HARWELL PARISH COUNCIL

Minutes of a Meeting of Harwell Parish Council

Tuesday 8th September 2026 at 19:30, Harwell Village Hall

Public Forum

There were up to two members of public (representatives from Harwell Campus and GARD) and Cllr S James (District Council) and Cllr R Fletcher (County Council).

County Cllr Fletcher gave a brief overview of her report, along with brief details of the Local Government Reorganisation and confirmed County won't know any further information until at least November.

- She advised £4000 in councillor priority funding is still available to be spent. Any requests for this funding needs to be submitted and approved by the end of November 2026.
- Gigaclear works on the High Street are due to start later this month
- There was a discussion surrounding the Traffic Calming works being carried out by Taylor Wimpey and the details of the funds being used for this. There were also discussions regarding the Bus Stop being moved on the Wantage Road and the lack of space given to pedestrians when passing the new bus information sign on the pavement, along with the current uneven surface of the pavement and the barriers still in place along the corner of Westfield and confirmation that this will be remedied.
- The X34 and X35 bus services coming through Harwell are currently still being funded by s106 funds and Cllr Fletcher has asked the bus companies further questions around the details surrounding the fare prices and timings of the buses through the village. There were discussions regarding Harwell Campus Bus services through the village along with a lack of direct buses between Didcot, Milton and Harwell.

The Harwell Campus Managing Director advised the North Drive house demolition is now complete and will be landscaped shortly. Additionally:

- Co Labs is opening next month and is the biggest and most expensive project they have completed. The opening is at 5pm on 8th October.
- Campus Vision is being launched in October.
- A new planning application has also been submitted for a new development plot to the south of Co Labs for 120sq ft Lab building.
- The King's visit to Campus in July was a success.
- Icknield way Bridleway is also due to be opened towards the end of the year.
- Cllr. Convery asked if HC would consider funding the post for a new SID to be located near North Drive and requested the overgrowth to be cut back to ensure the speed signs are visible.

HARWELL PARISH COUNCIL

Meeting started: 20:07.

Members Present:

Chair:	Cllr V. Humphries
Members:	Cllr C. Convery
	Cllr P. Davidson-Locke
	Cllr A. Dearlove
	Cllr W. Fleming
	Cllr. Jeremy Hawthorne
	Cllr R. Hughes
	Cllr L. Lacy

Officers Present:	Clerk & RFO:	Bryan Urbick
	Deputy Clerk & RFO:	Ellie Fielding

County/District Cllrs Present:	Cllr R. Fletcher (County) - *Left the meeting at 20:24*
	Cllr. Sarah James (District) - *Left the meeting at 19:56*

1. **To RECEIVE apologies for absence. [LGA 1972 s85(1)]**
   NONE.

2. **Vacant Seat (LGA 1972 s89(6))**
   - 2.1. **To NOTE the Council has 3 vacant seats, all 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 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.**
     To be countersigned by the Clerk. The co-opted Councillor will be reminded that the Declaration of Member Interests form must be completed within 28 days and submitted to the monitoring officer.

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. Convery declared an interest in items 6.4 and 13 (matters to do with the apprenticeship).
   - 3.2. **To RECEIVE written requests for dispensations for disclosable pecuniary interests, if any (*as per Standing Order 13.d*)**
     - 3.2.1. **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 14 July 2026** **Appendix A**

It UNANIMOUSLY RESOLVED (with ONE ABSTENTION) to APPROVE the minutes from the previous meeting.

5. White Horse Reservoir

5.1. **To CONSIDER the White Horse Reservoir Parish Council Briefing report from GARD and to AGREE ACTIONS.** **Appendix B**

It was PROPOSED to move the comments previously made on the development of the White Horse Reservoir onto the new structure and make no further comments and this was UNANIMOUSLY AGREED.

6. Clerk Team Report **Appendix C**

6.1. **To NOTE the PumpTrack+ update.**

NOTED. It was suggested to repeat the updates to the public via Facebook and Harwell news to ensure the public are aware of the vandalism that has happened.

6.2. **To APPROVE a budget of up to £1700, exclusive of VAT, and to DELEGATE to a Clerk Team officer to commission these works following receipt of the quotes/proposals.**

It was UNANIMOUSLY RESOLVED to DELEGATE to a Clerk Team officer to look into the options of removing the trees/hedge completely and replanting a new species of hedge row that is easier to maintain long term.

6.3. **To APPROVE a budget of up to £1,000 exclusive of VAT, and to DELEGATE to a Clerk Team officer to commission these works following receipt of all quotes. It is intended that these costs will be recovered within the S106 application.**

It was PROPOSED to amend the works to incorporate future projects that may require tree surveys and Arboricultural Impact Assessments and to increase the budget appropriately and to DELEGATE to a Clerk Team officer to commission the works. This was UNANIMOUSLY AGREED.

6.4. **To NOTE the Apprentice Update.**

NOTED. It was suggested to share a communication piece with the media to show other local parishes how employing an Apprentice has worked for Harwell and how well it is benefiting the parish.

It was AGREED to BRING FORWARD agenda item 13 to this point in the meeting.

13. To CONSIDER the recommendation from the Staffing Committee and to APPROVE the creation of a second Apprentice Maintenance role, subject to the council approving the concept of new service level agreement(s) with neighbouring parishes (see Item 12, above)

It was UNANIMOUSLY RESOLVED (with ONE ABSTENTION) to APPROVE the creation of a second Apprentice Maintenance role subject to the council approving a new service level agreement with neighbouring parishes.

6.5. **To NOTE the Harwell Primary School S106 Funds Update**
NOTED. The Councillors would also add their thanks to Cllr. Lacy for her time and effort spent working through the details of this.

6.6. **To NOTE the Chilton Service Level Agreement Update**
NOTED.

It was AGREED to BRING FORWARD agenda item 12 to this point in the meeting

12. To CONSIDER entering into new Service Level Agreements with other neighbouring parishes to provide grounds maintenance services and, if agreed in principle, to DELEGATE to a Clerk Team officer to work through the details and bring the proposal(s) to full Council for approval.
It was UNANIMOUSLY RESOLVED (with ONE ABSTENTION) to DELEGATE to the Clerk Team to look into which neighbouring parishes we can enter into this agreement with.

6.7 **To APPROVE Balfour Beatty's support for this project, to APPROVE to fund any shortfall of purchase from the EMRs Planting/Hedgerow and Forward Plan and to DELEGATE to a Clerk Team officer the project detail management.**
It was UNANIMOUSLY RESOLVED to APPROVE Balfour Beatty's support and to APPROVE to fund any shortfall of purchase from the EMRs Planting/Hedgerow and Forword Plan and to DELEGATE a Clerk Team officer the project detail management along with looking into the options of the exact location of the hedge line and also whether we can amend the species of plants to incorporate a mixed species hedge.

6.8 **To NOTE the naming and new sign for the toddler train in the play area.**
NOTED.

6.9 **To NOTE the Teen Shelter Update**
NOTED. It was suggested that the location of the bike repair station and the security surrounding it needs to be confirmed.

6.10 **To NOTE the purchase and delivery of the new Bateson Trailer**
NOTED.

6.11 **To NOTE the theft of the SID device, to APPROVE a budget of up to £3,250 exclusive of VAT, and to DELEGATE to a Clerk Team officer to choose and purchase a new device following receipt of all quotes.**
NOTED. It was also UNANIMOUSLY RESOLVED to APPROVE a budget of up to £3,250 exclusive of VAT and to DELEGATE to a Clerk Team officer to look into grants from Oxfordshire County Council and Harwell Campus and to choose and purchase a new device and pole following receipt of all quotes.

6.12 **To NOTE the satisfactory completion of this road re-surfacing and further to NOTE there is no future requirement to maintain the surface (OCC Countryside have confirmed that it is not an ongoing obligation).**
NOTED. The Councillors wanted to add their thanks to the maintenance team for their hard work and determination in getting this done.

6.13 **To NOTE the Allotments Update and that there are currently 18 parishioners on the waiting list.**
NOTED.

6.14 **To NOTE the Allotments Update and that there are currently 18 parishioners on the waiting list.**
NOTED. It was further NOTED that since issue of the Agenda and Clerk Term Report, there are currently now 20 parishioners on the waiting list and that there seems to be a need for more allotment space.

6.15 **To APPROVE the Scouts to use Harwell Recreation Ground (including the far field) for their annual fireworks on the 6th November 2026.**
It was UNANIMOUSLY RESOLVED (with ONE ABSTENTION) to APPROVE the Scouts to use the Harwell Recreation Ground (including the far field) for their annual fireworks on the 6th November 2026.

6.16 **To NOTE the NJC Pay Increase of 3.3% and that all current and the former Deputy Clerk have been given back-pay as appropriate.**
NOTED

6.17 **To NOTE the confusion about energy supplier has been resolved and that the previous decision by the Council to contract with British Gas Electricity for energy supply will now be amended to Smartest Energy. It is a 4-year contract.**
NOTED

6.18 **To NOTE the new road name for the 5 houses built off Orchard Way is Park View.**
NOTED

6.19 **To NOTE the adoption by OCC of Applewood Close, off Reading Road.**
NOTED

6.20 **To NOTE reports from District & County Councillors and others have been uploaded to Other Reports on the Council website when received**
NOTED and the Council would like to give thanks to the Cllr Sarah James who provides her report in such a timely manner.

7. To APPOINT a Councillor for the Staffing Committee (to replace Cllr S Peacock)
It was UNANIMOUSLY RESOLVED to APPOINT Cllr. Jeremy Hawthorne as a member of the Staffing Committee.

8. Planning [The Town and Country Planning (Development Management Procedure) (England) Order 2015] **Appendix D**

8.1. To CONSIDER and APPROVE responses to Planning Applications.
It was UNANIMOUSLY RESOLVED to APPROVE the responses recommended at 8.1.1, 8.1.2 and 8.1.3 (below).

8.1.1. P26/V3333/HH - 7 The Croft Harwell Didcot OX11 0ED. Rear extension to existing dwelling. RECOMMENDED RESPONSE: *No objection, subject to the case officer being satisfied on the following points before permission is granted: (1) That the obscure glazing shown on the proposed west elevation, facing the neighbouring property, is secured by planning condition rather than relying on the submitted drawings alone; (2) That the two storey scale and massing of the extension would not cause an unacceptable loss of light or outlook to the neighbouring properties at Nos 5 and 9 The Croft, given the closely grouped nature of the plots in this part of the estate; (3) That the case officer takes into account any representations received from neighbouring occupiers during the consultation period, given the proximity of the extension to shared boundaries.*

8.1.2. P26/V3457/HH – 15 Tyrells Close Harwell Didcot OX11 0LF. Side and first floor extensions to bungalow. Existing vehicle access to be extended. RECOMMENDED RESPONSE: *No objection, subject to the Highway Authority's confirmation on the access and parking works, and the case officer being satisfied that the new first floor windows on the side elevations do not harm the amenity of the neighbouring properties at Nos 14 and 16.*

8.1.3. P26/V3751/HH - Wood End Reading Road Harwell Didcot OX11 0LU. Erection of a garage/home office and boundary wall. RECOMMENDED RESPONSE: no objection, subject to the case officer being satisfied on the following points before permission is granted: (1) That the Highway Authority has confirmed the proposed 2 metre high boundary wall to the Reading Road frontage does not compromise visibility splays for vehicles using the site access or for road users on the A417, in the same manner as required for the recent Downs Edge application on the same road; (2) That the first floor balcony to the garage/home office building would not result in an unacceptable degree of overlooking or loss of privacy to the neighbouring properties at Long Acre and Dormers, given its elevated position and proximity to the shared boundary; (3) That any conditions considered necessary in respect of the above are secured before commencement, rather than left to be addressed after construction.

8.2. To NOTE responses submitted under delegated powers by the Clerk to meet consultation deadline on Planning Applications.

NOTED.

8.2.1. P26/V2042/S73 - Cleave Cottage The Cleave Harwell Didcot OX11 0EL. Variation of condition 2(approved plans) on application ref. P23/V1561/FUL - addition of 2 new dormer windows on south elevation. Demolition of existing 3-bedroom dwelling and the construction of a new 4/5-bedroom dwelling with associated landscaping. HPC RESPONSE: *Harwell Parish Council has no objection to this application to vary condition 2 of permission P23/V1561/FUL at Cleave Cottage, The Cleave, to add two second floor dormer windows to the south and east*

elevation and make minor changes to the ground floor window openings. The dormers are modest in scale, do not raise the roof height, and use materials matching those already approved. The Council would ask the case officer to confirm that the new second floor windows do not result in unacceptable overlooking of neighbouring properties.

8.2.2. P26/V3021/HH - Downs Edge Reading Road Harwell Didcot OX11 0JJ. - Extension & remodelling. - Link attached annex. - Entrance walls and gates to road boundary (retrospective). HPC RESPONSE: *Harwell Parish Council has no objection to this application, subject to the following being secured by condition: The landscaping and boundary screening shown in the submitted plans, given the applicant's landscape and National Landscape assessment relies on that screening being retained. The linked annexe being tied to the main dwelling, and not permitted to become a separate, saleable or lettable dwelling. The bat box enhancement recommended in the Windrush Ecology report. Visibility splays, as already required by Oxfordshire County Council's Highway Authority consultation response of 27 August 2026. The Council notes that the entrance walls, piers, gates and altered highway verge surfacing have already been carried out in advance of permission, and would ask that the highway licensing position be regularised with Oxfordshire County Council, in line with the Highway Authority's informative.*

8.2.3. P26/V3609/LDP - 29 The Park Harwell Didcot OX11 0HB. Single storey rear extension and solar panels to the existing roof. HPC RESPONSE: *None (as this is a PD application and limited in type of response).*

8.2.4. P26/V3258/LB - 5 Kings Lane Harwell Didcot OX11 0EJ. Replace existing rotten single-pane windows with new timber double-glazed windows. HPC RESPONSE: *NO OBJECTION based on the Heritage Officer's response.*

8.2.5. P26/V3273/HH - West View Reading Road Harwell Didcot OX11 0JJ. Erection of outbuilding 10m length, 7.5m wide at the end of garden. 3m height to eaves, 4m height overall apex. 75m sq footprint. HPC RESPONSE: *Harwell Parish Council has no objection to this application, subject to the case officer being satisfied that the external materials are appropriate for the site's setting within the North Wessex Downs National Landscape, and that neighbouring amenity has been properly assessed given the outbuilding's proximity to the boundary with the adjoining garden.*

8.2.6. P26/V3240 – V3243, V3249/14J – Harwell Campus, various solar arrays. HPC RESPONSE TO ALL: *The Harwell Parish Council has NO OBJECTION to these proposals, subject to the planning officer confirming it is satisfied on glint and glare impact, particularly for the HQ scheme given its tilt and prominent siting.*

8.3. To NOTE Planning Decisions and Other Planning Matters.
NOTED.

8.3.1. P25/V2440/FUL - Land at Downs Close, Downs Close, Harwell, OX11 0LP. One self-build 1-bed bungalow. APPEAL: DISMISSED.

8.3.2. P26/V2042/S73 - Cleave Cottage The Cleave Harwell Didcot OX11 0EL. Variation of condition 2(approved plans) on application ref. P23/V1561/FUL - addition of 2 new dormer windows on south elevation. Demolition of existing 3-bedroom dwelling and the construction of a new 4/5-bedroom dwelling with associated landscaping. PLANNING PERMISSION: GRANTED (see 8.2.1, above).

9. Finance 2025-26

9.1. **To RECEIVE** the external audit report for 2025-26 and agree actions. **Appendix E**
It was UNANIMOUSLY RESOLVED to RECEIVE the external audit report for 2025-26 and NO ACTIONS were determined.

9.2. **To NOTE** the Notice of Conclusion of audit for 2025-26 has been posted on 7 August 2026.
NOTED

10. Finance 2026-27 **Appendix F**

10.1. **To APPROVE finalised expenditure list as paid in July and August 2026, and September 2026 (thus far).**
It was UNANIMOUSLY APPROVED (with ONE ABSTENTION) to APPROVE finalised expenditure list as paid in July and August 2026 and September 2026 (thus far).

July 2026 – Finalised Expenditure List

Voucher No	Date	Net	VAT	Total	Description	Supplier	Power Used for Spend
173	28.07.2026	£490.00	£98.00	£588.00	New Maintenance Machinery	Lawncare Garden Machinery Ltd	Recreation - Open Spaces Act 1906, ss. 9and 10
158	31.07.2026	-£6.00	£0.00	-£6.00	Insurance	Gallagher	Local Government Act 1972 s.111
155	07.07.2026	£360.00	£0.00	£360.00	Vehicle Tax	DVLA	Local Government Act 1972 s.111, Open Spaces - Open Spaces Act 1906, s.9-10

154	07.07.2026	£66.68	£13.34	£80.02	Fuel	Exeter Diesels (Diesels Ltd)	Local Government Act 1972 s.111, Open Spaces - Open Spaces Act 1906, s.9-10
153	12.07.2026	£12.50	£2.50	£15.00	SIM Costs - DeptyClerk Mobile	GiffGaff Ltd	Local Government Act 1972 s.111
152	20.07.2026	£30.24	£6.05	£36.29	MS365 Licence	Microsoft Ireland Operations Ltd	Local Government Act 1972 s.111
151	12.07.2026	£6.67	£1.33	£8.00	SIM Costs - Clerk Mobile	GiffGaff Ltd	Local Government Act 1972 s.111
150	28.07.2026	£10.00	£2.00	£12.00	Office broadband	INet Telecoms Ltd (Voipfone)	Local Government Act 1972 s.111
148	28.07.2026	£179.49	£35.90	£215.39	Waste Collection	Everflow Limited	Recreation - Open Spaces Act 1906, ss. 9and 10
147	20.07.2026	£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
146	29.07.2026	£16.38	£3.28	£19.66	Waste Collection	Everflow Limited	Environmental Protection Act 1990, Sections 5 & 6., Open Spaces - Open Spaces Act 1906, s.9-10
145	01.07.2026	£64.26	£12.85	£77.11	Waste Collection	Everflow Limited	Environmental Protection Act 1990, Sections 5 & 6., Open Spaces - Open Spaces Act 1906, s.9-10
144	16.07.2026	£67.91	£13.58	£81.49	Pump track (Plant hire)	Didcot Plant & Tool Hire	Local Government Act 1972 s.111, Open Spaces - Open Spaces Act 1906, s.9-10
143	29.07.2026	£446.25	£89.25	£535.50	External Audit	Moore East Midlands	Local Audit and Accountability Act 2014 s7,

							Local Government Act 1972 s.111
142	31.07.2026	£24.94	£0.00	£24.94	Adobe Pro	Adobe Systems Software Ireland Ltd.	Local Government Act 1972 s.111
140	04.07.2026	£20.83	£4.17	£25.00	Office broadband	Telecommunications Management Ltd (1pMobile)	Local Government Act 1972 s.111
137	06.07.2026	£185.88	£37.18	£223.06	Fuel	BE Fuel Cards Ltd	Open Spaces - Open Spaces Act 1906, s.9-10
135	31.07.2026	£7.00	£0.00	£7.00	Bank Fees	Unity Trust	Local Government Act 1972 s.111
132	30.07.2026	£645.45	£129.09	£774.54	Green Road Resurfacing	Heidelberg Materials	Highways - Highways Act 1980, ss. 43,50
131	28.07.2026	£613.60	£122.72	£736.32	Green Road Resurfacing	Heidelberg Materials	Highways - Highways Act 1980, ss. 43,50
130	23.07.2026	£57.11	£11.42	£68.53	Maintenance Sundries	Nisbets	Local Government Act 1972 s.111, Open Spaces - Open Spaces Act 1906, s.9-10
129	14.07.2026	£21.00	£0.00	£21.00	Expenses	Gerry Still	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
126	07.07.2026	£207.98	£0.00	£207.98	Van insurance (new)	Gallagher	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
122	03.07.2026	-£14.69	£0.00	-£14.69	StaffBuilding - Electricity	Smartest Energy	Local Government Act 1972 s.111

114	07.07.2026	£21,072.33	£4,214.47	£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
105	06.07.2026	£2,222.00	£0.00	£2,222.00	Office Hire	Harwell Village Hall	Local Government Act 1972 s.111
103	04.07.2026	£0.00	£0.00	£0.00	New Maintenance Machinery	Lawncare Garden Machinery Ltd	Open Spaces - Open Spaces Act 1906, s.9-10
98	06.07.2026	£230.75	£38.16	£268.91	Pump track (materials) and PPE for staff	TradeUK	Open Spaces - Open Spaces Act 1906, s.9-10
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)
Asst'd	Asst'd	£8,560.46	£0.00	£8,560.46	Staff Costs	Asst'd	Administration of the council - Local Government Act 1972 s.112(2)
		£36,023.91	**£4,955.87**	**£40,979.78**			

August 2026 – Finalised Expenditure List

Voucher No	Date	Net	VAT	Total	Description	Supplier	Power Used for Spend
199	25.08.2026	£3.00	£0.00	£3.00	Office Sundries	Harwell Village News	Local Government Act 1972 s.111
198	27.08.2026	£10.00	£2.00	£12.00	Office broadband	INet Telecoms Ltd (Voipfone)	Local Government Act 1972 s.111
197	28.08.2026	£179.49	£35.90	£215.39	Waste Collection	Everflow Limited	Recreation - Open Spaces Act 1906, ss. 9and 10,

							Recreation - Public Health Act 1961 s.54
196	29.08.2026	£20.70	£4.14	£24.84	Waste Collection	Everflow Limited	Recreation - Open Spaces Act 1906, ss. 9and 10, Recreation - Public Health Act 1961 s.54
195	31.08.2026	£24.94	£0.00	£24.94	Adobe Pro	Adobe Systems Software Ireland Ltd.	Local Government Act 1972 s.111
194	27.08.2026	£118.25	£23.65	£141.90	Grounds Maintenance	TradeUK	Local Government Act 1972 s.111, Local Government Act 2000 s.101, Recreation - Open Spaces Act 1906, ss. 9and 10
193	13.08.2026	£193.97	£38.80	£232.77	Maintenance	TradeUK	Recreation - Open Spaces Act 1906, ss. 9and 10
192	19.08.2026	£30.24	£6.05	£36.29	MS365 Licence	Microsoft Ireland Operations Ltd	Local Government Act 1972 s.111
191	21.08.2026	£137.42	£27.49	£164.91	Office Sundries	Viking	Local Government Act 1972 s.111
190	21.08.2026	£25.00	£5.00	£30.00	Maintenance Sundries	TradeUK	Recreation - Open Spaces Act 1906, ss. 9and 10
189	20.08.2026	£136.00	£0.00	£136.00	Harwell News Printing	SCM	Newsletters - LGA 1972 s.142
188	18.08.2026	£21.23	£0.00	£21.23	License Plate for new trailer	Car Plates Direct	Recreation - Open Spaces Act 1906, ss. 9and 10
187	20.08.2026	£39.99	£0.00	£39.99	PPE	TradeUK	Local Government Act 1972 s.111
186	19.08.2026	£25.50	£5.10	£30.60	Pumptrack (Signs)	White Horse Print & Signs Ltd	Recreation - Open Spaces Act 1906, ss. 9and 10

185	20.08.2026	£38.80	£7.76	£46.56	Chilton Maintenance Supplies (Recharge)	Oxfordshire Fencing Supplies	Local Government Act 2000 s.101
184	31.08.2026	£7.00	£0.00	£7.00	Bank Fees	Unity Trust	Local Government Act 1972 s.111
183	18.08.2026	£125.00	£25.00	£150.00	Training	Oxfordshire Association of Local Councils	Administration of the council - Local Government Act 1972 s.112(2)
182	13.08.2026	£73.45	£14.69	£88.14	First Aid Box (for outside, mounted on Staff Building)	EurekaDirect Ltd	Recreation - Open Spaces Act 1906, ss. 9and 10
181	12.08.2026	£187.11	£37.42	£224.53	Waste Collection	Biffa Waste Services Ltd	Environmental Protection Act 1990, Sections 5 & 6., Recreation - Open Spaces Act 1906, ss. 9and 10
180	12.08.2026	£68.55	£0.00	£68.55	Water (staff building & allotments)	Everflow Limited	Allotments - Smallholdings & Allotments Act 1908, s.23, Burial grounds, cemeteries and crematoria - Open Spaces Act 1906,
179	12.08.2026	£12.50	£2.50	£15.00	SIM Costs - DeptyClerk Mobile	GiffGaff Ltd	Local Government Act 1972 s.111
178	12.08.2026	£6.67	£1.33	£8.00	SIM Costs - Clerk Mobile	GiffGaff Ltd	Local Government Act 1972 s.111
177	11.08.2026	£179.49	£35.90	£215.39	Waste Collection	Everflow Limited	Environmental Protection Act 1990, Sections 5 & 6., Open Spaces - Open Spaces Act 1906, s.9-10

176	11.08.2026	£14.26	£0.00	£14.26	Expenses	Officer	Administration of the council - Local Government Act 1972 s.112(2)
175	11.08.2026	£33.02	£6.61	£39.63	Grounds Maintenance	TradeUK	Recreation - Open Spaces Act 1906, ss. 9and 10
174	10.08.2026	£12.45	£2.49	£14.94	Maintenance Services	Lawncare Garden Machinery Ltd	Recreation - Open Spaces Act 1906, ss. 9and 10
172	09.08.2026	£413.60	£0.00	£413.60	Mileage & expenses	Officer	Local Government Act 1972 s.111
171	08.08.2026	£83.31	£6.07	£89.38	Mileage & expenses - Pump Track	Officer	Local Government Act 1972 s.111, Recreation - Open Spaces Act 1906, ss. 9and 10
170	14.08.2026	£178.20	£0.00	£178.20	Mileage & expenses	Grounds Maint Team	Local Government Act 1972 s.111
169	09.08.2026	-£30.00	£0.00	-£30.00	Opening Event (Pump Track)	Share Oxford	Recreation - Open Spaces Act 1906, ss. 9and 10
157	04.08.2026	£73.50	£14.70	£88.20	First Aid Box (for outside, mounted on Staff Building)	Value Products Limtied (FirstAid4Less.co.uk)	Local Government Act 1972 s.111, Public Health Act 1936 s.234, Recreation - Open Spaces Act 1906, ss. 9and 10
156	04.08.2026	£308.00	£61.60	£369.60	Water fountain - Pump Track	Washware Essentials Limited	Recreation - Open Spaces Act 1906, ss. 9and 10
149	08.08.2026	£80.23	£4.01	£84.24	StaffBuilding - Electricity	Smartest Energy	Local Government Act 1972 s.111
141	03.08.2026	£20.83	£4.17	£25.00	Office broadband	Telecommunications Management Ltd (1pMobile)	Local Government Act 1972 s.111
139	03.08.2026	£781.99	£156.40	£938.39	Plant hire - Green Rd Resurface	Didcot Plant & Tool Hire	Open Spaces - Open Spaces Act 1906, s.9-10

138	06.08.2026	£216.65	£43.33	£259.98	Fuel	BE Fuel Cards Ltd	Open Spaces - Open Spaces Act 1906, s.9-10
136	04.08.2026	£153.33	£30.67	£184.00	Maintenance Sundries	Austen Group Ltd	Open Spaces - Open Spaces Act 1906, s.9-10
134	07.08.2026	£111.76	£14.37	£126.13	Maintenance Sundries	TradeUK	Open Spaces - Open Spaces Act 1906, s.9-10
133	05.08.2026	£3,730.00	£746.00	£4,476.00	New Trailer	Bateson Trailers Ltd	Open Spaces - Open Spaces Act 1906, s.9-10
Asst'd	Asst'd	£12,480.59	£0.00	£12,480.59	Staff Costs	Asst'd	Administration of the council - Local Government Act 1972 s.112(2)
		£20,326.02	**£1,363.15**	**£21,689.17**			

September 2026 – Expenditure List (thus far)

Voucher No	Date	Net	VAT	Total	Description	Supplier	Power Used for Spend
212	07.09.2026	£234.74	£46.95	£281.69	Fuel	BE Fuel Cards Ltd	Burial grounds, cemeteries and crematoria - Open Spaces Act 1906,, Local Government Act 1972 s.111
211	07.09.2026	£29.23	£1.46	£30.69	StaffBuilding - Electricity	Smartest Energy	Byelaws - Open Spaces Act, 1906, s.15, Local Government Act 1972 s.111
210	30.09.2026	£7.00	£0.00	£7.00	Bank Fees	Unity Trust	Local Government Act 1972 s.111

209	09.09.2026	£85.80	£0.00	£85.80	Mileage & expenses	Officer	Administration of the council - Local Government Act 1972 s.112(2)
208	09.09.2026	£26.00	£0.00	£26.00	Expenses	Officer	Administration of the council - Local Government Act 1972 s.112(2)
Asst'd	Asst'd	£11,785.16	£0.00	£11,785.16	Staff Costs	Asst'd	Administration of the council - Local Government Act 1972 s.112(2)
		£12,167.93	**£48.41**	**£12,216.34**			

10.2. **To NOTE income for July and August 2026.**

NOTED

Voucher No	Date	Net	VAT	Total	Description	Supplier
31	25.08.2026	£105.00	£0.00	£105.00	Cemetery fees	Family member of deceased
30	28.08.2026	£513.00	£0.00	£513.00	Cemetery fees	Ridgeway Funeral Services Ltd
29	19.08.2026	£254.14	£0.00	£254.14	Harwellian Rent	Harwellian Club
28	13.08.2026	£1,364.37	£272.87	£1,637.24	Parish Grass cutting - s101 service agreement	Oxfordshire County Council
27	19.08.2026	£90.00	£0.00	£90.00	Refund - vehicle tax	HM Paymaster General
26	19.08.2026	£103.43	£0.00	£103.43	Refund - van insurance	Gallagher

25	06.08.2026	£249.00	£0.00	£249.00	Notice of Interment (Ashes)	Family member of deceased
24	07.08.2026	£280.00	£0.00	£280.00	Licence fees	ASFA
23	07.08.2026	£72.00	£0.00	£72.00	Memorial Permit	M & J DIDCOCK
22	22.07.2026	£0.00	£3,295.74	£3,295.74	VAT Refund	HM Revenue & Customs
21	20.07.2026	£254.14	£0.00	£254.14	Harwellian Rent	Harwellian Club
20	24.07.2026	£249.00	£0.00	£249.00	Interment	Ridgeway Funeral Services Ltd
19	24.07.2026	£79.82	£0.00	£79.82	Allotment Tenancy Fee & Key Deposit	Plot holder
18	23.07.2026	£1,946.26	£394.20	£2,340.46	Sale of van OV05 YHF	We Buy Any Car Ltd
17	21.07.2026	£1,240.66	£0.00	£1,240.66	Interest	The Cambridge BS
		£6,800.82	**£3,962.81**	**£10,763.63**		

Including Bank Transfers for July, August and September (thus far) 2026.

Voucher No	Date	Net	VAT	Total	Banking Details	Details
	09/07/2026	£15,000	£0.00	£15,000	Transfer from Unity Trust Savings to Unity Trust current account	Transfer for bills August

	12/08/2026	£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
	19/08/2026	£30.000	£0.00	£30.000	Transfer from Cambridge to Unity Trust current account	To cover cash flow
		£60,000	**£0.00**	**£60,000**		

10.3. **To NOTE the reconciled bank balances at 31 August 2026**

NOTED

	Bank Reconciliation at 31/08/2026			
	Cash in Hand 01/04/2026			200,196.62
	ADD			
	Receipts 01/04/2026 - 31/08/2026			89,047.89
				289,244.51
	SUBTRACT			
	Payments 01/04/2026 - 31/08/2026			114,054.63
A	**Cash in Hand 31/08/2026** (per Cash Book)			**175,189.88**
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2026	0.00	
	Co-operative Current Account	31/08/2026	67,879.41	
	Co-operative Savings Account	31/08/2026	31,565.12	
	Cambridge	31/08/2026	34,855.49	
	Unity Trust Current	31/08/2026	39,679.85	
	Unity Trust Savings	31/08/2026	1,791.78	
				175,771.65
	Less unpresented payments			581.77
				175,189.88
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**175,189.88**
	A = B Checks out OK			

Image shows:

- Cash In Hand 01/04/2026 = £200,196.62
  - ADD Receipts 01/04/2026 – 31/08/2026 £89,047.89
  - SUBTRACT Payments 01/04/2026 – 31/08/2026 £114,054.63
- A - Cash in Hand 30/04/2026 = £176,189.88

- Bank balances
  - Petty Cash £0.00
  - Co-operative Current Account £67,879.41
  - Co-operative Savings Account £31,565.12
  - Cambridge £34,855.49
  - Unity Trust Current Account £36,679.85
  - Unity Trust Savings Account £1,791.78
    - Less unpresented payments £581.77
    - Plus unpresented receipts £0.00
- B Adjusted Bank Balance = £175,189.88

A = B Checks out OK

HARWELL PARISH COUNCIL

Uncashed Payments / Transfers Out (All Banks)

Up to 31 August 2026

Voucher	Date	Description	Total (£)	Bank
183	18/08/2026	Training	£150.00	Unity Trust Current
186	19/08/2026	Pumptrack (Signs)	£30.60	Unity Trust Current
189	20/08/2026	Harwell News Printing	£136.00	Unity Trust Current
197	28/08/2026	Waste Collection	£215.39	Unity Trust Current
196	29/08/2026	Waste Collection	£24.84	Unity Trust Current
195	31/08/2026	Adobe	£24.94	Co-Operative Current
		Total	**£581.77**	

10.4. **To APPROVE signers for each bank mandate and obtain signatures and details as required by each bank.**
It was UNANIMOUSLY RESOLVED to APPROVE Cllr. Flemming, Cllr. Hawthorne and Cllr. Hughes additional bank signatories and details of this will be provided following the meeting.

11. To CONSIDER the recommendation from the Staffing Committee and to APPROVE the increases of one Scale Point from the 1st October 2026 for the following (these Increases are covered within the existing budget):

11.1. The Head Grounds Maintenance worker from Spinal Column Point (SCP)18 to SCP19, from £16.89 per hour to £17.17 per hour.

11.2. One Grounds Maintenance worker from SCP3 to SCP4, from £13.24 per hour to £13.48 per hour.
It was UNANIMOUSLY APPROVED to CONSIDER the recommendation from the Staffing Committee and to APPROVE the increases of one Scale Point from the 1st October 2026 for both the Head Grounds Maintenance worker and One Grounds Maintenance worker.

14. Matters for future discussion *(no decisions taken)*

- Buses and timetables.
- Christmas Parties

15. To CONFIRM the date and time of the next Council Meeting: 13 October 2026.

In accordance with standing order 9b, proposals of motions should be submitted to the Clerk no later than 6 October 2026.

Cllr. Convery has given her apologies for this upcoming meeting.

Meeting ended: 21:41

Signed: Chair

Date: 13 October 2026