

Appendix A

Request for Dispensation - Cllr Cath Convery

I wish to request a dispensation in relation to matters connected with Harwell Campus and Milton Park.

I am the owner and one of 3 Directors of a small to medium-sized training and learning consultancy business based on Harwell Campus. The business has operated successfully for more than 21 years and works with clients locally, nationally, and internationally. Our client base is predominantly within the public sector, although we also undertake some work within the private sector.

Throughout my time serving on the Parish Council, I have continued to operate this business openly and transparently. I currently act as the Parish Council's link councillor for both Harwell Campus and Milton Park, roles which naturally involve regular engagement with representatives, businesses, organisations, other councils and stakeholders connected to both sites.

As both a local resident and business owner, I inevitably come into contact with individuals associated with Harwell Campus and Milton Park in a variety of capacities. However, I fully understand and adhere to the Nolan Principles of Public Life and am careful to ensure that, in all Parish Council matters, I represent and prioritise the interests of the Council and the wider village community rather than any personal or professional interest.

I recognise the importance of transparency and appropriate governance and therefore seek a dispensation to enable me to continue participating in discussions and decision-making where appropriate, particularly where matters relating to Harwell Campus and Milton Park may otherwise indirectly affect my professional environment simply by virtue of my business being located there.

I believe this dispensation would support the effective operation of the Council by allowing the continued contribution of local knowledge, continuity, and constructive engagement while maintaining openness and accountability at all times.



HARWELL PARISH COUNCIL

Minutes of a Meeting of Harwell Parish Council

Tuesday 09 June 2026 at 19:30, Harwell Village Hall

Public Forum

Cllr Fletcher gave an update on the county council's financial position. She explained that officers are trying to find £50 million in cost savings, driven by a combination of reduced funding and rising costs. She noted that savings will be necessary, and that Local Government Reorganisation (LGR) is itself proving costly. Cllr Fletcher also referred to a consultation on contributions to adult social care, which closes on 21 June. She confirmed that everyone affected has been written to directly and encouraged residents to respond to the consultation.

A councillor raised a query regarding cuts to funding for homelessness support, noting that veterans are disproportionately represented among the homeless population and cuts in this area would contradict the county's commitment to supporting veterans. There is currently no clarity on this.

It was noted that a pump has been removing sewerage from Alder View for most of the day. It was noted that Alder View has ongoing sewerage issues, and Cllr Fletcher agreed to find out more.

District Councillor James indicated that feedback was given regarding the mapping function for planning applications, which is currently non-functional and does not allow searching of planning history by map. This will be fed back to the relevant team.

Jim Stretton, from Harwell Campus, gave an update on the Icknield bridleway, which is expected to open in Q4 of this year. He explained that the project had been paused due to groundwater levels, but that work is ready to resume and is expected to be completed by the end of the year. An update was also given on the Vision 2050 exercise, noting that work is still ongoing to review the feedback received. The next phase is expected to launch in the next couple of months, at which point the plan will be brought to the Parish Council and the public. Demolition of derelict houses on South Drive is complete and the area will be landscaped. Regarding the recent fire on the Campus, work is underway to re-open the post office and shop as soon as possible. Other facilities have reopened but the damage to the shop was extensive and is expected to take longer to resolve. In the meantime, a new post office has opened at Signal Yard in Milton Park.

Meeting started: 19:55

Minutes

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

Apologies were received from Cllr Dearlove, Cllr Peacock and Bryan Urbick, Clerk & RFO.

2. Vacant Seat (LGA 1972 s89(6))

2.1. To NOTE the Council has 2 vacant seat (available for co-option).

NOTED

2.2. To HEAR representations from anyone wishing to be co-opted to the council and to be considered to fill the vacant seat.

NONE, so items 2.3 and 2.4 were not considered.

2.3. To CO-OPT a candidate for the vacant seat.

2.4. To RECEIVE declarations of acceptance of office from any co-opted Councillor.



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3. To RECEIVE declarations of interest and dispensations [LA 2011 s31]

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

3.1. To RECEIVE declarations of interest from councillors on items on the agenda.

Cllr Hughes declared an interest in item 7.1 (Planning application).

3.2. To RECEIVE written requests for dispensations for disclosable pecuniary interests, if any (as per Standing Order 13.d)

NONE were received.

3.3. To GRANT any requests for dispensation as appropriate.

NONE

4. To APPROVE the minutes of previous council meetings [LGA 1972 Sch 12. Para 41(1)]

4.1. Meeting held on 12 May 2026

Appendix A

It UNANIMOUSLY RESOLVED with one abstention to APPROVE the minutes from the previous meeting.

5. To RECEIVE an update on Harwell Road Closures and Disruptions

To receive a verbal update (at the time of publishing the agenda we are still awaiting responses to queries) on the various road closures and disruptions.

It was UNANIMOUSLY RESOLVED to SUSPEND standing orders for the discussion regarding Harwell Road Closures and Disruptions to allow for a more robust discussion regarding road closures and disruptions. After discussion...

It was UNANIMOUSLY RESOLVED to REINSTATE standing orders.

It was UNANIMOUSLY RESOLVED with one ABSTENTION to write to Network Management representatives to express that the Parish Council is disappointed that, despite significant input from the Parish Council and the County Councillor over many months, there remains no clarity regarding the plans and management of traffic movements in and around the village. The letter to also request clear signage at all entrance points to the village, and will invite the officer responsible to explain the rationale behind current arrangements.

6. Clerk Team Report – Projects & Community Updates

Appendix B

6.1. To NOTE the planned opening date of the Harwell Community Pump Track+ on 21 June 2026 and the arrangements for the opening event.

NOTED

6.2. Regarding requests for regular use of the recreation ground:

6.2.1. To CONSIDER the request from ASFA Whites for use of a 9v9 and 5v5 pitch on Sunday mornings and APPROVE a hire fee of £20 per match.

6.2.2. To CONSIDER the request from Procision Junior Premier League team for use of a 9v9 pitch on Saturday mornings, and to agree suitable hire fees.



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- 6.2.3. **To CONSIDER the request from Sweaty Mama for Classes on Wednesday evenings for one hour, and to agree suitable hire fees.**

It was UNANIMOUSLY RESOLVED to APPROVE all three requests, and to delegate management of the arrangements to the Clerk Team, with the Clerk Team to ask Precision JPL and Sweaty Mama Exercise Classes to make an offer and to agree fees at no less than those approved for ASFA Whites.

6.3. **Regarding replacement truck purchase:**

- 6.3.1. **To CONSIDER the recommendation to purchase a used Isuzu N35 dropside truck as a replacement vehicle for the maintenance team, and to delegate a budget of up to £25,000 excluding VAT to the Clerk Team to source a suitable vehicle based on the specifications provided in the report.**

The Council NOTED the significant effort in preparing the recommendation.

It was UNANIMOUSLY RESOLVED with one abstention to approve the purchase of a used Isuzu N35 dropside truck as a replacement vehicle for the maintenance team, and to delegate a budget of up to £25,000 excluding VAT to the Clerk Team to source a suitable vehicle based on the specifications provided in the report.

- 6.3.2. **To CONSIDER the recommendation to purchase a new flatbed trailer to transport wide deck Bobcat ride on mower to other sites, and to delegate a budget of up to £4000 excluding VAT, to be taken from the EMR Renewals reserve, the Clerk Team to source a suitable trailer based on the specifications provided in the report.**

It was UNANIMOUSLY RESOLVED to approve the purchase of a new flatbed trailer to transport the wide deck Bobcat ride on mower to other sites, and to delegate a budget of up to £4,000 excluding VAT, to be taken from the EMR Renewals reserve, to the Clerk Team to source a suitable trailer based on the specifications provided in the report.

7. Planning [The Town and Country Planning (Development Management Procedure) (England) Order 2015]

To CONSIDER and APPROVE responses to Planning Applications

- 7.1. **P26/V1403/HH – Tigin Ban High Street Harwell Didcot OX11 0EU. Install new electrical vehicle charging point to wall on North East corner of property.**

It was UNANIMOUSLY RESOLVED with one abstention (Cllr Hughes, who declared an interest) to approve the application.

- 7.2. **P26/V0845/FUL - Harwell Recreation Ground Harwell OX11 0LG. Construction of a small multi-use games area (MUGA) with artificial grass surface, including acoustic fencing and associated works. *To NOTE this application is made by the Parish Council and a response would be inappropriate.***



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It was UNANIMOUSLY RESOLVED to submit no response.

To NOTE responses submitted under delegated powers by the Clerk (after email consultation) to meet consultation deadline on Planning Applications.

7.3. NONE.

To NOTE Planning Decisions and Other Planning Matters

7.4. **P25/V0465/HH/ Appeal reference: 6001515 - Pollards, Townsend, Harwell, Didcot, OX11 0DX. Garage extension and car port roof extension (as amended by information received 9 September 2025). The appeal will be determined on the basis of written representations. The Council's original objections have been sent by the District Council to the Planning Inspectorate.**

NOTED

8. To APPROVE the Statement of Internal Controls FY 2026-2027

Appendix C

It was UNANIMOUSLY RESOLVED to APPROVE the statement of Internal Controls FY 2025-2027.



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9. Finance 2026-27

Appendix D

9.1. To APPROVE finalised expenditure list as paid in May 2026 and payments in June 2026 (thus far).

It was UNANIMOUSLY RESOLVED with ONE ABSTENTION to APPROVE finalised expenditure list as paid in May 2026 and payments in June 2026 (thus far).

May 2026 – Finalised Expenditure List

Voucher No	Date	Net	VAT	Total	Description	Supplier	Power Used for Spend
56	01.05.2026	£17.87	£3.58	£21.45	Maintenance Sundries	A L Vickery and Son	Local Government Act 1972 s.111
22	05.05.2026	£532.44	£106.49	£638.93	Pumptrack (Earth)	Heidelberg Materials	Recreation - Open Spaces Act 1906, ss. 9and 10
23	05.05.2026	£1,043.42	£208.68	£1,252.10	Tools (Pump track)	Tuffboxes	Recreation - Open Spaces Act 1906, ss. 9and 10
46	05.05.2026	£20.83	£4.17	£25.00	Phone	Telecommunications Management Ltd (1pMobile)	Local Government Act 1972 s.111
48	05.05.2026	£1,175.04	£235.00	£1,410.04	Playground Maintenance	Willis and Ainsworth Ltd	Recreation - Open Spaces Act 1906, ss. 9and 10
43	06.05.2026	£524.34	£104.87	£629.21	Pumptrack (Earth)	Heidelberg Materials	Recreation - Open Spaces Act 1906, ss. 9and 10
59	06.05.2026	£0.00	£0.00	£0.00	Office broadband	Telecommunications Management Ltd (1pMobile)	Local Government Act 1972 s.111
24	07.05.2026	£437.91	£87.58	£525.49	Equipment Hire	Didcot Plant & Tool Hire	Recreation - Open Spaces Act 1906, ss. 9and 10
26	07.05.2026	£310.50	£62.10	£372.60	Waste Collection	The Construction Company	Local Government Act 1972 s.111
27	07.05.2026	£198.00	£0.00	£198.00	Vehicle Tax	DVLA	Local Government Act 1972 s.111



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57	12.05.2026	£12.50	£2.50	£15.00	SIM Costs - DeptyClerk Mobile	GiffGaff Ltd	Local Government Act 1972 s.111
60	12.05.2026	£6.67	£1.33	£8.00	SIM Costs - Clerk Mobile	GiffGaff Ltd	Local Government Act 1972 s.111
73	13.05.2026	£31.54	£0.00	£31.54	StaffBuilding - Water	Castle Water Limited	Community centres - Local Government Act 1972, s.133
72	14.05.2026	£140.53	£0.00	£140.53	Water (staff building & allotments)	Everflow Limited	Allotments - Smallholdings & Allotments Act 1908, s.23, Community centres - Local Government Act 1972, s.133
47	15.05.2026	£240.00	£0.00	£240.00	Grounds Maintenance	Contract Grounds	Recreation - Open Spaces Act 1906, ss. 9and 10
55	15.05.2026	£154.80	£30.96	£185.76	Pumptrack (Signs)	F H Brundle	Recreation - Open Spaces Act 1906, ss. 9and 10
70	17.05.2026	£100.41	£5.02	£105.43	StaffBuilding - Electricity	British Gas Trading Limited	Provision of Parish and Community Buildings - LGA 1972, s.133
76	18.05.2026	£38.32	£7.67	£45.99	Tools (Pump track)	Screwfix	Recreation - Open Spaces Act 1906, ss. 9and 10
61	20.05.2026	£168.03	£33.61	£201.64	Pump Track (Planting)	Samuel McCausland Ltd	Recreation - Open Spaces Act 1906, ss. 9and 10
68	20.05.2026	£30.24	£6.05	£36.29	MS365 Licence	Microsoft Ireland Operations Ltd	Local Government Act 1972 s.111
62	21.05.2026	£8.85	£0.00	£8.85	Adobe Pro	Adobe Systems Software Ireland Ltd.	Local Government Act 1972 s.111
63	22.05.2026	-£6.07	£0.00	-£6.07	Adobe Pro	Adobe Systems Software Ireland Ltd.	Local Government Act 1972 s.111
49	27.05.2026	£587.52	£117.50	£705.02	Playground Maintenance	Willis and Ainsworth Ltd	Recreation - Open Spaces Act 1906, ss. 9and 10



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71	28.05.2026	£179.49	£35.90	£215.39	Waste Collection	Everflow Limited	Recreation - Open Spaces Act 1906, ss. 9 and 10
69	29.05.2026	£10.00	£2.00	£12.00	Office broadband	INet Telecoms Ltd (Voipfone)	Local Government Act 1972 s.111
67	31.05.2026	£7.00	£0.00	£7.00	Bank Fees	Unity Trust	Local Government Act 1972 s.111
75	31.05.2026	£194.79	£38.96	£233.75	Fuel	BE Fuel Cards Ltd	Local Government Act 1972 s.111
Asst'd	Asst'd	£10,312.49	£0.00	£10,312.49	Staff Costs	Asst'd	Administration of the council - Local Government Act 1972 s.112(2)
		£16,477.46	£1,093.97	£17,571.43			

June 2026 – Expenditure List (thus far)

Voucher No	Date	Net	VAT	Total	Description	Supplier	Power Used for Spend
50	02.06.2026	£2,816.00	£563.20	£3,379.20	Pumptrack (Labour, Plant Machinery, Soil)	A L Lacy & Sons Ltd.	Open Spaces - Open Spaces Act 1906, s.9-10
51	02.06.2026	£96.00	£19.20	£115.20	Pumptrack (Signs)	White Horse Print & Signs Ltd	Open Spaces - Open Spaces Act 1906, s.9-10
52	02.06.2026	£495.00	£0.00	£495.00	Grounds Maintenance	Contract Grounds	Open Spaces - Open Spaces Act 1906, s.9-10
53	02.06.2026	£53.96	£1.79	£55.75	MOT & Service	MPH Motor Engineers Ltd	Local Government Act 1972 s.111
54	02.06.2026	£63.00	£12.60	£75.60	Playground Maintenance	Fresh Air Fitness	Recreation - Open Spaces Act 1906, ss. 9 and 10
65	03.06.2026	£31.65	£6.33	£37.98	Memorial wreath	Amazon EU S.a.r.l UK Branch	Local Government Act 1972 s.111



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58	04.06.2026	£611.30	£122.26	£733.56	Pump track (Plant hire)	Didcot Plant & Tool Hire	Recreation - Open Spaces Act 1906, ss. 9 and 10
64	04.06.2026	£24.94	£0.00	£24.94	Adobe Pro	Adobe Systems Software Ireland Ltd.	Local Government Act 1972 s.111
66	04.06.2026	£21.00	£0.00	£21.00	Pump Track (Tens Licence)	Vale of White Horse District Council	Local Government Act 1972 s.111
82	20.05.2026	£66.17	£13.23	£79.40	Equipment Hire	Didcot Plant & Tool Hire	Open Spaces Act 1906, ss. 9 & 10
83	09.06.2026	£27.90	£0.00	£27.90	Hall Hire	Harwell Village Hall	Local Government Act 1972, s. 111
Asst'd	Asst'd	£8,202.48	£0.00	£8,202.48	Staff Costs	Asst'd	Administration of the council - Local Government Act 1972 s.112(2)
		£12,509.40	£738.61	£13,248.01			

9.2. To NOTE income for May 2026.

NOTED

Voucher No	Date	Net	VAT	Total	Description	Supplier
9	06.05.2026	£154.00	£0.00	£154.00	Cemetery fees	Oxfordshire Memorials
10	19.05.2026	£254.14	£0.00	£254.14	Harwellian Rent	Harwellian Club
8	29.05.2026	£100.00	£0.00	£100.00	Grounds Maintenance	Chilton Parish Council
		£508.14	£0.00	£508.14		



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9.3. To NOTE the reconciled bank balances at 31 May 2026 NOTED

	Bank Reconciliation at 31/05/2026		
	Cash in Hand 01/04/2026		200,196.62
	ADD Receipts 01/04/2026 - 31/05/2026		75,784.77
			275,981.39
	SUBTRACT Payments 01/04/2026 - 31/05/2026		31,140.93
A	Cash in Hand 31/05/2026 (per Cash Book)		244,840.46
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2025	0.00	
	Co-operative Current Account 31/05/2026	67,739.53	
	Co-operative Savings Account 31/05/2026	31,565.12	
	Cambridge 27/04/2025	63,614.83	
	Unity Trust Current 31/05/2026	17,901.22	
	Unity Trust Savings 31/05/2026	66,509.57	
			247,330.27
	Less unrepresented payments		2,489.81
			244,840.46
	Plus unrepresented receipts		
B	Adjusted Bank Balance		244,840.46
	A = B Checks out OK		

Image shows:

- Cash In Hand 01/04/2026 = £200,196.62
 - ADD Receipts 01/04/2026 – 31/05/2026 £75,784.77
 - SUBTRACT Payments 01/04/2026 – 31/05/2026 £31,140.93
- A - Cash in Hand 30/04/2026 = £244,840.46
- Bank balances
 - Petty Cash £0.00
 - Co-operative Current Account £67,739.53
 - Co-operative Savings Account £31,565.12
 - Cambridge £63,614.83
 - Unity Trust Current Account £17,901.22
 - Unity Trust Savings Account £66,509.57
 - Less unrepresented payments £2,489.91
 - Plus unrepresented receipts £0.00
- B Adjusted Bank Balance = £244,840.46

A = B Checks out OK



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Harwell Parish Council

Uncashed Payments / Transfers Out (All Banks)

Voucher	Date	Description	Total (£)	Bank
323	17/02/2026	Allotment - Water	-242.31	Unity Trust Current
363	13/03/2026	Allotment - Water	10.36	Unity Trust Current
42	21/04/2026	Allotment - Water	18.68	Unity Trust Current
56	01/05/2026	Maintenance Sundries	21.45	Unity Trust Current
48	05/05/2026	Playground Maintenance	1,410.04	Unity Trust Current
70	17/05/2026	Staff Building - Electricity	105.43	Unity Trust Current
49	27/05/2026	Playground Maintenance	705.02	Unity Trust Current
71	28/05/2026	Waste Collection	215.39	Unity Trust Current
69	29/05/2026	Office Broadband	12.00	Co-operative Current Account
75	31/05/2026	Fuel	233.75	Unity Trust Current
Total			2,489.81	

10. Clerk Team Report – Administration & Governance

Appendix E

10.1. Regarding the allotments:

- 10.1.1. **To NOTE the resignation of the allotment representative and to APPROVE the recommendation not to seek a replacement at this time.**

The resignation of the allotment representative was NOTED with thanks for his support.

It was UNANIMOUSLY RESOLVED with TWO ABSTENTIONS to not seek a replacement at this time.

- 10.1.2. **To APPROVE the recommendation to allocate x sqm of Plot 24 for communal composting use.**

It was UNANIMOUSLY RESOLVED with ONE ABSTENTION to APPROVE the allocation of 20 sqm of Plot 24 for the composting of leaf mulch collected by the grounds maintenance team, for communal use, subject to environmental controls, and ongoing maintenance and monitoring.

- 10.2. **To NOTE other reports including minutes from external meetings and District & County Councillor reports are made available on the website.**

NOTED



HARWELL PARISH COUNCIL

11. Matters for future discussion (no decisions taken)

(NOTE: These items are carried over and included on agendas when space allows. Due to the volume of substantive business on this agenda, they have been deferred to a future meeting to allow proper consideration.)

- Local Bus Information
- Steventon Lights/Hagbourne Hill
- Usage figures after adoption of the waste sites booking system

12. To CONFIRM the date and time of the next Council Meeting: 14 July 2026.

In accordance with standing order 9b, proposals of motions should be submitted to the Clerk no later than 7 July 2026.

CONFIRMED.

Meeting ended: 21:45

Appendix C

Clerk Team's Report

Pump Track Update

The Harwell Pumptrack officially opened on 21 June 2026 and has proven extremely popular with riders of all ages. Current spend to date is £14,076.84 of £15,315.55, and thanks are due to all supporters involved in bringing it to completion.

OxTrails has carried out a maintenance session to address bedding in of the track surface, which is expected as part of normal settling following construction and use. Rider volumes have been high since opening.

Ongoing Activities

- **Maintenance training:** Training for the maintenance team on ongoing pumptrack upkeep is scheduled for Monday to be led by Ox Trails. The Council is also exploring the option of working in collaboration with the Scouts, to build wider community capacity for track upkeep.
- **Grass seeding:** Grass seed was sown in some areas prior to the opening, but due to the dry weather and riders travelling over the fresh grass, it has not taken successfully. It is proposed to reseed with grass and wildflowers in the autumn when conditions are more favourable.
- **Water access:** The Council has received local requests for drinking water access, including from the Harwellian and neighbouring residents, exacerbated by the recent hot weather. It is proposed that a water fountain/bottle filling station be installed on the playground side of the staff welfare building, where the internal sink is already positioned.
- **First aid:** Requests have also been received from the Harwellian for first aid provision. It is proposed that an open access first aid kit be situated either at the pumptrack itself, for ease of access, or at the staff welfare building, where it can be more easily overseen and checked for supplies. The kit would predominantly need stocking with plasters and bandages. It is further proposed that a free young person's first aid course be offered to the community.
- **Litter:** New bins have been ordered but delivery has been delayed; they are now expected within the next few days. In the meantime, a large Grundon bin has been placed near the track, though it is not being routinely used. Collection frequency has been increased by both the maintenance team and volunteer groups to manage litter in the interim.
- **Parking:** Parking on Wantage Road for access to the pumptrack has become an area of interest. Members' views are invited on how best to address this.

- **Antisocial behaviour:** Two instances of antisocial behaviour by youths on the recreation ground have been reported, one at the pumptrack and one near the Harwellian. Both have been reported to the police.

A budget of £1,000 is proposed to cover the cost of the water fountain/bottle filling station and the first aid kit provision outlined above.

IT IS PROPOSED

- To NOTE the successful opening of the pump track and ongoing project activities, and
- To APPROVE a budget of up to £1,000, delegated to a Clerk Team officer to cover the water fountain/bottle filling station and first aid kit provision. This to be spent from remaining S106 funds for the Pump Track.

Rock at the Rec

The Council is asked to approve the use of the recreation ground for the Harwellian's Rock at the Rec event, to be held on 12 September 2026 between from 12 noon until 9pm. The event was successfully held last year and the organisers wish to repeat it. The Harwellian will obtain the necessary TEN's licence, and the far field will be opened for event parking.

IT IS PROPOSED:

To APPROVE the use of the recreation ground (including the far field for parking) for the Harwellian's Rock at the Rec event on 12 September 2026 from 12 – 9pm.

New Truck: Isuzu Gafter

A replacement vehicle for the Suzuki Carry has been purchased. The Isuzu Gafter was collected from a garage on 7 July.

The vehicle has been insured on the premise that it is stored outside in a gated area. This had a negligible impact on the insurance cost when compared with storage in the tractor shed.

Attempts were made to part exchange the Suzuki Carry, but these were unsuccessful. Assessing the vehicle's value has proven challenging, as many standard valuation processes do not account for vehicles of its age, and it is not commonly found on the market. Enquiries have been received from members of public interested in purchasing the Suzuki Carry, but without an established true value, these cannot currently proceed.

The Suzuki Carry has since been valued by We Buy Any Car, at £1,639.39 plus VAT and we propose offering to interested parties ahead at this rate ahead of disposal to We By Any Car.

IT IS PROPOSED:

To NOTE the acquisition of the Isuzu Gafter, as agreed at the 9 June 2026 meeting.

To APPROVE the disposal of the asset (Suzuki Carry) based on the offer of £1,639.39 plus VAT from We Buy Any Car, Didcot, and the deposit of funds into EMR Renewals.

Western Valley's Boundary Consultation

The Council is asked to note the consultation on the Western Valley's boundary. An error was identified in the District Council's boundary for Western Valley, which is now being amended. This does not affect Harwell Parish's boundary, as the previous inaccuracies affecting Harwell were already highlighted to the District Council and rectified. Harwell Parish Council was not invited to consult on this matter.

IT IS PROPOSED:

To NOTE the consultation on the Western Valley's boundary.

Clerk of the Year Award

The Council are asked to note that Bryan Urbick, Clerk & RFO, has been awarded Clerk of the Year by Oxfordshire Association of Local Councils (OALC). Congratulations to Bryan on this achievement, and we extend our gratitude for his hard work in supporting community cohesion at Harwell Parish Council.

IT IS PROPOSED:

To NOTE Clerk of the Year was awarded to Bryan Urbick by OALC.

Playground Maintenance

Work has been progressing to obtain quotes for maintenance to the playground, with the primary focus on the timbers surrounding the playground, the bridge, and the safety surfacing on the mound.

In communicating with maintenance companies, the Clerk team was made aware that the Robinia timber used in much of the playground's construction remains within its 15 year warranty. The company has been supporting the Council in following up on this and will provide an update in due course.

When inspecting the Pump Track, the Clerk Team also asked the ROSPA inspector to offer an opinion on the playground timber. He suggested that the timber may benefit from testing to establish how deep any rot extends and has quoted a figure of £475 plus VAT to carry out this work. If the claim under warranty is unsuccessful, the Council may wish to explore this option.

IT IS PROPOSED:

To NOTE the update on playground maintenance.

D-Day Commemoration

After the June meeting, a request was discovered from the Mayor of Abingdon, Cllr Andrew Skinner, to wear his chain of office at the D-Day commemoration at Harwell Stone on 6 June 2026.

IT IS PROPOSED:

to GIVE PERMISSION RETROSPECTIVELY for the Mayor of Abingdon to wear the Chain of Office at the D-Day Commemoration event and to thank him for his involvement.

Other Reports

The Council is asked to note the following reports:

- [District Councillor report for Hendreds Ward \(June 2026\)](#)
- [County Councillor report \(June 2026\)](#)
- [Milton Park Community Liaison Group, minutes of 2 June 2026 \(Harwell represented by Cllr Convery\)](#)
- [District Councillor report for Hendreds Ward \(July 2026\)](#)

Any other reports circulated ahead of the meeting are also to be noted.

IT IS PROPOSED:

To NOTE the June reports, the July report from the District Councillor for Hendreds Ward, the Milton Park Community Liaison Group and any other reports circulated ahead of the meeting.

Appendix D

Planning Application Consultation P26/V1963/FUL

Demolition of existing and erection of replacement dwelling, garage, minor alterations to access, and associated works: Harleigh, Reading Road, Rowstock, Harwell, OX11 0JL

Summary position: No objection in principle, subject to the comments below.

Principle of development

The Parish Council has no objection in principle to the replacement of a dated, low-quality building with one of a higher design standard on the same footprint and use.

Relationship to the adjoining self-build application

The Council notes that this application shares its access arrangements with the adjoining outline application P26/V1575/O for four self-build bungalows to the rear, on which the Council has already submitted comments. The applicant's own Planning Statement confirms that the proposed access upgrade will serve the rear site regardless of whether that scheme is approved. The Council asks that the two applications be considered together in respect of highway safety and visibility splays, rather than in isolation, and refers the Planning Officer to its comments on P26/V1575/O regarding cumulative traffic impact from the Science Vale growth corridor and the potential SESRO construction traffic on the A417.

Design, scale, and character

The proposed materials, brick, render, and timber cladding, are consistent with those set out for the self-build scheme to the rear. The Council welcomes this and asks that any condition relating to materials for this dwelling be worded so that the two developments read as a coherent group when viewed from Reading Road, rather than as unrelated schemes.

Trees and arboriculture

The Arboricultural Impact Assessment for this application identifies trees T1, T5 and T14 for removal, all Category C2. The Council notes that trees T1, T5 and T14 also appear in the arboricultural assessment for the adjoining P26/V1575/O application. The Council asks the Planning Officer to confirm that any tree loss common to both schemes is being assessed once, as a combined effect, and that replacement planting is not being claimed as mitigation twice across two separate permissions.

Biodiversity net gain

The Council notes that this application, unlike the adjoining self-build scheme, is not a candidate for the small sites BNG exemption, and that the mandatory 10% uplift is proposed to be met through off-site credits. The Council asks the Planning Officer to confirm that the off-site units being allocated to this application are distinct from those proposed for P26/V1575/O, so that the same biodiversity units are not being counted against two permissions on the same land holding.

Amenity

The Council notes the separation distance and window positioning relative to the neighbouring property, Applecross, and has no objection on amenity grounds, subject to the Planning Officer being satisfied that the detailed design maintains this.

Drainage

A Drainage Strategy accompanies the application, proposing SuDS via geocellular soakaways and permeable paving. The Council asks that the Planning Officer confirm the Lead Local Flood Authority is satisfied with the approach before permission is granted.

Conclusion

Harwell Parish Council offers no objection in principle to this application, subject to the Planning Officer being satisfied on the matters raised above, in particular the cumulative and shared aspects of this application and P26/V1575/O.

RE: Planning Application Consultation P26/V1575/O Land to the south of Harleigh Reading Road Rowstock

From Clerk@HarwellParish.gov.uk <Clerk@HarwellParish.gov.uk>

Date Sat 27/06/2026 09:22

To Planning Admin <planning.admin@southandvale.gov.uk>

****EXTERNAL****

Please forward this response to the Planning Officer, Nathaniel Bamsey. The online system only allows 2000 characters. The response, below, is what was approved by the Parish Council.

Summary position: No objection in principle, subject to comments and conditions.

Principle of development

The Parish Council acknowledges the statutory context. The Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016 and the Levelling-up and Regeneration Act 2023) requires local planning authorities to maintain a register of individuals seeking self-build plots and to grant sufficient permissions to meet the demand identified on Part 1 of that register within each rolling three-year base period.

The Vale of White Horse Annual Monitoring Report 2023/24 (Table 23) sets out the position clearly. By the end of Base Year 6 (30th October 2021), cumulative demand on the Part 1 register had reached 523 entries. The duty required VWHDC to grant permissions for an equivalent number of plots by 30th October 2024. Supply at that deadline stood at 177, leaving a shortfall of 418 plots against a duty period that has now expired. Base Years 7, 8 and 9 have since added a further 162 entries, bringing total cumulative demand to 685, with supply against those later base periods not yet recorded. The shortfall is both significant and, as the AMR itself acknowledges, persistent across every base period since the register opened.

The Parish Council accepts that this represents a substantial material consideration in favour of granting permission for self-build development in the district. The principle of the proposed development, being the demolition of redundant agricultural buildings and the erection of four self-build bungalows in their place, is consistent with Development Policy 1 of the Vale of White Horse Local Plan 2031 Part 2 and with the statutory duty under the SBCH Act.

Rowstock is designated as a Smaller Village in the settlement hierarchy. Policy 3 and Policy 4 of the Local Plan Part 1 require development in smaller villages to be modest, proportionate in scale, and primarily to meet local needs. Four single-storey bungalows, set behind the existing building line and replacing existing agricultural buildings, appears to be a proportionate response to those requirements.

The Parish Council notes, however, that the AMR data confirms 418 plots are already overdue against the expired Base Year 6 duty. Four plots will make a modest contribution to a significant district-wide shortfall. In that context, the Parish Council considers it important that these four plots genuinely serve the statutory purpose for which the permission is sought, and that they primarily meet local need in accordance with Policy 3.

The application documents do not identify any mechanism, whether by way of S106 obligation or planning condition, to ensure that the plots are allocated to individuals on Part 1 of the VWHDC Self-build Register. The Parish Council notes that the application form itself confirms that no eligibility evidence has been required or provided. The Parish Council respectfully asks the Planning Officer to consider whether such a mechanism is

appropriate and achievable in this case, so that the planning permission can be demonstrated to contribute meaningfully to meeting the identified statutory duty rather than simply providing four dwellings that happen to be self-built.

Design, scale, and layout

The application is outline, with access, scale, and layout in detail and appearance and landscaping reserved for later. The Parameters Plan (KA2504-56) establishes building footprint, height, plot boundaries, build zones, and car parking arrangements. The Parish Council notes that the proposal limits dwellings to single storey, which is appropriate given the site's location within the North Wessex Downs National Landscape and the need to limit visual impact on that landscape. The Parish Council respectfully suggests that a condition be attached clearly limiting all dwellings to single storey.

The Parish Council would also encourage the Planning Officer to secure, through the Parameters Plan or by condition, that any reserved matters applications are consistent with the material palette set out in the Design and Access Statement (brick, stone, render, and timber cladding, with slate or sheet metal roofs). This is important to ensure coherence across the four plots, which may be built out at different times and by different individuals.

Landscape and the North Wessex Downs National Landscape

The site lies within the North Wessex Downs National Landscape. The Parish Council notes that planning policy requires great weight to be given to conserving and enhancing the landscape and scenic beauty of National Landscapes, and that the scale and extent of development within them should be limited (NPPF, Chapter 15).

The Landscape Visual Assessment submitted with the application concludes that no substantial effects on the wider landscape are anticipated beyond 1km from the site, given the small scale of the proposal, its containment by existing buildings and vegetation, and its location at the settlement edge. The Parish Council does not dispute that conclusion on the evidence provided, but asks the Planning Officer and Natural England, as a statutory consultee, to satisfy themselves that the LVA methodology and conclusions are robust.

The Parish Council welcomes the proposed orchard to the east of the site and additional tree planting on the southern and eastern boundaries, which should assist in assimilating the development into the landscape over time.

Trees and arboriculture

The Arboricultural Impact Assessment identifies the removal of four Category C trees (T1, T5, T10, T14) and a section of beech hedgerow to facilitate access and construction. These are assessed as being of limited amenity value and a replacement tree is proposed. The Parish Council has no objection to the removals in principle but asks the Planning Officer to consider securing replacement planting by condition, including species, tree maturity or height at planting, and timescale.

Ecology and biodiversity net gain

The Ecological Impact Assessment accompanies the application and a BNG metric (prepared by Bioscan UK Ltd, dated 8th May 2026) has been submitted. The Parish Council notes that the application form indicates the development is claimed to be exempt from the mandatory BNG requirement under the Biodiversity Gain Requirements (Exemptions) Regulations 2024, on the basis that it is self-build development on a site of less than 0.5 hectares. However, the BNG metric has nonetheless been submitted and the Ecological Impact Assessment indicates that a shortfall in on-site BNG units remains, with off-site credits proposed to achieve a measurable net gain. The Parish Council welcomes this approach and asks the Planning Officer to clarify, for the public record, whether BNG is a mandatory requirement for this application or is being provided voluntarily, and to ensure that any off-site credit arrangement is properly secured.

Access and highway safety

Access to the site will be via the existing access off the A417 Reading Road, with a minor realignment to improve visibility splays. The Swept Path Analysis supports the adequacy of this arrangement. The Parish Council has no objection to the proposed access arrangements, subject to the highway authority being satisfied with the visibility splay dimensions and the management of the construction phase. The Parish Council also asks that consideration be given to the cumulative impact of planned future highway activity in this area. The Science Vale growth strategy includes significant highway improvements in the Rowstock and

Harwell corridor, and the South East Strategic Reservoir Option (SESRO), if it proceeds, is likely to generate substantial construction traffic on the A417 over an extended period. The visibility splays proposed for this access must therefore be robust enough to remain safe and appropriate not only in current conditions but in the context of materially increased traffic volumes on what is already a busy A road. The Parish Council asks the highway authority to satisfy itself on this point before any permission is granted.

Amenity.

The Planning Statement indicates a separation distance of approximately 40m between the Plot 1 dwelling and the nearest neighbouring property (Applecross, Reading Road), with additional tree and hedge planting on the eastern and northern boundaries. The Parish Council accepts that these distances and mitigations appear adequate to preserve neighbour amenity, subject to the Planning Officer being satisfied that the reserved matters design for each plot respects the standards set out in the Joint Design Guide.

Drainage

A Drainage Strategy accompanies the application. The Parish Council asks the Planning Officer to ensure that surface water management is adequately addressed and that the Lead Local Flood Authority is satisfied with the proposed approach.

Conclusion

Harwell Parish Council offers no objection in principle to this outline application. The provision of four self-build plots in Rowstock contributes to meeting an identified and evidenced statutory shortfall in the district's self-build land supply. Subject to the detailed matters being carefully managed through conditions and reserved matters, and subject to the question of plot allocation to Part 1 register applicants being properly addressed, the proposal appears capable of being delivered in a manner that respects the character of the North Wessex Downs National Landscape, the amenity of neighbours, and the scale appropriate to a Smaller Village.

The Parish Council trusts that the Planning Officer will have regard to these comments in reaching a sound and proportionate decision.

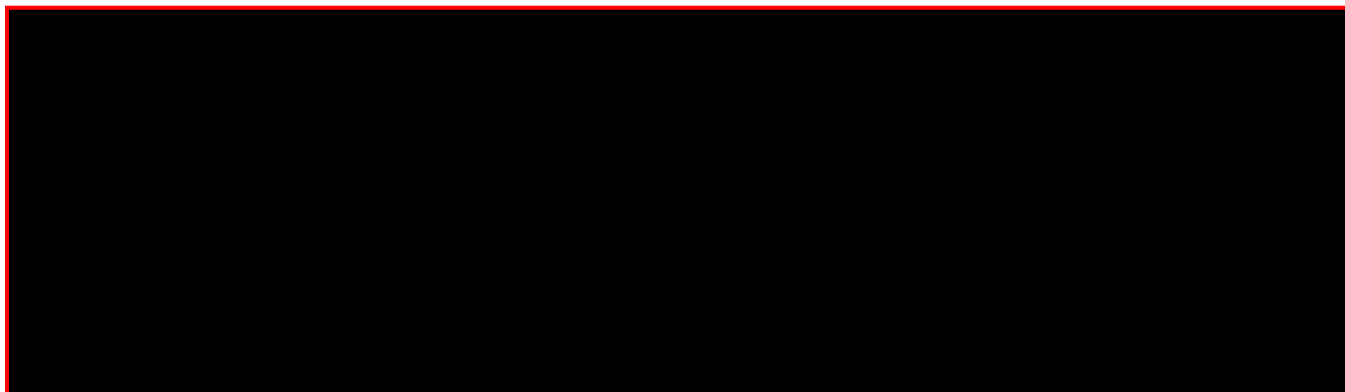
Submitted on behalf of Harwell Parish Council.

Bryan Urbick, Clerk & RFO
Harwell Parish Council


CILCA qualified

Please note: Your enquiry is important to us, but I work up to 30 hours per week. If the matter is urgent, please indicate this in the subject line of your email or ring/text the mobile number above. Alternatively you may also wish to send an email to the Deputy Clerk l.edmonds@harwellparish.gov.uk

Your privacy is important to Harwell Parish Council and we will only use this personal data to enable us to deal with your query or matter. This may also require us sharing your personal data with other Councils or suppliers to make sure your query is handled appropriately. If you have any questions about how your personal data is used, please let us know. For full details about how we will process your personal data please see the Privacy Notice which on our website. Once this query has been resolved we will securely destroy any personal information we hold on you relating to it.



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Appendix F

HARWELL PARISH COUNCIL DEPUTY CLERK APPOINTMENT

Full Council Meeting - 14 July 2026

Agenda Item 7: Deputy Clerk & RFO Appointment

Purpose

To approve the appointment of Ellie Fielding as Deputy Clerk & RFO to Harwell Parish Council, with effect from 14 July 2026, on the terms set out below.

Background

Louise Edmonds gave notice as Deputy Clerk in May this year. Her last day of service is 16 July 2026. The Deputy Clerk & RFO post is an established, budgeted position within the staffing structure approved by the council. The Deputy Clerk & RFO reports to the Clerk & RFO.

Ordinarily, a vacancy of this kind would be considered by the Staffing Committee, which would then make a recommendation to full council. On this occasion, however, the timing of Louise's departure did not easily allow for that process. The Clerk therefore took steps to identify a suitable candidate directly, in consultation with the Chair of the Staffing Committee and the Chair of the Council.

The broader context is also relevant. There is a well-documented shortage of qualified clerks and deputy clerks across Oxfordshire. The opportunity to appoint a suitable, locally rooted candidate who is committed to professional development was not one the council could reasonably defer to a later recruitment round.

The candidate

Ellie Fielding lives in Milton and currently serves as a Parish Councillor at Milton Parish Council, giving her direct familiarity with how local councils operate. She brings over ten years of administrative experience, most recently as a Mortgage and Protection Administration Manager in a regulated financial services environment, where she has handled confidential information, managed multiple professional relationships under time-sensitive conditions, and worked to regulatory standards.

Two written references were received, one from her current professional employer and one of a personal/character nature. Both are supportive. A redacted copy of her CV was circulated to all councillors by email on 29 June 2026.

Ellie met with Louise Edmonds and with the Chair of the Staffing Committee (Cllr Lucy Lacy). Both were strongly positive about her suitability. The Chair of the Staffing Committee has indicated her support for the appointment. The Chair of the Council, when considering the situation has also indicated support.

Handover period

To ensure continuity of service ahead of Louise's departure, the Clerk engaged Ellie for a short handover period from 7 July 2026, within his delegated expenditure authority of up to £405.80. A letter of engagement was issued on 29 June 2026 and signed by Ellie. This engagement does not constitute a contract of employment and was made expressly on the basis that substantive appointment would be subject to council approval on 14 July 2026.

Proposed terms of appointment

- Post: Deputy Clerk
- Start date: 14 July 2026
- Hours: Up to 20 hours per week
- Probationary period: 3 months (to approximately 14 October 2026)
- Pay during probation: SCP 28, currently £20.29 per hour
- Pay on confirmation (after probation): SCP 29, currently £20.97 per hour – this is the SCP level for the current Deputy Clerk.
- Contract: standard NJC contract for local government services
- Professional development: Ellie has confirmed her commitment to completing the Certificate in Local Council Administration (CiLCA) within two years of appointment, and this will be a condition of her employment.

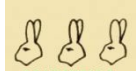
Note: hourly rates are based on the 2025-26 NJC pay settlement. The 2026-27 settlement has not yet been agreed, but is expected to be between 3-4%. Once confirmed, rates will be updated and any backpay applied accordingly as is standard practice with this contract.

Recommendation

The Clerk recommends that the council approves the appointment of Ellie Fielding as Deputy Clerk on the terms set out above.

Proposed resolution

That the council approves the appointment of Ellie Fielding as Deputy Clerk to Harwell Parish Council, on the terms set out in Appendix F, with effect from 14 July 2026.



HARWELL PARISH COUNCIL

THE ABINGDON BRIDGE (TAB) GRANT REQUEST

This appendix supports the agenda item to note Section 137 expenditure for 2026/27 and to consider a grant request from The Abingdon Bridge (TAB).

Section 137 expenditure for 2026/27

S137 expenditure committed to date	£1,430 (Little Pippins donation)
Council's own S137 budget for 2026/27	£3,000
Statutory S137 maximum for 2026/27	£11.60 per elector
Electorate (May 2026 roll plus July amendments)	2,507
Statutory maximum in pounds	£29,081.20
Current spend as a share of statutory maximum	4.9%
Current spend as a share of Council's own budget	47.7%

Grant request from The Abingdon Bridge (TAB)

Applicant	The Abingdon Bridge (TAB), charity no. 1160080
Amount requested	£1,000
Purpose	Counselling, mentoring and group support work for young people aged 11 to 25
Forecast Harwell beneficiaries	20 to 30 residents supported directly in 2026/27, with a further 40 to 60 benefiting indirectly
Funding power	Section 137, Local Government Act 1972

Policy compliance

- Written application received on the Council's standard form, dated 8 July 2026.
- TAB is an established organisation (operating since 1993), not a newly formed group.
- Formal constitution in place.
- Equal opportunities policy in place.
- Annual accounts attached: independently examined, year ended 31 March 2025, total funds carried forward £218,159, reserves at 59% of the charity's own policy limit.



HARWELL PARISH COUNCIL

- First approach to Harwell Parish Council; the Grants Policy's restriction on repeat applications from the same organisation within 12 months does not apply.

A point for consideration

The Grants Policy states a preference for infrastructure projects, with running costs "considered under exceptional circumstances." TAB's request is for running costs (service delivery), not infrastructure. This does not rule the application out, several neighbouring parishes have funded TAB on the same basis, but if members resolve to approve the grant, the resolution should record the exceptional circumstances relied upon, for example the evidenced level of need among Harwell residents, the absence of alternative local provision, and current waiting list pressures. This will support the audit trail should the award ever be queried.

Financial effect if approved

Total S137 commitment for the year if approved	£2,430
Share of statutory maximum if approved	8.4%
Share of Council's own S137 budget if approved	81%
Remaining in Council's own S137 budget	£570

Recommended conditions if approved

- Completed grant evaluation form (Appendix B to the Grants Policy) required on completion, or by the end of February 2027, whichever is sooner.
- Acknowledgement of Harwell Parish Council's support required on any related documentation or promotional material.

Appendix H

Title	Finance 2026-2027
Authors	Clerk & RFO and Deputy Clerk & RFO

9.1.To approve finalised expenditure list as paid for June 2026 and payments in July (thus far)

June 2026 – Finalised Expenditure List

Voucher No	Date	Net	VAT	Total	Description	Supplier	Power Used for Spend
50	02/06/2026	£2,816.00	£563.20	£3,379.20	Pumptrack (Labour, Plant Machinery, Soil)	A L Lacy & Sons Ltd.	Open Spaces - Open Spaces Act 1906, s.9-10
51	02/06/2026	£96.00	£19.20	£115.20	Pumptrack (Signs)	White Horse Print & Signs Ltd	Open Spaces - Open Spaces Act 1906, s.9-10
52	02/06/2026	£495.00	£0.00	£495.00	Grounds Maintenance	Alastair Cameron	Open Spaces - Open Spaces Act 1906, s.9-10
53	02/06/2026	£53.96	£1.79	£55.75	MOT & Service	MPH Motor Engineers Ltd	Local Government Act 1972 s.111
54	02/06/2026	£63.00	£12.60	£75.60	Playground Maintenance	Fresh Air Fitness	Recreation - Open Spaces Act 1906, ss. 9and 10
65	03/06/2026	£31.65	£6.33	£37.98	Memorial wreath	Amazon EU S.a.r.L UK Branch	Local Government Act 1972 s.111
58	04/06/2026	£611.30	£122.26	£733.56	Pump track (Plant hire)	Didcot Plant & Tool Hire	Recreation - Open Spaces Act 1906, ss. 9and 10
64	04/06/2026	£24.94	£0.00	£24.94	Adobe Pro	Adobe Systems Software Ireland Ltd.	Local Government Act 1972 s.111
66	04/06/2026	£21.00	£0.00	£21.00	Pump Track (Tens Licence)	Vale of White Horse District Council	Local Government Act 1972 s.111
59	05/06/2026	£20.83	£4.17	£25.00	Office broadband	Telecommunications Management Ltd (1pMobile)	Local Government Act 1972 s.111
86	06/06/2026	£33.32	£6.67	£39.99	Tools (Pump track)	The Range	Recreation - Open Spaces Act 1906, ss. 9and 10
83	09/06/2026	£27.90	£0.00	£27.90	Hall Hire	Harwell Village Hall	Local Government Act 1972 s.111
112	10/06/2026	-£10.27	-£0.52	-£10.79	StaffBuilding - Electricity	British Gas Trading Limited	Open Spaces - Open Spaces Act 1906, s.9-10

104	11/06/2026	£566.10	£0.00	£566.10	Hall Hire	Harwell Village Hall	Local Government Act 1972 s.111
108	11/06/2026	£71.98	£0.00	£71.98	Water (staff building & allotments)	Everflow Limited	Open Spaces - Open Spaces Act 1906, s.9-10, Small Holdings and Allotments Act 1908 s26
95	12/06/2026	£250.00	£0.00	£250.00	Replacement Van	SMC Commercials	Recreation - Open Spaces Act 1906, ss. 9and 10
123	12/06/2026	£12.50	£2.50	£15.00	SIM Costs - DeptyClerk Mobile	GiffGaff Ltd	Local Government Act 1972 s.111
124	12/06/2026	£6.67	£1.33	£8.00	SIM Costs - Clerk Mobile	GiffGaff Ltd	Local Government Act 1972 s.111
121	15/06/2026	£14.69	£0.00	£14.69	StaffBuilding - Electricity	Smartest Energy	Local Government Act 1972 s.111
94	16/06/2026	£9.99	£2.00	£11.99	Opening Event (Pump Track)	Amazon EU S.a.r.L UK Branch	Open Spaces - Open Spaces Act 1906, s.9-10
106	16/06/2026	£2,987.73	£0.00	£2,987.73	Insurance	Gallagher	Local Government Act 1972 s.111
99	17/06/2026	£149.60	£0.00	£149.60	Harwell News Printing	SCM	Newsletters - LGA 1972 s.142
92	18/06/2026	£121.43	£24.29	£145.72	Opening Event (Pump Track)	PPL PRS Ltd	Recreation - Open Spaces Act 1906, ss. 9and 10
87	20/06/2026	£16.63	£3.33	£19.96	Tools (Pump track)	The Range	Recreation - Open Spaces Act 1906, ss. 9and 10
101	20/06/2026	£30.24	£6.05	£36.29	MS365 Licence	Microsoft Ireland Operations Ltd	Local Government Act 1972 s.111
84	25/06/2026	£490.00	£98.00	£588.00	Replacement machinery	Lawncare Garden Machinery Ltd	Recreation - Open Spaces Act 1906, ss. 9and 10
85	25/06/2026	£416.67	£83.33	£500.00	New Maintenance Truck	Exeter Diesels (Diesels Ltd)	
88	25/06/2026	-£16.63	-£3.33	-£19.96	Tools (Pump track)	The Range	Recreation - Open Spaces Act 1906, ss. 9and 10
89	25/06/2026	£30.00	£0.00	£30.00	Opening Event (Pump Track)	Share Oxford	Recreation - Open Spaces Act 1906, ss. 9and 10
90	25/06/2026	£28.00	£5.60	£33.60	Pumptrack (Signs)	White Horse Print & Signs Ltd	Recreation - Open Spaces Act 1906, ss. 9and 10

91	25/06/2026	£420.00	£84.00	£504.00	Inspections (Pump Track)	ROSPA Play Safety	Recreation - Open Spaces Act 1906, ss. 9and 10
93	25/06/2026	£145.00	£29.00	£174.00	Opening Event (Pump Track)	St Johns Ambulance	Recreation - Open Spaces Act 1906, ss. 9and 10
107	28/06/2026	£179.49	£35.90	£215.39	Waste Collection	Everflow Limited	Open Spaces - Open Spaces Act 1906, s.9-10
97	29/06/2026	£10.00	£2.00	£12.00	Office broadband	INet Telecoms Ltd (Voipfone)	Local Government Act 1972 s.111
102	30/06/2026	£184.52	£36.91	£221.43	Maintenance - Machinery	Lawncare Garden Machinery Ltd	Open Spaces - Open Spaces Act 1906, s.9-10
113	30/06/2026	£24.94	£0.00	£24.94	Adobe Pro	Adobe Systems Software Ireland Ltd.	Local Government Act 1972 s.111
120	30/06/2026	£7.00	£0.00	£7.00	Bank Fees	Unity Trust	Local Government Act 1972 s.111
ass't	ass't	£8,202.48	£0.00	£8,202.42	Staff Costs	Ass't	Administration of the council - Local Government Act 1972 s.112(2)
		£18,643.66	£1,146.61	£19,790.27			

July 2026 – Expenditure List (thus far)

Voucher No	Date	Net	VAT	Total	Description	Supplier	Power Used for Spend
96	01/07/2026	-£250.00	£0.00	-£250.00	Refund of deposit on potential truck	SMC Commercials	Administration of the council - Local Government Act 1972 s.112(2)
122	03/07/2026	-£14.69	£0.00	-£14.69	StaffBuilding - Electricity	Smartest Energy	Local Government Act 1972 s.111
125	03/07/2026	£274.97	£54.99	£329.96	Pumptrack (Earth)	A L Lacy & Sons Ltd.	Open Spaces - Open Spaces Act 1906, s.9-10
103	04/07/2026	£490.00	£98.00	£588.00	New Maintenance Machinery	Lawn care Garden Machinery Ltd	Open Spaces - Open Spaces Act 1906, s.9-10
98	06/07/2026	£230.76	£38.16	£268.92	Pump track (materials) and PPE for staff	TradeUK	Open Spaces - Open Spaces Act 1906, s.9-10
105	06/07/2026	£2,222.00	£0.00	£2,222.00	Office Hire	Harwell Village Hall	Local Government Act 1972 s.111
114	07/07/2026	£20,989.00	£4,297.80	£25,286.80	New Maintenance Truck	Exeter Diesels (Diesels Ltd)	Local Government Act 1972 s.111, Open Spaces - Open Spaces Act 1906, s.9-10
126	07/07/2026	£207.98	£0.00	£207.98	Van insurance (new)	Gallagher	Local Government Act 1972 s.111
127	08/07/2026	£327.94	£65.59	£393.53	Litter Bins	Glasdon UK Ltd	Open Spaces - Open Spaces Act 1906, s.9-10
Ass't	Ass't	£8,560.46	£0.00	£8,560.46	Staff Costs	Ass't	Administration of the council - Local Government Act 1972 s.112(2)
		£33,038.42	£4,554.54	£37,592.96			

9.2. To NOTE receipts for June 2026.

Voucher No	Date	Net	VAT	Total	Description	Supplier
16	08/06/2026	£10.00	£0.00	£10.00	Little Pippins rent (and offsetting S137 grant)	Little Pippins Pre-School
15	30/06/2026	£282.21	£0.00	£282.21	Interest	Unity Trust
14	19/06/2026	£254.14	£0.00	£254.14	Harwellian Rent	Harwellian Club
13	27/06/2026	£1,107.00	£22.14	£1,129.14	Tournament Football Pitch Fee	Harwell and Hendred Youth Football Club
12	26/06/2026	£575.00	£0.00	£575.00	Cemetery fees	Plot GB-016
11	26/06/2026	£249.00	£0.00	£249.00	Memorial Permit	Plot GB-016
		£2,477.35	£22.14	£2,499.49		

Including Bank Transfers for June/July (thus far) 2026.

Voucher No	Date	Net	VAT	Total	Banking Details	Details
	29/06/2026	£35,000	£0.00	£35,000	Transfer from Unity Trust Savings to Unity Trust current account	To cover the cost of the van
	09/07/2026	£15,000	£0.00	£15,000	Transfer from Unity Trust Savings to Unity Trust current account	To cover the cost of the new trailer, remaining expenses for the pump track project and annual bills
		£50,000	£0.00	£50,000		

9.3. To NOTE Bank Reconciliation to 30th June 2026

A	Bank Reconciliation at 30/06/2026			Image Shows: - Cash in Hand 01/04/2026 = £200,196.62 - ADD Reciepts 01/04/2026 – 30/06/2026 = £78,284.26 - SUBTRACT Payments 01/04/2026 – 30/06/2026 = £51,349.68 A – Cash in Hand 30/06/2026 = £227,131.20 - Bank Balances - Petty Cash £0.00 - Co-Operative Current Account £66,839.07 - Co-Operative Savings Account £31,565.12 - Cambridge £63,614.83 - Unity Trust Current £38,891.14 - Unity Trust Savings £31,791.78 - Less unrepresented payments £5,570.74 - Plus unrepresented receipts £0.00 B Adjusted Bank Balance = £227,131.20 A = B Checks out OK
	Cash in Hand 01/04/2026		200,196.62	
	ADD Receipts 01/04/2026 - 30/06/2026		78,284.26	
	SUBTRACT Payments 01/04/2026 - 30/06/2026		51,349.68	
	Cash in Hand 30/06/2026 (per Cash Book)		227,131.20	
B	Cash in hand per Bank Statements			
	Petty Cash 31/12/2025	0.00		
	Co-operative Current Account 30/06/2026	66,839.07		
	Co-operative Savings Account 30/06/2026	31,565.12		
	Cambridge 27/04/2025	63,614.83		
	Unity Trust Current 30/06/2026	38,891.14		
	Unity Trust Savings 30/04/2026	31,791.78		
			232,701.94	
	Less unrepresented payments		5,570.74	
			227,131.20	
	Plus unrepresented receipts			
	Adjusted Bank Balance		227,131.20	
	A = B Checks out OK			

Harwell Parish Council

Uncashed Payments / Transfers Out (All Banks)

Up to 30th June 2026

Voucher	Date	Description	Total (£)	Bank
100	13/05/2026	Fire Extinguisher Inspection and Maintenance	£291.34	Unity Trust Current
104	11/06/2026	Hall Hire	£566.10	Unity Trust Current
106	16/06/2026	Insurance	£2,987.73	Unity Trust Current
99	17/06/2026	Harwell News Printing	£149.60	Unity Trust Current
84	25/06/2026	Replacement Machinery	£588.00	Unity Trust Current
89	25/06/2026	Opening Event (Pump Track)	£3.000	Unity Trust Current
90	25/06/2026	Pumptrack (Signs)	£33.60	Unity Trust Current
91	25/06/2026	Inspections (Pumptrack)	£504.00	Unity Trust Current
93	25/06/2026	Opening Event (Pumptrack)	£174.00	Unity Trust Current
113	30/06/2026	Adobe Pro	£24.94	Co-operative Current Account
102	30/06/2026	Maintenance - Machinery	£221.43	Unity Trust Current
Total			£5,570.74	

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/07/2026)

1000

Last Year 2025 - 2026

Current Year 2026-2027

Next Year

Income/Receipts

		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1010	Precept	129,368.00	129,368.00			142,304.00	71,152.00		71,152.00						
1020	Grants	12,476.44	16,121.29			20,000.00									
1030	Community Infrastruct						1,915.56		1,915.56						
1040	Allotment Fees & Keys	1,200.00	1,240.54		20.14	1,200.00	12.13		12.13						
1050	Bank Interests	1,011.00	1,458.89			1,000.00	461.76		461.76						
1060	Cemetery Fees	7,000.00	6,782.07			7,000.00	1,138.00		1,138.00						
1070	Grass Cutting Contribu	1,364.00	1,364.00			1,364.00	100.00		100.00						
1080	Harwell News Advertis	200.00	1,175.83			500.00									
1090	Property Income (inc.)	11,430.00	11,942.25		16.88	12,000.00	3,309.42		3,309.42						
1100	Allotment Recharges														
1999	VAT Account														
SUB TOTAL		164,049.44	169,452.87		37.02	185,368.00	78,088.87		78,088.87						

3000

Last Year 2025 - 2026

Current Year 2026-2027

Next Year

Administration

		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
3010	Audit Costs			770.00	770.00					850.00	365.00		365.00		
3020	Bank Charges			73.20	75.36					80.00	21.00		21.00		
3030	Chairman's Allowance														
3040	Elections														
3050	Expenses - Stationery			1,500.00	1,794.87					1,540.00	45.65		45.65		
3060	Hall Hire			910.00	693.96					1,000.00	594.00		594.00		
3070	Harwell News Printing			770.00	758.20					1,000.00	299.20		299.20		
3080	Insurance			3,214.86	3,214.86					3,526.00	3,195.71		3,195.71		
3090	IT Support, Software &			2,700.00	2,596.80					2,625.00	313.60		313.60		

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/07/2026)

3100	Legal		500.00	105.00		2,500.00			
3110	Office Equipment		1,564.82	1,564.82		1,000.00			
3120	Office Hire		2,019.90	2,019.90		2,222.00	2,222.00		2,222.00
3130	Staff Costs (All Staff, I		114,838.52	109,040.80		130,107.00	27,335.68		27,335.68
3140	Subscriptions (OALC,	15.00	598.55	1,129.19		1,680.00	110.00		110.00
3150	Training		1,000.00	813.82		1,500.00	35.00		35.00
3160	Website		250.00	105.99		400.00			
3170	Locum Services								
SUB TOTAL		15.00	130,709.85	124,683.57		150,030.00	34,536.84		34,536.84

4000 Recreation
and Land

		Last Year 2025 - 2026				Current Year 2026-2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
4010	Allotments			2,500.00	1,863.99					900.00	449.04		449.04		
4015	Allotment Costs - To B			340.00	255.00										
4020	Cemetery		525.12	600.00	417.65					750.00					
4030	Fuel			1,500.00	1,375.84					1,750.00	453.13		453.13		
4040	General Maintenance			2,987.00	3,161.79					6,038.00	463.01		463.01		
4050	Grass, Hedges & Fence			3,500.00	3,710.00					4,200.00	247.50		247.50		
4060	Inspections			575.00	575.00					1,050.00	242.78		242.78		
4070	Machinery & Tools - M			3,000.00	2,344.09					3,000.00	427.52		427.52		
4080	Play Equipment Area			4,000.00	2,583.48					4,000.00	2,065.56		2,065.56		
4090	PPE			300.00	62.54					300.00	114.95		114.95		
4100	Renewals			2,500.00						4,000.00	980.00		980.00		
4110	Staff Building			1,500.00	1,770.09					2,100.00	327.35		327.35		
4120	Waste Collections			2,000.00	2,086.17					2,500.00	358.98		358.98		
9031	Insurance Reclaim		3,663.71	-2,108.30	3,064.41										

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2026 and 09/07/2026)

SUB TOTAL		4,188.83		23,193.70		23,270.05						30,588.00		6,129.82		6,129.82			
5000 Other Projects		Last Year 2025 - 2026				Current Year 2026-2027								Next Year					
		Receipts		Payments		Receipts				Payments				Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
5010	Grants (Including S13'		-2,860.00	600.00	1,040.33		-1,430.00		-1,430.00	3,000.00									
5020	In Year Projects, Unde			5,334.00	3,058.66					1,750.00	230.33		230.33						
SUB TOTAL		-2,860.00		5,934.00		4,098.99		-1,430.00		-1,430.00		4,750.00		230.33		230.33			
8000 - Earmarked		Last Year 2025 - 2026				Current Year 2026-2027								Next Year					
		Receipts		Payments		Receipts				Payments				Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget				
8300	EMR - Operating Rese																		
8320	EMR - Bus Shelters																		
8322	EMR Allotment Keys																		
8323	EMR Youth Project																		
8327	EMR CIL			2,683.80	2,683.80														
8328	EMR CIL (admin costs																		
8329	EMR Rec Access & Pl																		
8330	EMR Rec Spraying																		
8331	EMR Renewals			5,460.00	5,460.00						21,405.67		21,405.67						
8332	EMR Community Orct																		
8333	EMR Harwell Commur																		
8335	EMR - Elections																		
8340	EMR - Neighbourhood																		
8341	EMR - Playground																		
8342	EMR - Car Park Refur																		

All Cost Centres and Codes (Between 01/04/2026 and 09/07/2026)

[illegible]

TOTAL	164,049.44	170,796.70	167,981.35	161,816.02	185,368.00	76,658.87	76,658.87	185,368.00	74,796.91	74,796.91
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Harwell Parish Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
300 - Operating Reserve	60,000.00				60,000.00
323 - EMR - Youth project	1,641.98				1,641.98
327 - EMR - CIL					0.00
331 - EMR - Renewals	47,270.00		21,405.67		25,864.33
335 - EMR - Elections					0.00
340 - EMR - Neighbourhood Pla	10,000.00				10,000.00
341 - EMR - Playground	4,000.00				4,000.00
342 - EMR - Car Park Refurbish	40,000.00				40,000.00
343 - EMR - Teen Shelter	5,000.00				5,000.00
344 - EMR - Planting/Hedgerow	3,000.00				3,000.00
345 - EMR - Benches	1,250.00				1,250.00
346 - EMR - Bus Shelters	2,750.00				2,750.00
347 - EMR - Accessibility Impro	3,000.00				3,000.00
348 - EMR - Active Travel/Trans	1,944.75				1,944.75
349 - EMR - PumpTrack+ (S10€	13,732.96		12,494.25		1,238.71
350 - EMR - FY2025/26 Commi	4,023.80				4,023.80
351 - EMR – Forward Plan Deli	4,186.38				4,186.38
Total Earmarked	201,799.87		33,899.92		167,899.95
TOTAL RESERVE	201,799.87		33,899.92		167,899.95
GENERAL FUND					26,861.38
TOTAL FUNDS					194,761.33



HARWELL PARISH COUNCIL

PRIVACY NOTICE

This notice sets out the type of information we collect or are supplied with, how we hold and use it, who we may share it with, and how you can contact us with queries about your personal data. All personal data collected or supplied to us is treated in accordance with UK data protection law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

What information do we collect?

When you contact us, we create a record in your name and add the information you give us. We keep records when you contact us. We collect and use information about councillors and employees. We are supplied with a copy of the register of electors by the district council. We do not sell personal information to other organisations.

The data controller for your personal data is Harwell Parish Council.

How do we use your information?

We use your personal information in the following ways:

- To process enquiries and applications (for example, about allotments or burial plots).
- To provide services to residents including sending you information about current and future services. This might include lists of current allotment holders and waiting lists. It includes mailing lists for newsletters, agendas or minutes.
- To provide certain online facilities or services as referred to in the relevant terms and conditions.
- To allow other organisations to provide services to residents.
- To carry out research to help us plan and improve our services, including surveys as part of a Neighbourhood Planning process or other community projects.
- To produce aggregated statistical information, including data for monitoring equality of opportunity.
- To collect or process payments.

Our lawful basis for processing

Under the UK GDPR, we must have a lawful basis for processing your personal data. Depending on the activity, we rely on one or more of the following:

- Public task: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the council.
- Legal obligation: processing is necessary to comply with a legal obligation.
- Legitimate interests: where processing serves a legitimate interest and does not unduly affect your rights and freedoms.
- Consent: where we have asked for and received your explicit consent (for example, for mailing lists or surveys).

Who might we share the information with?

We might share information with the district or county council, or emergency services, where we consider this necessary or helpful. We would seek your explicit consent unless sharing was considered necessary in an emergency or for health and safety reasons.

If you write to us, your letter or email will ordinarily be in the public domain unless you make clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation. This is very unlikely in planning matters.

Your contact details may be passed to survey contractors to carry out surveys as part of a Community or Neighbourhood Planning process. These contractors will use your details only for that purpose and will then delete them.

If you are in debt to us, we may give other people information for the purposes of recovering the debt.

Your information may be used to detect and prevent fraud in respect of public funding. We may release information to the police and other law enforcement agencies for crime prevention and detection purposes if required to do so.

Transfer of data outside the UK

The council will only transfer your personal information outside the United Kingdom where adequate safeguards are in place, as required by UK GDPR. We will not transfer your data to a country or territory unless it provides an adequate level of protection for your rights and freedoms in relation to the processing of personal data.

How long do we keep data?

Retention periods for different categories of data are set out in our Document Retention and Disposal Policy, which is published on our website. We will publish on our website any changes we make to our data protection and information management policies.

Where you exercise your right to removal of your personal data, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in future. We may also need to retain some financial records for statutory purposes such as anti-fraud and accounting matters. The right to be forgotten is a qualified right and the public interest test will always be applied when a request for deletion of personal data is made.

How can I access the information you hold about me?

You have the following rights under UK GDPR and the Data Protection Act 2018:

- The right to know what personal information the council holds about you and how it is processed.
- The right to ask for your personal data to be corrected where you believe it is inaccurate.
- The right to withdraw your consent to the processing of your personal data by the council.
- The right to object to processing based on legitimate interests.
- The right to request that processing be restricted in certain circumstances.
- The right to complain to the council about how your personal data has been collected, used, shared, or protected, under section 164A of the Data Protection Act 2018. See "How to contact us" below for how this is handled.

If you withdraw consent or object to processing that is necessary to provide the service or information you have requested, you may not receive that service or information. We will make this clear and discuss your concerns with you before we stop processing your data.

How to contact us

Please make any requests to:

The Data Protection Officer

Harwell Parish Council
Parish Office, Harwell Village Hall
High Street, Harwell, Didcot, OX11 0EX
Email: Clerk@HarwellParish.gov.uk

Website: www.HarwellParish.gov.uk

You have the right to complain to us directly about how we have handled your personal data. We will acknowledge your complaint within 30 days, as required by section 164A of the Data Protection Act 2018, and it will be handled under our Feedback and Resolution Policy. You do not have to complain to us before contacting the Information Commissioner, but we would welcome the opportunity to put things right.

If you are dissatisfied with the handling of your request or complaint, you have the right to appeal to the Information Commissioner. There is no charge for making an appeal.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 | Website: www.ico.org.uk

Review

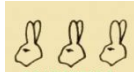
This document was approved at the meeting of the Parish Council on 14 July 2026. It shall be reviewed annually at the Annual Meeting of the Council, or earlier if legislation requires.

Amendments from the previous version reflect the new statutory right to complain to the council under section 164A of the Data Protection Act 2018, in force from 19 June 2026. Once approved, the highlighting should be removed for the final published version.

Signed:

Date: 14 July 2026

Cllr V Humphries, Chair of the Council



HARWELL PARISH COUNCIL

DATA PROTECTION POLICY

1. Purpose

The Harwell Parish Council (HPC) is committed to being transparent about how it collects and uses the personal data of staff, our parishioners and others, and to meeting our data protection obligations. HPC collects and uses certain types of personal information about staff, councillors, residents and other individuals who come into contact with HPC. HPC may be required by law to collect and use certain types of information to comply with statutory obligations related to employment and this policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other related legislation. The term 'GDPR' applies to all computerised data and manual files as they come within the definition of 'a filing system'.

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data as well as personal data relating to members of the public or other personal data processed for council business.

The council has appointed the Clerk to the Council as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them.

2. Definitions

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.



HARWELL PARISH COUNCIL

3. Data Protection Principles

The council processes personal data in accordance with the following data protection principles. The council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

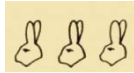
The council keeps a record of our processing activities in accordance with the requirements of the General Data Protection Regulation (GDPR).

4. Processing

Personal Data

The council will process personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., contract of employment (or services) or allotment Tenancy Agreements; and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.



HARWELL PARISH COUNCIL

If the council processes personal data (excluding special categories of personal data) in line with one of the above bases, it does not require consent. Otherwise, the council is required to gain an individual's consent to process their personal data. If the council asks for consent to process personal data, then the reason for the request will be explained. When asked, there is no requirement to consent and an individual can withdraw their consent later.

The council will not use personal data for an unrelated purpose without informing the individual about it and the legal basis that is relied on for processing it.

Personal data gathered during employment is held in a personnel file in hard copy and electronic format IT systems and servers. The periods for which the council holds HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share personal data with contractors and agents to carry out obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

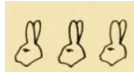
The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Special Categories of Data

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;



HARWELL PARISH COUNCIL

- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

5. Individual Rights

As a data subject, you have a number of rights in relation to your personal data.

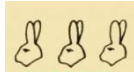
Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the council itself about how it has handled your personal data, under section 164A of the Data Protection Act 2018 (see 'Other rights' below for how this is handled);
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.



HARWELL PARISH COUNCIL

To make a subject access request, you should send the request to the Clerk or Chair of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

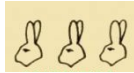
If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).
- complain to the council itself about how it has collected, used, shared, stored or protected your personal data. This is a right under section 164A of the Data Protection Act 2018. We will acknowledge your complaint within 30 days of receipt, and it will be handled under our Feedback and Resolution Policy.

To ask the council to take any of these steps, you should send the request to the Clerk or Chair of the Council.



HARWELL PARISH COUNCIL

6. Data Security

The council takes the security of personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Impact assessments

Some of the processing that the council carries out may result in risks to privacy (such as monitoring of public areas via CCTV). Where processing would result in a high risk to your rights and freedoms, the council will carry out a data protection impact assessment (DPIA) to determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for yourself and the measures that can be put in place to mitigate those risks.

Data breaches

The council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chair of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

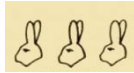
If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

International data transfers

The council will not transfer HR-related or any personal data to countries outside the EEA.

Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.



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Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public.

Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);
- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

7. Review

The Data Protection Policy was approved for use at the meeting of the Parish Council on 14 July 2026 (updated to reflect new requirement to have a formal data protection complaint procedure. The full policy to be reviewed once each Council term or if there is a change in legislation.

Signed:

V Humphries, Chair of the Council

Dated: 14 July 2026



HARWELL PARISH COUNCIL

FEEDBACK & RESOLUTION POLICY

Accessible formats: This policy is available in large print, audio, or other accessible formats on request. Contact the Clerk Team.

1. Purpose and Philosophy

Why This Policy Exists

Harwell Parish Council is committed to delivering accessible, responsive, and accountable services to our community. This policy explains how we respond when something isn't working as it should — and how your feedback helps us improve. This policy also fulfils the Council's requirement to have a formal Complaints Policy, setting out how formal complaints are made, investigated, and decided.

We want to know when:

- Something has gone wrong or could have been handled better
- Our processes are unclear or difficult to navigate
- You didn't get the response or service you expected
- You feel as if you have been let down or not listened to
- You have additional information that you feel would have changed our response
- You have suggestions for how we could improve

Our approach: Most concerns are resolved quickly through conversation. Where that doesn't work, we have clear pathways for informal feedback and formal complaints.

Feedback isn't a burden, it's information that helps us serve you better. This policy explains how we will listen, respond, and learn. We can't promise a certain outcome, but we do commit to listen and try to work through things with you.

2. Understanding different types of feedback

Not all concerns are complaints, and not all complaints need a formal process. This section helps you understand the different pathways. But if you're not sure, just contact us and we'll help you work it out.

Real-Time Resolution (fixing things on the spot)

Most issues are resolved immediately through conversation. If you contact the Clerk Team or any councillor with a question, concern, or problem, we'll do our best to:

- Listen and understand the issue from your perspective
- Explain what happened, or how we see the situation
- Put it right if we got it wrong
- Help you get what you need so the outcome is understood and agreed

This isn't a formal process, it's just good service. You can raise concerns by phone, email, or in person at any time.



Service Feedback (Tier 1: informal resolution)

If we can't resolve your concern on the spot, or if you'd prefer a more structured response, you can ask for it to be treated as service feedback.

This includes:

- Questions about why something happened the way it did
- Dissatisfaction with how a service was delivered
- Disappointment in an attitude or comment from any council team member or contractor
- A request for a formal response, apology, commitment to change
- Concerns that processes were unclear or unhelpful
- Suggestions for improvement

The Clerk Team will acknowledge your concerns within 2 working days and within 5 working days (or sooner if possible) will explain what happened and, where appropriate, what will change.

Formal Complaint (Tier 2: structured investigation)

A formal complaint is appropriate when:

- Informal resolution (Tier 1) didn't resolve your concern
- You believe the Council has failed in its legal duties or breached its own procedures
- The matter involves allegations of staff misconduct or serious maladministration
- You prefer to make a formal complaint from the outset

Formal complaints follow a structured process (see Section 4) and may be considered by Full Council.

Data Protection Complaints

This policy also covers complaints about how the Council has collected, used, stored, shared or protected your personal data, including how a Subject Access Request has been handled. This is a distinct statutory right under section 164A of the Data Protection Act 2018.

You can raise a data protection complaint through Real-Time Resolution, Service Feedback (Tier 1), or a Formal Complaint (Tier 2), whichever fits the seriousness of your concern. Whichever route it takes, we will acknowledge your complaint within 30 days, in line with section 164A. Our normal timescales in this policy already meet that requirement.

We record data protection complaints separately in our Service Feedback Register so that we can demonstrate, if asked by the Information Commissioner's Office, how these complaints specifically have been handled.



Outside This Policy

Some matters fall outside this policy:

- **Complaints about councillor conduct**
Code of Conduct complaints should be directed to the Monitoring Officer at Vale of White Horse District Council. This is a legal requirement and we cannot deal with these concerns directly.
- **Disagreement with Council policy decisions** (e.g., planning responses, budget priorities)
This is a matter for democratic engagement (attend meetings, submit representations, stand for election), not a service complaint
- **Criminal allegations**
Should be reported to the police
- **Matters covered by insurance claims**
Though feedback may be provided on how the incident was handled.
- **Anonymous concerns**
We're open to hearing concerns informally, but we cannot investigate or respond if we don't know who you are (exception: safeguarding or criminal matters, which will be escalated appropriately)

3. How to Raise Feedback or a Complaint

We've tried to make this as straightforward as possible.

For Real-Time Resolution or Service Feedback (Tier 1)

Contact the Clerk Team:

- Clerk & RFO: Bryan Urbick, clerk@harwellparish.gov.uk, 07749 361957
- Deputy Clerk & RFO: Louise Edmonds, l.edmonds@harwellparish.gov.uk, 07568 722203

You can also speak to any councillor, who will connect you with the Clerk Team. You can contact us by phone, email, letter, or in person. There's no form to fill in, just tell us what's on your mind.

Councillor contact details are available on the [Members of Harwell Parish Council page](#) of the council website.

If Your Feedback is about the Clerk & RFO, please contact any of the following:

- Deputy Clerk & RFO deputyclerk@harwellparish.gov.uk, 07568 722203
- Chair of Council: Cllr Vaughan Humphries, v.humphries@harwellparish.gov.uk
- Chair of Staffing Committee: Cllr Lucy Lacy, l.lacy@harwellparish.gov.uk

If Your Feedback is about the Deputy Clerk & RFO, please contact any of the following:

- Clerk & RFO: Bryan Urbick, clerk@harwellparish.gov.uk, 07749 361957



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- Chair of Council: Cllr Vaughan Humphries, v.humphries@harwellparish.gov.uk
- Chair of Staffing Committee: Cllr Lucy Lacy, l.lacy@harwellparish.gov.uk

For Formal Complaints (Tier 2)

Please put your complaint in writing to:

- Clerk & RFO (if the complaint does not concern the Clerk & RFO directly)
- Chair of Council (if the complaint concerns the Clerk & RFO)

You can send your complaint by email or letter. We've included an optional template in Appendix C if that's helpful, but you don't have to use it.

Need Help?

If you're not sure which pathway is right, or if you need support submitting feedback or a complaint (e.g., accessible formats, interpreter support, help organizing your thoughts), just contact us. We'll work it out together.

4. What Happens When You Raise Feedback or a Complaint

Real-Time Resolution

When you contact us with a concern, we'll try to resolve it immediately in conversation.

This might mean:

- Answering your question
- Explaining what happened and why
- Correcting an error or misunderstanding
- Taking immediate action to put something right

If we resolve your concern this way, we'll make a brief note of the issue and how it was resolved. This helps us spot patterns and improve our services - but it won't trigger a formal process.

Service Feedback (Tier 1)

If your concern can't be resolved on the spot, or if you ask for a more formal response, we'll treat it as service feedback.

What happens:

- Acknowledgement within 2 working days**
We'll confirm we've received your feedback and let you know who's looking into it.
- Response within 5 working days (or sooner if possible)**
We'll explain:
 - What happened
 - Why it happened (if we got something wrong, we'll say so)
 - What we're going to do about it (if anything needs to change)



c. Logging and learning

All service feedback is logged (anonymously) in our Service Feedback Register. We review this quarterly to identify themes and improvements. Data protection complaints are tagged separately within the Register so they can be reported on individually if required.

If the feedback concerns the Clerk & RFO or Deputy Clerk & RFO:

The Chair of Council or Chair of Staffing Committee will handle the response, following the same timescales.

If you're not satisfied with the response:

You can ask for your concern to be escalated to a Formal Complaint (Tier 2).

Formal Complaint (Tier 2)

We hope most concerns are resolved through conversation or informal feedback. But we recognise that sometimes a formal process is needed - either because informal resolution didn't work, or because you need the assurance that your concern has been properly heard and independently considered. Formal complaints follow a structured process to ensure fairness, transparency, and accountability.

What happens:

a. Acknowledgement within 3 working days

We'll confirm receipt of your complaint and explain the next steps.

b. Understanding what happened

The Clerk & RFO (or Chair of Council, if the complaint concerns the Clerk & RFO) will work to understand what happened and why. This may include:

- a. Reviewing relevant documents, emails, or records
- b. Speaking to staff or councillors involved
- c. Gathering the full context
- d. Discussing the matter directly with you to ensure we've understood your concerns properly

c. Attempt at resolution

Before referring the matter to Full Council, we'll try to resolve your complaint through discussion. This isn't about defending a decision but rather about understanding what went wrong and whether we can put it right together. You'll be given an opportunity to comment on our findings, and we'll explore a good way forward that addresses your concerns.

d. Referral to Full Council (if unresolved)

If we can't resolve your complaint, it will be considered at the next available meeting of Full Council. You'll be:

- a. Notified of the date and given the opportunity to attend
- b. Invited to explain your complaint in person (if you wish)
- c. Given the option to submit written representations instead



e. **Decision**

The Council will decide whether to uphold your complaint and what action (if any) should be taken. The decision will be made in public unless there are legal or confidentiality reasons to discuss the matter in private session. The outcome will always be announced publicly.

f. **Written outcome within 10 working days of the Council meeting**

We'll write to you explaining:

- a. The Council's decision
- b. The reasons for the decision
- c. Any action the Council has agreed to take
- d. What we've learned and whether anything will change as a result

The Council will aim to conclude Tier 2 complaints within 12 weeks of receipt, in line with Local Government & Social Care Ombudsman guidance. Where complex matters or external advice requirements mean this timeline cannot be met, we will keep you informed of progress.

Note: Where a complaint involves potential personal injury, property damage, or financial loss that may be covered by the Council's insurance, the matter must be notified to the Council's insurers in accordance with policy terms. The Clerk & RFO will coordinate with insurers where required. See also the Council's Scheme of Delegation regarding insurance claims.

Confidential matters:

The Council will consider whether the circumstances of your complaint require discussion in private (e.g., if it involves personnel matters, legal advice, or information that is sensitive to you personally).

If the matter affects you directly and involves sensitive personal information, you may be invited to participate in the private discussion, or we may ask your permission to share relevant details with councillors in confidence.

However, the final decision and any actions taken will always be made public - we'll just protect the private details.

If Further Advice is Needed

If your complaint raises complex legal or procedural issues, we may need to seek external advice before responding. Where external advice is required to respond properly to a formal complaint, this shall be treated as routine expenditure where within delegated limits, or reported under emergency provisions if urgent and within the £2,000 threshold. If this happens, we'll let you know and deal with your complaint at the next Council meeting after we've received that advice.



5. When We Can't Find a Way Forward

We're committed to hearing concerns and working through them with patience and openness. But sometimes, despite everyone's best efforts, we reach a point where further contact isn't helping — where we've explained our position, you've explained yours, and we're not finding common ground. This isn't anyone's fault. Sometimes we simply have to agree to disagree.

When this might happen

We may reach this point when:

- We've thoroughly addressed the same concern multiple times, and no new information or perspective is emerging
- The outcome you're seeking isn't within our legal powers or resources, and we've explained why - but we also understand you still disagree
- Further discussion is going in circles rather than moving toward resolution
- The amount of time required to continue the conversation is preventing us from serving the wider community
- Contact has become difficult in a way that's making it hard for us to help, or is causing distress to you or our team.

When this happens, we may need to bring the conversation to a close - not because your concern doesn't matter, but because continuing in the same way isn't working for either of us.

What we'll do

If we believe we can't find a way forward, we will:

- a. **Talk to you first** (where possible and safe) to explain why we think we're stuck and to check whether there's something we've missed or a different approach that might help
- b. **Be clear about what happens next**, which might include:
 - I. Agreeing that we've reached the end of what we can resolve together
 - II. Limiting contact to written communication only (if the nature of contact has become difficult)
 - III. Responding at set intervals rather than to every message (if the volume of contact is unsustainable)
 - IV. Pausing further discussion on this specific issue, while remaining open to new concerns
- c. **Confirm this in writing**, explaining:
 - I. Why we believe we can't find a way forward
 - II. What this means for future contact on this issue



- III. That you're still welcome to raise new, separate concerns
- IV. That you can still participate in Council meetings and the democratic process

Important safeguards

- Decisions will be made by the Clerk & RFO in consultation with the Chair of Council (or by the Chair of Council and Chair of Staffing Committee if the matter involves the Clerk & RFO)
- We'll review the situation periodically (at least annually) to see whether circumstances have changed
- This applies only to the specific matter that's been exhausted. You may still raise new concerns
- You can still participate in public participation at Council meetings, submit representations, and engage in local democracy

Why this matters

We want to serve you well — but we're also a small team with limited capacity. Sometimes the most honest and respectful thing we can do is acknowledge that we've reached the limits of what further discussion can achieve, and agree to disagree.

This isn't about shutting people out. It's about being realistic when a conversation has run its course, so we can protect our team's capacity to serve the whole community.

6. How We Learn From Feedback

Feedback isn't just about resolving individual concerns, it's about understanding where we can do better.

Every piece of feedback tells us something: where our communication wasn't clear, where our processes didn't work as intended, where expectations didn't match reality, or where we simply got something wrong. We take that seriously.

What we do with feedback

Service Feedback Register

All service feedback (Tier 1) and formal complaints (Tier 2) are logged in our Service Feedback Register. This is an internal record that tracks:

- The nature of the concern (anonymised)
- How it was resolved
- Whether any changes were made as a result
- Themes and patterns over time

We don't log names or personal details — just the substance of what we're learning.



Quarterly reviews

The Clerk Team maintains an up-to-date summary of feedback themes and actions taken on the Council website. We're also working on a service dashboard that will make this information even easier to access and understand. At least quarterly, we review the full Service Feedback Register with Full Council to identify:

- Recurring themes — Are multiple people raising similar concerns?
- Process gaps — Where are things breaking down?
- Communication issues — Are we being clear enough about what we do and why?
- Service improvements — What could we change to prevent the same issue happening again?

This isn't about blame or performance management. It's about striving to get better at how we serve our community.

Annual reporting

Once a year, we'll include a summary in the Annual Report to residents covering:

- How many pieces of feedback we received (Tier 1, Tier 2)
- Common themes
- What changed as a result; specific examples of improvements made because of feedback
- Trends over time (are we getting better at this?)

This keeps us accountable. It shows residents that feedback doesn't disappear into a void but rather shapes how we work.

7. Review and Adoption

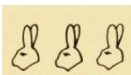
This Feedback and Resolution Policy was originally adopted by Harwell Parish Council on 13th January 2026, though modified and approved on 14 July 2026 to reflect the requirement (from June 2026) for a specific data protection complaints procedure. The full policy will be reviewed annually at the Annual Meeting of the Council as per Standing Order 5j(xvi), or sooner if:

- Changes in legislation require it
- Experience shows that the policy isn't working as intended
- Feedback from residents or staff suggests improvements

Signed:

Chair of the Council

Dated: 14 July 2026



HARWELL PARISH COUNCIL

Appendix A – Service Feedback Log

Date	Tier	Nature of Concern (theme/category)	How Resolved	Action Taken/ Change Made	Closed (Y/N)	Notes/Outcome

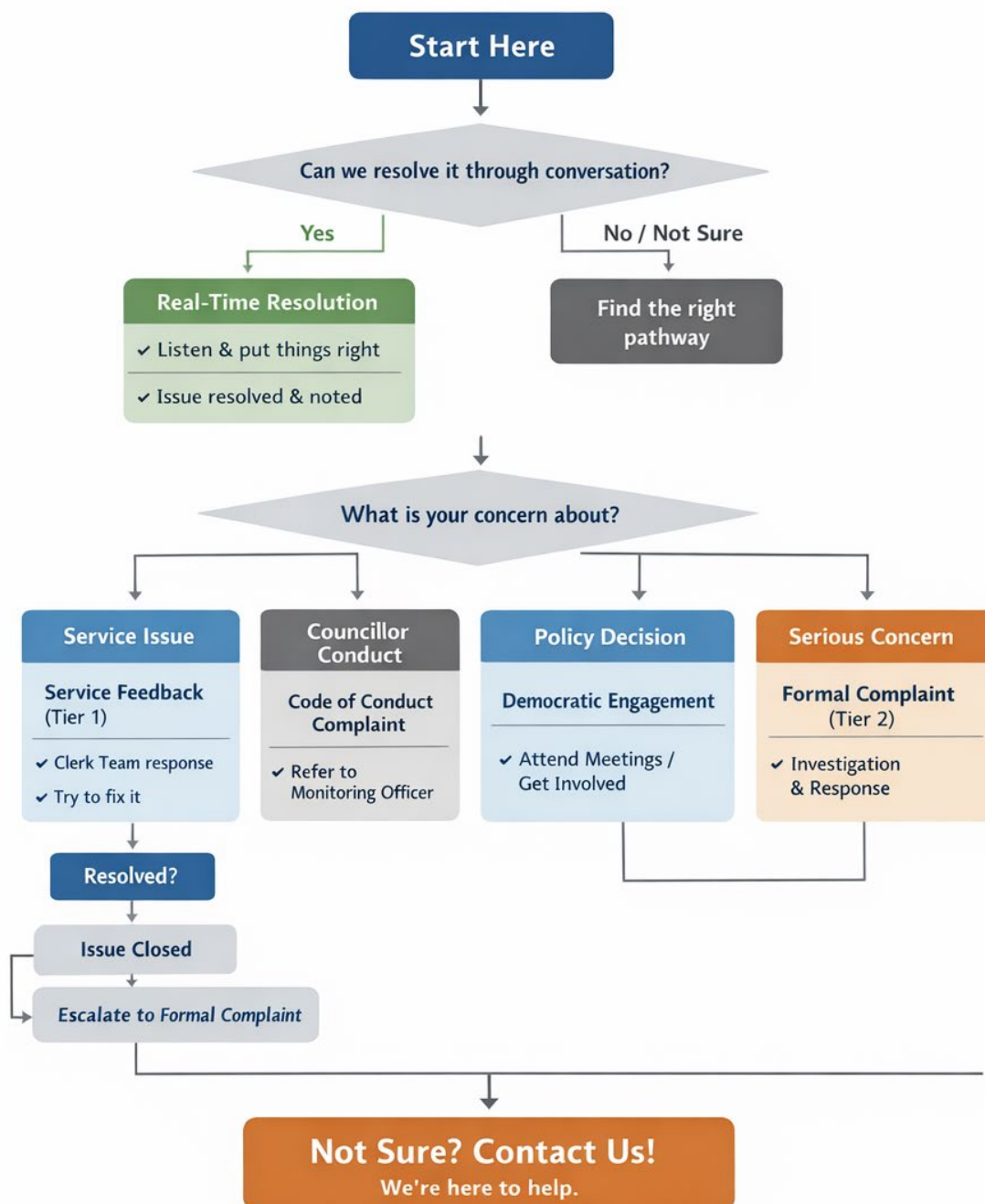
Themes/Categories:

- Communication (e.g., unclear information, no response received)
- Service delivery (e.g., missed action, delay, process issue)
- Staff/contractor conduct
- Website/accessibility
- Data protection (e.g., handling of personal data, SAR requests, security)
- Policy disagreement
- Other



Appendix B: Feedback & Complaints Pathway (Flow Diagram)*

I Have a Concern About the Parish Council: What Happens Next?



Clerk & RFO: Bryan Urbick – clerk@harwellparish.gov.uk – 07749 361957

Deputy Clerk: Louise Edmonds – l.edmonds@harwellparish.gov.uk – 07568 722203

**This diagram summarises the pathways described in this policy; the written policy always takes precedence.*



Appendix C: Optional Complaint Form

Do I need to use this form?

No. You can raise feedback or complaints by phone, email, letter, or in person — whichever works best for you.

Some people find it helpful to use a form to organise their thoughts, so we've provided this optional template. But you don't have to use it, a simple email or letter is absolutely fine.

Your Details

Your name: _____

Contact details (so we can respond):

Email: _____

Phone: _____

Address: _____

Your Concern

What happened? (Please describe what you're concerned about)

When did this happen? (If relevant)

Who was involved? (If relevant — e.g., which staff member, councillor, contractor)



What You'd Like to Happen

What would help resolve this for you? (e.g., an explanation, an apology, a change in how we do things)

Supporting Information (optional)

If you have any documents, emails, or other information that would help us understand your concern, please attach them or let us know.

What Happens Next

Once you submit this form (or contact us in any other way), we'll:

- *Acknowledge your concern within 2 working days (service feedback) or 3 working days (formal complaint)*
- *Let you know who's looking into it*
- *Respond as quickly as we can*

How to Submit

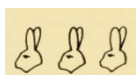
Email: clerk@harwellparish.gov.uk

Post: Harwell Parish Council, Harwell Village Hall, High Street, Harwell OX11 0EX

In person: Contact the Clerk Team to arrange, or drop into the office during opening hours.

Privacy notice:

We'll handle your information in line with our [Privacy Policy](#). Your personal details won't be shared publicly, but we may need to share relevant information with councillors or staff to investigate your concern.



HARWELL PARISH COUNCIL

PUBLICATION SCHEME

1. Introduction

This Publication Scheme is adopted by Harwell Parish Council under section 19 of the Freedom of Information Act 2000. It follows the model Publication Scheme approved by the Information Commissioner's Office (ICO) for local councils.

The scheme sets out the classes of information the Council publishes or intends to publish routinely, how that information can be obtained, and whether a charge applies. It should be read alongside the Council's Requests for Information Policy.

Hardcopy documents may be viewed at no cost by prior arrangement with the Clerk.

The Council's ICO registration number is available on request from the Clerk.

2. Schedule of Information

Class 1 – Who we are and what we do (current information only)		
Information to be published	How to obtain it	Cost
Who's who on the Council and its Committees	Website / Hardcopy	Free
Contact details for Parish Clerk and Council members (named contacts, telephone and email where possible)	Website / Hardcopy	Free

Class 2 – What we spend and how we spend it (current and previous financial year as a minimum)		
Information to be published	How to obtain it	Cost
Annual return form and report by auditor	Website / Hardcopy	Free
Finalised budget	Website / Hardcopy	Free
Precept	Website / VoWHDC / Hardcopy	Free
Financial Regulations and Standing Orders	Website / Hardcopy	Free
Grants given and received	Part of budget and minutes	Free
List of current contracts awarded and value of contract	Website / Hardcopy	Free
Members' allowances and expenses	Part of income and expenditure accounts	Free

Class 3 – What our priorities are and how we are doing		
Information to be published	How to obtain it	Cost
Annual Report to Parish Meeting (current and previous year as a minimum)	Website / Hardcopy	Free
Forward Plan	Website / Hardcopy	Free

Class 4 – How we make decisions (current and previous council year as a minimum)		
Information to be published	How to obtain it	Cost
Timetable of meetings (Council, committees and parish meetings)	Website / Minutes	Free
Agendas of meetings (posted on notice boards at least three clear days in advance)	Website / Hardcopy / Notice Board	Free
Minutes of meetings (excluding matters properly regarded as private to the meeting)	Website / Hardcopy	Free
Reports presented to council meetings (excluding private matters)	Website / Hardcopy	Free
Responses to consultation papers	Hardcopy	See Scheme
Responses to planning applications	Via VoWHDC website	As per VoWHDC

Class 5 – Our policies and procedures (current information only)		
Information to be published	How to obtain it	Cost
Standing Orders	Website / Hardcopy	Free
Committee and sub-committee Terms of Reference	Website / Hardcopy	Free
Councillor Code of Conduct	Website / Hardcopy	Free
Policy statements and adopted policies	Website / Hardcopy	Free
Requests for Information Policy (covering FOI, GDPR, EIR)	Website / Hardcopy	Free
Feedback and Resolution Policy	Website / Hardcopy	Free
IT Policy	Website / Hardcopy	Free
Records management and document retention policy	Website / Hardcopy	Free
Data Protection Policy	Website / Hardcopy	Free
Privacy Notice	Website / Hardcopy	Free
Schedule of charges for the publication of information	See Scheme	

Class 6 – Lists and Registers (currently maintained lists and registers only)		
Information to be published	How to obtain it	Cost
Assets Register	Website / Hardcopy	Free
Register of Members' Interests	VoWHDC website / Hardcopy	Free
Register of Gifts and Hospitality	Hardcopy only	See Scheme

Class 7 – The services we offer (current information only)		
Information to be published	How to obtain it	Cost
Harwell News	Website / Hardcopy	Free
Cemetery Regulations and fees	Website / Hardcopy	Free
Parks, Playing Fields and Recreational Facilities	Part of minutes / Website	Free
Seating, Litter Bins, Clocks, Memorials and Lighting	Part of minutes	Free
Summary of services for which the council may recover a fee, together with those fees	Website / Hardcopy	Free

Additional Information		
Information to be published	How to obtain it	Cost
Risk Register	Website / Hardcopy	Free
Annual Governance and Accountability Return (AGAR)	Website / Hardcopy	Free

3. Schedule of Charges

The Council does not charge for information available on its website. Where a hardcopy is requested, a charge may be made to cover reasonable reproduction costs. Any charge will be notified to the applicant in advance.

4. Contact Details

Clerk to the Council
Harwell Parish Council
Parish Office, Harwell Village Hall
High Street, Harwell, Didcot, OX11 0EX
Email: Clerk@HarwellParish.gov.uk
Website: www.HarwellParish.gov.uk

5. Review

This Publication Scheme was reviewed and approved at the meeting of the Parish Council on 14 July 2026. It shall be reviewed annually at the Annual Meeting of the Council, or earlier if legislation requires.

Signed:

Date: 14 July 2026

Cllr V Humphries, Chair of the Council