

## HARWELL PARISH COUNCIL

Agenda of a Parish Council meeting to be held on Tuesday 12<sup>th</sup> January 2021 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 January 8<sup>th</sup>

1. Open Forum, including
  - a) Reports from County & District Councillors & Police
  - b) Representations from members of the public
2. Councillor matters:
  - a) Discuss interest in Casual Vacancies & receive addresses from candidates
  - b) Vote on candidates & appoint new councillors
  - c) Receive & Approve apologies for absence
  - d) Receive & Approve Declarations of Interest & Requests for Dispensation
3. Approve Minutes of previous meeting, note any actions completed (see table below) and receive councillor reports including liaison with outside organisations
4. Financial matters
  - a) Noting that bank reconciliation for July to 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 to end December 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) Approve that funds from the traffic-calming reserves & CIL should be used to purchase a moveable SID machine and poles
  - d) Approve schedule of payments (below)
  - e) Note quarterly budget review
  - f) Approve that rent from Harwell organisations should be suspended until Government restrictions are lifted
- 5) Approve responses to [planning applications](#)
6. Council-owned Lands matters –
  - a) Discuss any quotes for work to trees & appoint contractor
  - b) Discuss any late matters relating to the staff building project & approve that Chairman may sign the contract with the builder
  - c) Approve that grass cutting in G section of the cemetery in the next grass-cutting season should be limited to a perimeter border and winding paths across the middle of the section
  - d) Approve date of Annual Parish Meeting
  - e) Harwellian Club –
    - i) Note Club's refurbishment proposals & that formal notice of planning application has been supplied by Club
    - ii) Approve that a letter of support is written to confirm support for the Club's refurbishment proposals & application for S106 funds for the refurbishment, subject to the delineation of the outside space being agreed
7. Note correspondence received by the clerk

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

Agenda prepared by Mrs S Taylor, Parish Clerk

6<sup>th</sup> January 2021

### Notes:

Item 2a – vacancies may be filled by co-option as no election has been requested by residents.

Item 2b – If there are more than 2 candidates the council must vote on each candidate until a majority vote is achieved. If there are 2 candidates or fewer the council may appoint a candidate to fill a vacancy.

### Item 3 - actions table

| <b>From April 2019 meeting</b>  | by         | <b>STATUS</b>                            |
|---|------------|--|
| 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>   |            |  |
| MR – Equal Opps Policy  | 13.10.2020 |  |
| <b>From October meeting</b>   |            |  |
| DT – sign minutes   | 10.11.2020 |  |
| MR – defib guardian & checks, PC websites research  | 10.11.2020 | <i>DONE re defib</i>                     |
| <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  | <i>DONE: awaiting response re: gates</i> |
| SM -composting  | 8.12.2020  |  |
| JH – rec signage  | 8.12.2020  |  |
| <b>From December meeting</b>  |            |  |
| JH, NP – W’field, Styles paths  | 12.1.2021  |  |
| DT, NP – SID meeting  | 14.12.2020 | <i>DONE</i>                              |
| Clk – paymts, planning, Harwellian, tree quotes, solicitor (pkng, Club), HHYFC, 20s Plenty, DMMO, website, precept, contract, fpath queries                         |            |  |

Item 4a – posted alongside agenda if available

Item 4c – Reserves total £4300, CIL total £3312. Quote for equipment £4765 plus extra poles at £1050 each. Awaiting confirmation of full installation costs.

Item 4d – payments

### HARWELL PARISH COUNCIL SCHEDULE OF PAYMENTS FOR APPROVAL BY COUNCIL 12.1.2021

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 December | 10.00   |
| X    | Salaries December incl HMRC               | 5685.99 |
| X    | Zoom – meeting platform December          | 14.39   |
| d/d  | BeFuel - fuel                             | 33.40   |
| Card | 123-reg – domain renewal                  | 14.39   |
| d/d  | Castle Water – allotments to end Mar 2021 | 139.51  |
| Cash | Sainsburys – staff gifts                  | 99.50   |
| d/d  | Castle Water – pavilion                   | 9.00    |
| X    | Hpme-Start – donation                     | 100.00  |

Payments for approval at meeting under Financial Regulation 5.2

|   |  |         |
|---|--|---------|
| X | Viking - stationery                          | 65.71   |
| X | SSEN – electricity supply for staff building | 6297.98 |
| X | FCC – cemetery bins                          | 40.80   |

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

|                    |        |
|--------------------|--------|
| Amount in December | 100.00 |
|--------------------|--------|

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

Item 4e – report posted alongside agenda

Item 4f – Tennis Club, Bowls Club, scout group, Little Pippins & Harwellian Club have all been affected by Covid-19 restrictions. Club has asked for assistance with rent as Government restrictions have affected income.

Item 6a – 1 quote obtained at time of posting agenda. Site meeting arranged with another contractor & quote promised.

Item 6b – SSEN has been asked to install the electrical supply from Wantage Road but cannot set a date until payment has been received. Quote for garage supply is not available until a date for building supply installation has been set. Start date for building work is currently 18<sup>th</sup> January. Architect to supply contract.

Item 6c – suggestion has been put forward by a resident, to encourage wildlife habitats within the longer grass. If mown paths are included across the section, benches could be installed for visitors.

Item 6d – suggested dates are Thursdays 8,15 or 22 April, meeting to be held via Skype.

Item 7 – correspondence

| Correspondence received 3.12.2020 to 6.1.21 | * Indicates response required; otherwise already dealt with  |
|---|--|
| VWHDC                                       | S106 various, CIL, planning matters, cllr updates, waste collection, Covid-19 advice, buildings named, precepts, grants for pubs, census, casual vacancies, Abbey House, news & press releases |
| OCC   | Ridgeway damage, traffic calming, TTRO, cllr reports, buses, speeding, A4130 consultation, Oxfordshire Plan, scams, HIF update*  |
| Woodlands Medical Centre                    | Covid vaccines   |
| Ringrose, P Cook                            | Tree work, quote   |
| HMRC  | Training matters, updates, Covid-19 advice   |
| Website matters                             | Notices, queries, updates, webmaster role, domain renewal  |
| MPLG  | Minutes  |
| Milton Bowls Club                           | S106   |
| SCAS  | Defibrillator  |
| Harwell News                                | Editorial matters, adverts/notices/articles  |
| OALC, NALC, SLCC,                           | Covid-19 information & updates, general updates  |
| Invoices                                    | See agenda payments schedule   |
| Slade Legal                                 | Rec matters, scouts lease  |

|                |   |
|----------------|---|
| Need not Greed | information   |
| Parish matters | Allotment rent<br>Rights of way matters<br>Scouts and pavilion – S106, car park drains<br>Rec – staff building, SSE connection, noise complaints<br>Cemetery – burials, memorials, queries<br>Harwellian – lease, plan, refurbishment, planning application, rent<br>Sustainable Harwell – next meeting<br>Cllrs – absences, interest in vacancies, DMMO, gym equipment, agenda items |
| Newsletters    | Various, eg OALC, HMRC, Rural Services Network, SLCC, Rialtas   |