

# HARWELL PARISH COUNCIL

Agenda of the Annual Parish Council meeting to be held on Tuesday 4<sup>th</sup> May 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 Thursday 29<sup>th</sup> April

## 1. Open Forum, including

- a) Reports from County & District Councillors & Police
- b) Representations from members of the public

## 2. Elect Chairman and Vice-Chairman; Chairman to sign Declaration of Acceptance of Office

3. Approve Minutes of previous meeting, note any actions completed (see table below) and receive councillor reports including liaison with outside organisations

## 4. Receive Declarations of Interest & Requests for Dispensation

## 5. Annual meeting items in accordance with Standing Order 5 j –

- a) Review delegation arrangements to committees, employees and other local authorities.
- b) Review the terms of reference for committees.
- c) Receive nominations to existing committees.
- d) Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
- e) Review and adoption of appropriate standing orders and financial regulations.
- f) Review of representation on or work with external bodies and arrangements for reporting back. Review councillor roles, as defined on the [parish councillors section](#) of the website
- g) Review of all existing policies including the council's policy for dealing with the press/media & Complaints Procedures
- h) Review of inventory of land and assets including buildings and office equipment.
- i) Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- j) Review of the Council's and/or employees' memberships of other bodies.
- k) Establish or review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- l) Determine the dates, times and place of ordinary meetings of the full Council up to and including the next annual meeting of the full council, plus Committee meeting dates and councillor surgeries dates.

## 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 March has been or will shortly be done by the clerk & a councillor, and that the cash book, bank statements & petty cash balance for March have been sent to all councillors, approve bank reconciliation.
- b) Approve schedule of payments (see below)
- c) Approve that rents owing to the council will be suspended until the end of lockdown restrictions, currently June 2021.
- d) Approve that Harwell News will continue to be online only until the end of 2021

- e) Approve list of regular payments
- 8. Matters relating to Council-Owned Lands, parish maintenance and other parish matters
  - a) Receive report from Staff Building Committee
  - b) Receive update re: Speed Indication Devices and gates
  - c) Receive report re: Parish Paths Warden and Definitive Map Modification Orders
  - d) Approve that the council should submit its views on virtual meetings to the Government Call for Evidence
- 9. Correspondence
- 10. Discuss late matters received after the agenda was posted

Agenda prepared by Mrs S Taylor, Parish Clerk

27<sup>th</sup> April 2021

Notes:

Item 2 - actions table

<b>From April 2019 meeting</b>	<b>by</b>	<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	
DBW – Magnox details to clerk	9.6.2020	
<b>From November meeting</b>		
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	
<b>From February meeting</b>		
JH, DBW – URGENT – bank authorisation	9.3.21	
<b>From March meeting</b>		
MFD – consultation docs, school streets	13.4.21	
JH – enforcement mtg, bank authority	13.4.21	
DBW – bank authority, DGT minutes to clerk	13.4.21	
IF – equality policy	13.4.21	<i>DONE</i>
MR – trench route, liaise with PPW	13.4.21	
LC – Harwellian licence	26.3.21	<i>DONE</i>
Clk – highways mtg, APM invitations, bench request, payments, planning, LTCP5 response, contact v hall, police, scl, IAC, SSEN, OCC re 40mph & cycling comment	13.4.21	<i>DONE</i>
<b>From extra March meeting</b>		
Clk – payments, contact neighbours re: SID poles	13.4.21	<i>DONE</i>
<b>From April meeting</b>		

Item 5a - clerk is delegated to act on behalf of the council, chairman is delegated to speak to Press; no delegated powers to committees, councillors or other authorities. There are 4 Committees – Lands, Planning, Staffing, Environmental and a temporary Staff Building committee.

Item 5b – Committee Terms of Reference available on [council website](#).

Item 5c – Lands, Planning minimum 4 members, Staffing, Staff Building minimum 3 members, Environmental mix of parish councillors and other resident, maximum 6 members.

Item 5e – both documents available on [council website](#).

Item 5f – Councillors’ roles and interests with other organisations can be viewed on [council website](#). At present all councillors report verbally at the next available Council meeting.

Item 5g – Existing policies can be viewed on [council website](#). Currently there is no formal policy for dealing with the press/media.

Item 5h – current asset register has been circulated to all councillors and is posted alongside agenda.

Item 5i – Council is currently insured by Community Action Suffolk; awaiting renewal quote.

Item 5j – Council is currently a member of Oxfordshire Association of Local Councils, Clerk is a member of Society of Local Council Clerks.

Item 5k – GDPR policies in place. Council obeys the law with regard to Freedom of Information & Data Protection.

Item 5l – Meetings currently held on the second Tuesday of every month except August, normally starting at 7.30, via Zoom. Lands Committee meetings are usually held on 4<sup>th</sup> Tuesdays of each month. Staffing Committee meetings held twice a year. Planning Committee meets on 2nd Thursday after parish council meeting. Staff Building Committee meets weekly on Fridays. Councillor surgeries currently suspended. Environmental Committee yet to meet.

Item 6a – VWHDC is carrying out a review of the Conservation Area Plan – some residents with a lot of local history knowledge and Harwell Parish History Group has been invited to comment. Parish council may comment if it wishes but has not been directly consulted.

Item 7b – payments

HARWELL PARISH COUNCIL SCHEDULE OF PAYMENTS FOR APPROVAL BY COUNCIL 4.5.2021		
<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 March	10.00
X	Salaries April incl HMRC	5798.37
X	Zoom – meeting platform	14.39
d/d	BeFuel – fuel x 3 invoices	176.75
X	G Still – tools	30.00
<u>Payments for approval at meeting under Financial Regulation 5.2</u>		
X	Vitex – works re: staff building	tbc
X	Trade UK x 2 invs– bark, PPE	150.49
<u>Payments made to maintain petty cash float as required under Financial Regulation 6.19 c</u>		
Amount in April		0

Item 7c, 7d – rents suspended during 2020-21 financial year, HN online until June

Item 7e – list given to all councillors

10. correspondence

Correspondence received 8.4 to 27.4.21	* Indicates response required; otherwise already dealt with
VWHDC	News releases, planning matters, cllr updates, Covid-19 advice
OCC	SID equipment, HIF meeting, cllr reports, land declaration, news updates
Milton Park	Meeting
HMRC	Training matters, updates, Covid-19 advice
Website matters	Handover, dropbox links
Rialtas	Accounts queries
Harwell News	Editorial matters, adverts/notices/articles
OALC, NALC, SLCC,	Covid-19 information & updates, general updates, meetings
Invoices	See agenda payments schedule
Staff building matters	Site reports, SSEN/TW connections, trench, drains, meter installation
Cambridge B Soc	Statement (via councillor)
CPRE	Survey - response from parishioner*
Parish matters	<p>Notice boards</p> <p>New committee membership queries</p> <p>Allotment queries, availability</p> <p>Scouts and pavilion – electricity bills, pavilion</p> <p>HHYFC – rec use request</p> <p>Planning complaints</p> <p>Responses re SID locations</p> <p>Bins on GWP</p> <p>Parking - various</p> <p>Rights of way – allotments approach, dog fouling</p> <p>Hive market – political canvassing</p> <p>Conservation Area Plan*</p> <p>Cemetery – burials, memorials, queries, grass cutting</p> <p>Harwellian – outdoor area responses, hedge planting</p> <p>Village hall – use for PC meetings, office</p>
Newsletters	Various, eg OALC, NALC, TVP, HMRC, Rural Services Network, SLCC, Science Vale Cycle Network, SEE