

HARWELL PARISH COUNCIL

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

Present: D Turner (Chairman) J Hawthorne (Vice-Chair) N Paterson M Ricketts S Ali
M Fox-Davies (OCC) S Medley (VWHDC) S Taylor (Parish Clerk)

1. Open Forum, including

a) Reports from County & District Councillors & Police

Mr Fox-Davies had supplied written notes (copy filed with these minutes); he reported on the reduction in cases of Covid-19 in Oxfordshire, Tier 2 rules, vaccine news, new speeding taskforce & Zero Emissions Zone consultation and drew attention to the 20's Plenty campaign. Residents are still being encouraged to return any old NHS equipment. Rowstock and surrounding roads are to be discussed at a meeting with VWHDC later in December, with a wider consultation due in 2021-22. Known issues are to be taken to the meeting for discussion. Mr Fox-Davies has been liaising with the PC, East Hendred PC and highways officers about VAS/SID devices; a meeting has been set up to discuss options.

Mrs Turner thanked Mr Fox-Davies on behalf of the parish for pushing for the flooding alleviation work on the B4493 & for his work during the year.

Ms Medley had supplied written notes (copy filed with these minutes). She reported on the vaccine roll-out and Covid-19 support, free parking days for Christmas, proposals for parking enforcement & emergency shelter for the homeless. A Town & Parish Forum will take place in Spring. Ms Medley thanked the council for its work during the year; thanks were reciprocated by Mrs Turner.

b) Representations from members of the public – none present.

2. Councillor matters:

a) Note resignation of councillor and creation of a Casual Vacancy

Mr Lee and Mrs Soames have both resigned from the council so there are 2 vacancies; formal thanks for their service and commitment were expressed.

Councillor absence rules were discussed & it was noted that Mr Munyemweri hopes to attend meetings again from January following his illness & other matters. Council was satisfied his reasons for absence were valid and looked forward to welcoming him back.

b) Discuss any feedback following advertising of the vacancy

c) Receive & Approve apologies for absence

Mr Roberts had sent apologies.

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

Subject to minor amendments both sets of minutes from November were **APPROVED**. Ref: 2020/132.

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

Items 4 a & b **DEFERRED**.

c) Note findings from external audit

Full report on website. No major issues but some comments about adhering to necessary dates for notices etc, and for restated accounts.

d) Approve donation of £100 Home Start

APPROVED. Ref: 2020/133.

e) Approve schedule of payments

APPROVED with addition of 2 more invoices for Trade UK. Ref: 2020/134. Changed amount shown in italics.

HARWELL PARISH COUNCIL
SCHEDULE OF PAYMENTS FOR APPROVAL BY COUNCIL 8.12.2020

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 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

Payments for approval at meeting under Financial Regulation 5.2

X	GWPRRA – 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 (<i>5 invoices</i>)	<i>104.06</i>
X	Zafety – 1 st aid packs	21.06

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

Amount in November 0.00

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

September invoice	not received yet
October invoice	67.94
November invoice	39.68

Item f discussed later in meeting.

g) Note Sustainable Harwell does not require the agreed donation towards insurance

NOTED. Council had no objections to the donation being made towards ongoing costs once the group has a bank account. Mr Ricketts declared an interest in this item.

5) Approve responses to [planning applications](#)

APPROVED responses (Ref: 2020/135) –

P20/V1537/HH Garage conversion to habitable accommodation at Blenheim Villa Burr Street
Amended plans Dec 2020

Objection on same grounds as original application, ie Objection due to the proximity to the neighbours at the side and rear; also to the scale and height of the proposed development within a relatively built up area. Location map doesn't show 2 houses at the rear of property

P20/V2604/DIS Amendment - archaeology report - re: Gibbs Yard
No response required

P20/V3100/DIS Discharge application - materials, contaminated land at Didcot Extra Care, Greenwood Way
No response required

P20/V2935/HH Demolish shed, erect garage & workshop at Five Corners, The Barrow
No Objection, neighbours' comments

P20/V2578/FUL Change grass area and fence to resin bound paving for accessible seating area at Boundary Park pavilion
No objections.

6. Council-owned Lands matters –

a) Approve [2020 asset register](#)

APPROVED. Ref: 2020/136. Available on the Finance pages of the website.

b) Discuss any late matters relating to the staff building project

SSEN has asked for some details before sending a quote for the connection to the garage. Clerk has asked Mr Monk for comments before replying to SSEN. Council would still like a quote for this connection.

c) Retrospectively approve the risk assessment for reopening of gym equipment following easing of Government's Covid-19 lockdown

APPROVED; Ref: 2020/137. Mr Roberts & Mr Still carried out an extra check of the equipment before reopening.

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

NOT CARRIED. Club has said it has ordered hedgerow species and reminded council of previous email exchanges. Council reiterated **APPROVAL** of this type of hedge by 4 votes in favour, 1 against, subject to maintenance of hedge by Club and height restriction to 2m. Clerk to liaise with Club.

ii) that urgent [tree] work is carried out as soon as possible & that lower priority work is carried out from autumn 2021

APPROVED. Ref: 2020/138. Clerk to obtain quotes.

iii) budget for council-owned lands items – see item 4f

Discussed with main budget.

e) Harwellian Club – note lease plan area and proposals for refurbishment

Mr Ricketts had done some more work on this matter and had updated the plan again. There are still some issues regarding the final area to be under lease and the council may need a public consultation. Clerk to ask solicitor & VWHDC for advice. OALC has already advised that a solicitor should be contacted.

f) Approve that a letter of support is written for Harwell & Hendred Youth FC regarding their application for S106 funding

APPROVED. Ref: 2020/139.

g) Note that lease for scouts has now been signed and that Licence to Occupy the pavilion has been terminated

NOTED. Scout group has also asked for a letter for the S106 team clarifying that council is happy with refurbishment plans. Council has been kept informed of the proposals which were attached to the Licence. Council was happy for the clerk to write to Mr Zimmerman stating satisfaction with proposals; final wording to be decided by clerk.

7. Approve that the council supports the 20's Plenty Campaign

APPROVED. Ref: 2020/140. Clerk to inform resident's group trying to obtain information about traffic calming (eg Speedwatch group).

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

APPROVED. Ref: 2020/141. Clerk had checked council files and noted past problems and status of the old cross-border path. Mr Ricketts had done some in-depth research on this matter and sent a lengthy document to councillors; council thanked him for his work.

Mr Hawthorne & Mr Paterson to look at old maps for evidence of the Westfield & Styles paths, Mr Ricketts to look into Grove Road paths. It was noted that the new Footpath 25 should be opened in Spring, linking to Cow Lane.

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

APPROVED (ref: 2020/142) the contract will be a Basic Contract with Website Gardener; full details to be reported in January.

Item 4f discussed at this point;

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

APPROVED, (ref: 2020/143) subject to amendment to 35-hour week instead of 38. Staffing Committee had previously discussed this matter, all councillors had seen the clerk’s draft.

ii) approve a budget and precept for 2021-22

Following discussion of current year’s projections, reserves, upcoming projects & possible effect of ongoing Covid-19 pandemic, the council **APPROVED** the attached budget and set a precept of £122,722 for 2021-22 (ref: 2020/144). This equates to an increase of approximately 2.9% on a Band D property, from £60.87 this year to £62.63. Clerk to apply for precept.

The clerk praised the council’s efforts during a difficult year. Council wished to record thanks to all staff for their work.

10. Note correspondence received by the clerk

One additional item; a resident has emailed pointing out difficulties and possible dangers with the footpath between Barrow Lane & Alder View. Clerk to raise the issues with OCC.

11. Discuss urgent or late matters received after the agenda has been posted

Clerk to contact solicitor regarding the rec parking; parking letter was discussed at the Lands meeting.

Mrs Turner & Mr Paterson to attend the OCC VAS/SID meeting.

Meeting closed 9.45 pm.

Minutes prepared by Mrs S Taylor, Parish Clerk

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

Notes:

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		
MR – Equal Opps Policy	13.10.2020	
From October meeting		
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, SSEN & 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	
JH – rec signage	8.12.2020	
From December meeting		
JH, NP – W’field, Styles paths	12.1.2021	
DT, NP – SID meeting	14.12.2020	
Clk – paymts, planning, Harwellian, tree quotes, solicitor (pkg, Club), HHYFC, 20s Plenty, DMMO, website, precept, contract, fpath queries		

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

	<p>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</p>
Newsletters	<p>Various, eg OALC, HMRC, Rural Services Network, SLCC, Magnox, TVERC, TVP, SEE, Science Vale</p>