of the public
2. Councillor matters:
 - a) Note resignation of councillor and creation of a Casual Vacancy
 - b) Discuss any feedback following advertising of the vacancy
 - c) Receive & Approve apologies for absence
 - d) Receive & Approve Declarations of Interest & Requests for Dispensation
3. Approve Minutes of previous meetings & note any actions completed (see table below) and councillor reports/liaison with outside organisations
4. Financial matters
 - a) Noting that bank reconciliation for July to November 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 to end November have been sent to all councillors, approve bank reconciliation documents
 - b) Approve that bank reconciliation documents may be signed after the meeting by electronic signature if necessary
 - c) Note findings from external audit
 - d) Approve donations of £100 Home Start
 - e) Approve schedule of payments (below)
 - f) Discuss 2020-21 budget and spending plans for 2021-22 and
 - i) approve that one staff member's job description is amended to include supervisory duties
 - ii) approve a budget and precept for 2021-22
 - g) Note Sustainable Harwell does not require the agreed donation towards insurance
- 5) Approve responses to [planning applications](#)
6. Council-owned Lands matters –
 - a) Approve [2020 asset register](#)
 - b) Discuss any late matters relating to the staff building project
 - c) Retrospectively approve the risk assessment for reopening of gym equipment following easing of Government's Covid-19 lockdown
 - d) Recommendations from Lands Committee
 - i) that a formal hedge is planted [between the Harwellian Club and the tennis court] rather than using hedgerow species, eg beech
 - ii) that urgent [tree] work is carried out as soon as possible & that lower priority work is carried out from autumn 2021
 - iii) budget for council-owned lands items – see item 4f
 - e) Harwellian Club – note lease plan area and proposals for refurbishment

- f) Approve that a letter of support is written for Harwell & Hendred Youth FC regarding their application for S106 funding
- g) Note that lease for scouts has now been signed and that Licence to Occupy the pavilion has been terminated
7. Approve that the council supports the 20's Plenty Campaign
8. Approve that the council submits a DMMO application to OCC to recognise the section of footpath 243/7 that crosses Milton Parish to the A4130 based on the existence of a footpath in in OS 6" map of Great Britain 1888-1913
9. Approve that the council enters into a contract for technical help for the PC website for 1 year at a cost of around £660
10. Note correspondence received by the clerk
11. Discuss urgent or late matters received after the agenda has been posted

Agenda prepared by Mrs S Taylor, Parish Clerk

2nd December 2020

Notes:

Item 2a – vacancy may be filled by co-option if no election is called by 15/12/2020

Item 3 - actions table

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	<i>DONE</i>
MR – Equal Opps Policy	13.10.2020	
From October meeting		
MFD, PCLrs – OCC traffic meeting	10.11.2020	<i>DONE</i>
DT – sign minutes	10.11.2020	
MR – defib guardian & checks, PC websites research	10.11.2020	<i>DONE re defib</i>
From November meeting		
Clk – staff – clear pavement, update policies, planning, payments, budget reports, S106, SEN & Vitex, gates, Har Club rent, job contracts, website job description	8.12.2020	<i>DONE: awaiting response re: gates</i>
SM -composting	8.12.2020	
MR – defib signage	8.12.2020	<i>DONE</i>
JH – rec signage	8.12.2020	

Item 4a – posted alongside agenda

Item 4c – [report posted](#) on website

Item 4d – [Home Start](#) has requested a donation towards general costs. They have supported 2 Harwell families since April & had 1 trained volunteer living in Harwell for the first part of the year. They are still accepting referrals from families in need and have list of potential volunteers waiting to go on our next Volunteer Preparation Course in the New Year. There is £675 left in the donations budget.

Item 4e – payments

HARWELL PARISH COUNCIL		
SCHEDULE OF PAYMENTS FOR APPROVAL BY COUNCIL 8.12.2020		
<u>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</u>		
BACS	To	Amount (£)
d/d	Giffgaff – office phone contract November	10.00
X	Salaries November incl HMRC	6837.12
X	Zoom – meeting platform November	14.39
d/d	BeFuel - fuel	33.67
Card	Circle Waste – allotments skip	469.20
Correction	Monkhouse Architect – invoice not presented	0
Correction	Harwell Helpers – donation not requested	0
<u>Payments for approval at meeting under Financial Regulation 5.2</u>		
X	GW/PRA – traffic surveys	360.00
X	SLCC – training	174.00
X	MPH – van check and repairs (2 invoices)	407.90
X	FCC – cem bins	40.80
X	Seton – defib signs	58.30
X	Moore – external audit fee	480.00
X	Red Box- annual fire check	133.99
X	Vickery – rec repairs and mtce	308.65
X	Trade UK – PPE, cemetery gate repairs (3 invoices)	64.96
X	Zafety – 1 st aid packs	21.06
<u>Payments made to maintain petty cash float as required under Financial Regulation 6.19 c</u>		
Amount in November		0.00
<u>Pavilion electricity report (not for payment until requested by scouts)</u>		
September invoice	not received yet	
October invoice	67.94	
November invoice	39.68	

Item 4f – report and suggested budget posted alongside agenda

Item 4g – Sustainable Harwell has obtained free insurance cover but has other ongoing costs related to meetings. The group hopes to set up a bank account shortly and would still be grateful for the agreed £100 donation towards costs

Item 5 – asset register posted on Finance page of website

Item 6b – posted alongside agenda

Item 6d – Club has finalised amended area to be leased; solicitor has been contacted. Club has provided details of refurbishment plans.

Item 6e – funds are for the purchase of fixed lighting at Boundary Park. The funding will be used to pay for the installation of 3 new Litemaster floodlighting lamps, along with the associated planning and works. The 3 new lamps will be attached to the recently installed pillars at Boundary Park. This will provide the football club with a new autumn/winter training area, easing the

current congested training programme. It will also allow the football club to meet the gradual increase in youth football within the parish. HHYFC have the support of Boundary Park Sports Association who believe the current autumn/winter training area is under too much stress. Estimate of costs is £6414. Funds have been requested from the 'Sports facilities in the parish and in the vicinity (within 10 miles of the site)', Alder View Development but the S106 officer has identified other possible S106 funds which could be used.

Item 7 – [20splenty.org](http://www.20splenty.org) has asked the council to pledge support for 20mph limits in every village/town;

“We are asking you as a Parish Council to support, as policy, 20’s Plenty for Oxfordshire. Please persuade your District and County Councillors to support us and consider adding the campaign as an Agenda item at your next Traffic Advisory Committee meeting. Would you also consider generating a 20’s Plenty Campaign for your Parish and help your residents enjoy the benefits of slower, safer roads? [http://www.20splenty.org/form a campaign](http://www.20splenty.org/form_a_campaign) “

Item 9 – contract is for basic assistance and advice

Item 10 – correspondence

Correspondence received 4.11. to 2.12.2020	* Indicates response required; otherwise already dealt with
Moore	External audit complete, report
VWHDC	S106 various, CIL, planning matters, cllr updates, waste, Covid-19 advice, licensing consultation *, building named, precepts, parking enforcement, support local traders
OCC	Westgate car park closures, traffic meeting follow-up, TTRO x3, cllr reports, libraries, Didcot Rd flooding work, speeding taskforce, free parking, VAS cost, Trading Standards campaigns, zero emissions consultation *
Venners Arboricultural	Tree survey
Ringrose	Churchyard tree work
HMRC	Training matters, updates, Covid-19 advice
Website matters	Notices, queries, updates, webmaster role
MPLG	Meeting, minutes
Harwell SSG/Magnox	Updates
20’s plenty	Asking for support
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, scouts lease
Home Start, Children’s Air Ambulance	Donation request
Parish matters	Allotment queries incl GWP site, skip Defibrillator signage Traffic surveys Planning Rights of way matters November Remembrance services & Track & Trace Scouts and pavilion – lease, utilities, S106, car park drains Rec – staff building, SSE connection, parking, market, drones, gym eqpt reopening HHYFC – letter of support Cemetery – burials, memorials, queries, complaint Harwellian – lease, plan, refurbishment St Matthews church – Christmas tree Abandoned vehicle Dog bins Nuisance bonfires Overgrown trees Councillor resignation & absences
Newsletters	Various, eg OALC, HMRC, Rural Services Network, SLCC, Magnox, TVERC, TVP, SEE, Science Vale