



HARWELL PARISH COUNCIL

Notice of a Meeting of Harwell Parish Council

Thursday 30th November 2023 at 18:30, Committee Room, 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 16th November 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 2 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. Planning

To consider applications and approve response to planning authority

5.1. P22/V2744/RM - Phase 1 Valley Park Didcot

Reserved Matters application relating to Phase 1T of Outline Planning Permission P14/V2873/O for scale, layout, landscape and appearance comprising 246 new homes with associated infrastructure with 35% affordable housing.

5.2. P23/V2429/LB - Leigh House, High Street, Harwell, Didcot, OX11 0ER

*Replace an existing floor standing gas boiler in the basement with a new gas combi boiler in the basement.
Installation of new externally venting flue to side wall of property.*



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To note applications withdrawn prior to decision

- 5.3. P23/V2535/AG - Princes Manor Farm Church Lane Harwell Didcot OX11 0HA
Steel portal framed building to be used as a grain store together with a concrete apron.

To note decisions by the planning authority

- 5.4. P23/V2119/HH - 6 Tyrrells Close, Harwell, Didcot, OX11 0LF - **GRANTED**
Single storey extensions to front and rear. New parking area to frontage.

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)

- 5.5. P22/V2624/DIS - Land to the West of Great Western Park (Valley Park) Didcot (in the parishes of Harwell and Milton)
Discharge of conditions 23 (Foul Drainage) & Condition 24 (Surface Water Drainage) on application P14/V2873/O. (updated drainage statement 17 November 2023)

To address deferred items remaining from Previous Meetings

6. To receive information on VoWHDC EV Chargers, and if appropriate approve applying – Cllr Hughes

7. Finance 2024-2025

Appendix A

- 7.1. To approve fees for 2024-2025
7.2. To approve budget for 2024-2025
7.3. To approve precept request for 2024-2025

8. Other Governing Documents – Note these were all published with the October meeting papers

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| 8.1. Complaints Procedure | Appendix B |
| 8.2. Requests for Information Policy (GDPR) | Appendix C |
| 8.3. Publications Scheme | Appendix D |
| 8.4. Privacy Notice | Appendix E |
| 8.5. General Risk Assessment | Appendix F |
| 8.6. Scheme of Delegation | Appendix G |
| 8.7. Grants Policy | Appendix H |
| 8.8. Dignity at Work Policy | Appendix I |
| 8.9. Equality Policy | Appendix J |
| 8.10. Retention Policy | Appendix K |
| 8.11. Safeguarding Policy | Appendix L |



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To address new items

9. To approve training courses for Councillors and Staff

Appendix M

10. Tennis Club Request: To approve the demolition of the unsafe breeze-block hut, to approve its replacement by a timber chalet (situated central to the middle of the tennis courts) and to approve the re-siting of the western tennis court fence and boundary 3 metres to the west.

Appendix N

11. Grove Road – receive a report on the installation of traffic calming measures and its effect on traffic. Consider and if thought fit approve creating a working group to create a formal report on the matter on behalf of the Parish Council to present to OCC, to ask them to reconsider the scheme in its current form. Note, the report to be approved by the Council before sending to OCC.

Appendix O

12. To approve planting trees on the recreation ground and approve budget for purchase.

Appendix P

13. To approve supporting the Harwellcome Community Café as a warm space café and agree value of the grant.

14. Finance 2023-2024

Appendix Q

14.1. To approve updated 2023-2024 budget (**included in Appendix A**)

14.2. To approve December payments list, and approve delegating the Clerk to approve urgent payments which cannot wait for January approval, including Salary payments.

14.3. To reapprove payments which have now been submitted to Scribe.

Note: These have already been approved by this council under the previous budget codes, this is an update and sweep to ensure the Council is up to date.

14.4. To note all prepared monthly bank reconciliations, now they have been completed in Scribe.

15. To approve sending a letter to OCC regarding Rowstock Relief Phase 1

Appendix R

16. To approve delegating to the Clerk appointing an Assistant on a zero hours contract for 2 months, up to 5 hours per week, £20 per hour to help with a back log of administration.

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

None

18. Matters for future discussion.

19. To confirm the date and time of the next Parish Council meeting – 18th January 2024