



HARWELL PARISH COUNCIL

Notice of a Meeting of Harwell Parish Council

Thursday 16th November 2023 at 20:00, Harwell Village Hall

All Councillors are summoned to a Meeting of Harwell Parish Council.

Members of the public and press are invited to attend all council meetings.

(Public Bodies (Admission to Meetings) Act 1960)

Prior to the start of the meeting; Questions and comments from members of the public (limited to 30 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.

AGENDA

1. To receive apologies for absence. [LGA 1972 s85(1)]

2. Declarations of Interests [LA 2011 s31]

2.1. To receive declarations of interest for items on this agenda

Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)

2.2. To consider requests for Dispensations [LA 2011 s33]

3. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

3.1. Meeting held on 19th October 2023

3.2. Matters arising from the minutes not elsewhere on the agenda.

4. Vacant Seats (LGA 1972 s89(6))

4.1. To note the Council has 3 vacant seats.

4.2. To hear representations from anyone wishing to be co-opted to the council and approve co-opting Councillor to fill the vacant seats.

4.3. To receive declarations of acceptance of office from any co-opted Councillors.

To be countersigned by the Locum Clerk

5. District and County Councillor Reports

Not available at the time of issue of the report – will be published as soon as received.

5.1. County Councillor S Povolotsky

Appendix A

5.2. District Councillor H Gascoigne & D Dewhurst

Appendix B

5.3. District Councillor S James

Appendix C



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6. Planning

6.1. To consider applications and approve response to planning authority

- P23/V1217/FUL - Land south of Curie Avenue and west of Second Street Harwell Campus Didcot OX11 0QG

Erection of two linked employment buildings, with associated car parking and landscaping.(as amended by plans and information received 3 November 2023).

- P23/V2451/HH - Heron House, Blenheim Hill, Harwell, Didcot, OX11 0DS

Partial conversion of exiting garage into habitable accommodation. Relocation of existing main entrance. Internal reconfigurations as necessary (As amended by plan 2023-11-06 to demonstrate parking on site).

- P22/V0599/O - Land south of Curie Avenue and west of Second Street Harwell Campus Didcot OX11 0QG

Outline planning application (with all matters reserved) for the demolition of existing buildings and the redevelopment of the site to provide employment floorspace, along with green infrastructure and car parking. (as amended by plans and information received 2 August 2022 and 27 October 2023)

- P23/V1253/FUL - Land to the south of Rutherford Avenue Harwell Campus Didcot OX11 0QG

Erection of employment building, with associated landscaping and car parking.(as amended by plans and information received 27 October 2023).

- P23/V2385/RM - 25 Orchard Way, Harwell, Didcot, OX11 0LQ

Reserved Matters application for the details of appearance, landscaping, scale, and layout following Outline Approval P21/V0679/O.(as amended by plans and biodiversity information received 16 January 2023). (Outline application for access for residential development of up to 5 dwellings).

- P23/V2399/FUL - Hangar 10 Becquerel Avenue, Harwell, Didcot, OX11 0RA

Installation of a catenary wire lightening protection system

- P23/V2393/HH - 2 Hengest Gate, Harwell, Didcot, OX11 0HH

Proposed conversion of garage, single storey extension and ancillary works.

- P23/V2304/FUL - Grove Farm, Max Events Milton Hill Abingdon OX14 4DP

Renewal P16/V3018/FUL for continued use of land for leisure purposes (temporary permission 5 years)

6.2. To note decisions by the planning authority

- P22/V2528/FUL - The Former Pump Station, Newbury Road, Harwell - **REFUSED**

Alterations, extension and associated works to existing building to create dwelling/letting accommodation

6.3. To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (N5B), Tree Preservation Orders (TPO), Screening Opinion (SCR) and Certificates of Lawful Development (LDP)

- P23/V2484/DIS - Land to the south of Curie Avenue and west of Eighth Street Harwell Campus Didcot OX11 0DF

Discharge of Condition 11 (Rooflight Details) on application P22/V0416/FUL (Erection of two employment buildings, with associated landscaping and car parking)

- P23/V2080/DIS - Land to the south of Curie Avenue and west of Eighth Street Harwell Campus Didcot OX11 0DF

Discharge of conditions 7 (Biodiversity Enhancement Plan), 9 (Landscaping), 10 (Landscape Management Plan) and 12 (Community Employment Plan) on planning application P22/V0416/FUL. Erection of two employment buildings, with associated landscaping and car parking.



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- 6.4. To respond to a request to consult on a “Lane Rental Scheme” from OCC.

Lane Rental replaces this fixed Permit Fee with a daily charge of £2,500. It is only proposed on our most critical busiest streets and is restricted to roughly 5% of all the streets in Oxfordshire, by legislation. It applies to all works in the street, not just utility works and the council’s own works, such a housing developer works.

7. To address items remaining from the September meeting

Appendix D

- 7.1. To consider whether to draft a Treasury Policy
- 7.2. To approve to send a letter to Didcot Town Council, proposing they move in to the South and Vale Offices to free the Civic Hall to become a Health Centre.
- 7.3. To receive information on OCC Community Transport Grants, and if appropriate approve applying (Action on a former Councillor)
- 7.4. To receive information on VoWHDC EV Chargers, and if appropriate approve applying – Cllr Hughes
- 7.5. To discuss safer crossing of the A417 and agree actions.
- 7.6. To approve latter to send to Thames water regarding flooding on the A417
- 7.7. To note approved 20mph scheme for Harwell is to be implemented in Phase 2, schemes to be completed 1st April 2024 – 31st March 2025.
- 7.8. To approve play equipment checker for the next 3 months.

8. Matters pertaining to Staff

Appendix E

- 8.1. To note there is a legal requirement to provide all staff as a minimum a statement of particulars on the first day of employment or before.
- 8.2. To approve us of model SLCC Staff Contract, with amendments as detailed for the Locum Clerk as the staffing committee will meet once the all staff roles have been reviewed.
- 8.3. To note a line of thanks will be given to the outgoing Clerk in the new edition of Harwell News.

9. Finance 2023-2024

Appendix F

- 9.1. To note the NALC revised cost of living salary scale for staff 2023/2024 has been agreed and should be applied and back dated to 1st April 2023.
- 9.2. To approve moving one staff member to SCP2, as SCP1 was abolished in April 2022. The appropriate uplifts being backdated to 1st April 2022.
- 9.3. To approve November payments list.
- 9.4. To approve moving financial management software to Scribe and give notice to Rialtas, to also purchase the Cemetery and Allotment management modules.
- 9.5. To resubmit all payments and receipts to Scribe for the full year to date and bring to the next meeting.



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- 9.6. To note the Clerk could not get access to the VAT account in time for the VAT return. We now have 2 strikes on our account. Two more will result in a £200 fine if they occur in the next 24 months. Access has now been achieved, VAT return to be submitted as soon as possible.
- 9.7. To approve signing the new s101 OCC Grass Cutting agreement, note rates remain as in previous years.

10. Finance 2024-2025

Appendix G

- 10.1. To approve budget for 2024-2025
- 10.2. To approve precept request for 2024-2025

11. To receive Items of Correspondence and agree actions arising.

- 11.1. A request for approval of a Gate from a residential property on to the Recreation Ground
- 11.2. A request for support for speed reduction, Newbury Road, Harwell Campus
- 11.3. No note a letter regarding Steps and Handrail to Almshouses

12. Matters for future discussion.

13. To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw. **Confidential Papers**

- 13.1. To consider quotes and whether to move contracts regarding moving to a .gov.uk domain:
- Purchase of Website Hosting including parish council emails for all Councillors and Staff
 - Purchase of Website design and build.
 - To approve giving notice on website support – Webscape Gardener

14. To agree list of items from this meeting to be submitted to any local publication or our Facebook Page as a Parish Council Update.

15. To confirm the date and time of the next Parish Council meeting.

To be discussed in the meeting – to consider holding 2 additional meetings in Nov / early Dec to process backlog of motions and proposals.