Appendix A

HARWELL PARISH COUNCIL

Minutes of a Meeting of Harwell Parish Council

Tuesday 13th October 2026 at 19:30, Harwell Village Hall

Public Forum

There was up to one member of the public, as well as Jim Stretton from Harwell Campus and District Cllr James.

Cllr Fletcher wasn't in attendance but passed some comments to Cllr. Humphries prior to the meeting, regarding item 7 on the agenda. SGN have applied for a 5-month closure of the Reading Road in the New Year. Cllr. Fletcher has raised concerns regarding this and has also requested a bus plan to address how the bus routes will be affected or changed, echoed by Thames Travel. The transport cabinet member is now involved. She is seeking a steer from the parish council as how they think is best to proceed (whole closure for 5 months or part closure for a longer period and to allow buses access).

Cllr. Sarah James spoke to item 8.11 and gave a brief update:

- She advised that the Local Government Reorganisation has been paused for review and that the Council is still awaiting an update that is imminently expected.
- A new developer has purchased the old Esso site, and they are planning a local consultation for residents on the 20th October from 3-8pm in the Harwellian.

Jim Stretton from Harwell Campus spoke of recent and upcoming events and confirmed that the branches and vegetation that were overhanging the speed sign on the Newbury Road have been removed.

Meeting started: 19:45.

Members Present:

Chair:	Cllr V. Humphries
Members:	Cllr A. Dearlove
	Cllr W. Fleming
	Cllr R. Hughes
	Cllr. J. Hawthorne
	Cllr J Stretton *(after item 2)*
Officers Present:	Bryan Urbick, Clerk & RFO
	Ellie Fielding, Deputy Clerk & RFO

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

Apologies received from Cllrs. Convery, Davidson-Locke and Lacy, along with County Cllr. Fletcher and District Cllr. Gascoigne.

2 Vacant Seats (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.
Representation from Jim Stretton was received.

2.3 To CO-OPT a candidate(s) to fill the vacant seat(s).
It was UNANIMOUSLY RESOLVED to co-opt Jim Stretton to fill one of the empty seats.

2.4 To RECEIVE declaration(s) of acceptance of office from any co-opted Councillor.
To be countersigned by the Clerk. The co-opted Councillor(s) will be reminded that the Declaration of Member Interests form must be completed within 28 days and submitted to the monitoring officer.
The Declaration of acceptance was signed by Cllr Stretton and countersigned by the Clerk.

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. Hawthorne declared a non-pecuniary interest in Agenda point 9.1 regarding the planning application P26/V4102/S73 (Land to rear of 25 Orchard Way.) as he lives nearby.

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 a previous council meeting [LGA 1972 Sch 12. Para 41(1)]

4.1. Meeting held on 8 September 2026 Appendix A
It was UNANIMOUSLY RESOLVED to APPROVE the minutes of the meeting of 8 September 2026.

5. To CONSIDER entering into a new Service Level Agreement with Milton Parish Council to provide grounds maintenance services [LGA 1972, s101] Appendix B (amended to include B-1)
It was UNANIMOUSLY RESOLVED to APPROVE the new Service Level Agreement with Milton Parish Council to provide grounds maintenance services. The Council wished it to be NOTED that Cllr. Lacy's written questions and concerns were circulated (see Appendix B-1) and considered at length, and appreciated.

6. To APPROVE (subject to the approval of item 5, above) **the hire of a second Apprentice Maintenance role to support the service level agreement with Milton Parish Council and to provide further resilience to Harwell's Ground Maintenance team.**
Item 5 having been approved, and as the cost of the post is supported in part by the Milton SLA, it was UNANIMOUSLY RESOLVED to fill the second Apprentice Maintenance role.

7. To CONSIDER Harwell bus services and OxBus2040 consultation and response [Local Government and Rating Act 1997, ss 27, 29] Appendix C

The Chair raised the proposed closure of Reading Road by SGN for approximately five months from the New Year, which had been raised in the public forum by County Cllr Fletcher. As the closure would affect bus routes serving Harwell, the Council considered it as part of its response on Harwell bus services. County Cllr Fletcher had asked for the Council's steer on two options: (a) a full closure for five months, or (b) a partial closure over a longer period, allowing access for buses and other vehicles.

It was UNANIMOUSLY RESOLVED that the Council's preference is for a partial closure that keeps access for buses and other vehicles for the duration of the works. The Clerk will write to County Cllr Fletcher to confirm this and to thank her for raising the matter.

7.1. To NOTE the residents' survey is live and will close at the end of Sunday 18 October.
NOTED

7.2. To AGREE the initial points for the consultation, based on the timetable that came into effect on 20 September, so they can be brought together with the survey results and incorporate into the consultation response:

7.2.1. Buses should be evenly spaced through the day, including early morning, late afternoon, evening and weekends, so that people can rely on them.

7.2.2. The connection with Didcot Parkway should work for commuters in both directions: an early bus from Harwell to the station, and a reliably spaced bus back from the station in the evening. Long gaps on the way home discourage people from using the bus at all.

7.2.3. Buses should be timed so that they are useful, including for a normal working day in Newbury and for early journeys to Didcot.

7.2.4. Longer routes need enough recovery time to stay reliable. The X35 extension to Abingdon is the current example: it is direct, but it takes about 70 to 75 minutes and runs through a congested town.

7.2.5. Harwell needs a convenient bus to the Wantage Road side of Didcot, for the medical centres, library, Didcot Girls' School and the Civic Hall.

7.2.6. The tickets that already exist should be promoted more clearly, including MyBus Oxfordshire, the £4 Didcot Zone day ticket, tap on, tap off, and the group tickets for families.

7.2.7. Fares for families travelling together should be looked at against the cost of driving and parking, not only against a single adult fare.

It was UNANIMOUSLY RESOLVED to APPROVE these initial points and to include them in the final response for the consultation. The council would also like to thank Cllr. Davidson-Locke for his time and work in collating the above information and bringing it to the council.

7.3. To NOTE that once the survey closes, Cllr Davidson-Locke will collate the results so they can be shared with the community, and so that the survey feedback and the council's points from item 2 can be used to draft a suggested response to the bus consultation. The final draft would be emailed to councillors for input.
NOTED

7.4. To DELEGATE to a Clerk team officer to submit the final response by the deadline and to report the survey results to the community.
It was UNANIMOUSLY RESOLVED to DELEGATE to a Clerk Team Officer the final response by the deadline (10 November 2026).

8. Clerk Team Report **Appendix D**

8.1. To NOTE CIL payment of £3,831.13 will be made at the end of October 2026 and will be allocated to the CIL EMR.

8.2. To NOTE that a previous long-term resident of the village was permitted to have their ashes interred into an existing grave, for a resident rate charge

8.3. To NOTE the Allotments update and that there are currently 16 parishioners on the waiting list.

8.4. To NOTE the Harwell Primary School S106 funds update.

8.5. To NOTE the footpath 11 update.

8.6. To NOTE the MUGA planning application update.

8.7. To NOTE the upgrade of the Winnaway from footpath to bridleway.

8.8. To NOTE the updates received from OCC regarding the adopted Highway.

8.9. To NOTE receipt of the letter from the Highway Records Team for Highway Maintenance.

8.10. To NOTE the White Horse resident survey and AGREE printing paper copies of the questionnaire if requested by Harwell parishioner(s).

8.11. To NOTE reports from District and County Councillors and others have been uploaded to Other Reports on the Council website when received.
8.1 through to 8.11 were NOTED and it was AGREED to provide printed copies of the survey (8.10) when requested.

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

To CONSIDER and **APPROVE** responses to Planning Applications

9.1. P26/V4102/S73 - Land to rear of 25 Orchard Way. Variation of condition 2 on Planning Permission P24/V1219/RM-replace the approved 1.5-metre-high post-and-rail fencing, with hedging, along the northern and southern boundaries with 1.8-metre-high close-boarded timber fencing. Reserved Matters application for the details of appearance, landscaping, scale, and layout following Outline Approval P21/V0679/O. *Clerk Team proposed response: Harwell Parish Council OBJECTS to the proposed variation in its present form. The approved scheme included a new native hedge, which residents point out is part*

of the ecological mitigation, the biodiversity enhancement plan and the landscape strategy that supported the permission. The application does not show that these have been reassessed. The Council also notes that the approved plan already provided post-and-rail fencing with growth mesh to protect the site while the hedge establishes, so the security concern was addressed when the scheme was approved. The Council recognises that the boundary with the recreation ground should feel secure, and would not object to a close-boarded fence if the approved native hedge is kept alongside it. The Council asks the District Council to: 1) Require the applicant to show, on the revised drawing, which lengths of approved hedge would be lost, kept, or planted in front of a fence, and to confirm the status of the drawing, which carries a Revision B reference but a May 2024 date. 2) Require updated ecological, biodiversity and landscaping information, or confirmation from the District's ecologist that the approved documents remain valid. If minded to approve, secure by condition that the native hedge is planted and maintained to the approved specification alongside any fence, with gaps at the base of the fence for small mammals.

It was UNANIMOUSLY RESOLVED (with ONE ABSTENTION, see item 3.1) to OBJECT to this planning application and to submit the proposed comments.

9.2. MW.0122/26 – R24, Land east of Road 8, Rutherford Appleton Laboratory, Harwell Campus, Chilton, Didcot, Oxfordshire, OX11 0QX. Details pursuant to Condition 3 (Chemical Storage and Secondary Containment) of Planning Permission no. MW.0093/25. Applicant The Science & Technology Facilities Council (STFC). *Clerk Team proposed response: Harwell Parish Council has no objection in principle to the discharge of Condition 3 and welcomes the controls in the Hazardous Waste Management Protocol. The Council is not a technical body and defers to the Environment Agency and the County Council's specialist officers on groundwater protection. Condition 3 asks for details of the secondary containment itself as well as procedures, and the submitted document is mainly operating procedure. The Council asks the County Council to be satisfied that: 1) The impermeable containment, its capacity against the condition's 110% test, and sealed drainage are evidenced, for example by reference to the approved Denios equipment details, and that the details say which parts of the condition do not apply because there is no decanting. 2) The protocol names the accountable operator and resolves its inconsistencies, including between quarterly collections and a maximum storage period of 12 months. 3) Fire and emergency arrangements are in place, including containment of firewater and spillage, given that flammable liquids and batteries will be stored, and how the Environment Agency and emergency services would be informed. 4) The Environment Agency has been consulted on the details and any permit or exemption needed has been confirmed. 5) Given the campus's proximity to homes, the Council asks to be told if any residual risk to residents is identified.*

It was UNANIMOUSLY RESOLVED to submit NO OBJECTION to this planning application with the proposed comments.

9.3. P26/V4183/HH and P26/V4184/LB – Pollards Townsend Harwell Didcot OX11 0DX. Removal and replacement of roof tiles with new. *Clerk Team proposed response: Harwell Parish Council supports the repair of the roof at Pollards, a Grade II listed building in the Harwell Conservation Area, and has no objection in principle. The roof is a prominent part of the street scene on Townsend, and the Council welcomes the removal of the foam insulation and the replacement of the earlier non-matching repair tiles.*

The Council asks the District Council to be satisfied on the following before deciding the applications: Scope of works. The application documents describe the works in different ways: removal of existing tiles, removal of some tiles, and removal of all tiles. The Council asks for a clear schedule of which roof slopes are to be re-tiled, repaired or left alone, and for the Heritage Statement to be updated to match. Materials and reuse. The Council asks that sound historic tiles are salvaged and reused, preferably on the most visible slopes, and that new tiles are hand-made clay plain tiles matching the existing in size, colour, texture and laying pattern. It asks that a sample panel is approved by the Conservation Officer before work starts, and that ridges, hips, valleys, verges and eaves follow the existing details. Roof structure and insulation. The Heritage Statement refers to timber repairs and new insulation with a ventilation gap. As these are works to the fabric of a listed building, the Council asks that they are described in the application so they can be properly assessed. Bats. *The Design and Access Statement says no bat habitats have been found but no survey is provided. The Council asks the officer to consider whether a bat survey is needed before the roof is stripped. The Council defers to the Conservation Officer on the suitability of materials and method.*

It was UNANIMOUSLY RESOLVED to submit NO OBJECTION to this planning application with the proposed comments.

9.4. P26/V4150/A - Tech Foundry 1a Curie Avenue Harwell Oxford Didcot OX11 0QQ. Display of two non-illuminated 'Alloyed' logo signs comprising individual matte black powder-coated stainless steel lettering, mounted to the east and west façades of the existing commercial building. Each sign measures 4800mm wide x 1468mm high with 40mm returns. *Clerk Team proposed response: Harwell Parish Council has no objection to the display of two non-illuminated logo signs on the east and west facades of Tech Foundry 1, which sit within the commercial setting of Harwell Campus and away from residential areas. The Council asks that the District Council secures the following by condition: that the signs remain non-illuminated, as described in the application; that the matte finish is kept to avoid glare; and that the signs are limited to the size and positions shown. The Council also asks that the applicant confirms the colour and projection details, as the application form appears to be inconsistent on these.*

It was UNANIMOUSLY RESOLVED (with ONE ABSTENTION, Cllr Stretton due to his role at Harwell Campus) to submit NO OBJECTION to this planning application with the proposed comments.

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

9.5. NONE.

To NOTE Planning Decisions and Other Planning Matters

9.6. NONE.

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

10.1. To APPROVE finalised expenditure list as paid in September 2026 and payments in October 2026 (thus far).

September 2026 – Finalised Expenditure List

Voucher No	Date	Net	VAT	Total	Description	Supplier	Power Used for Spend
219	01.09.2026	£57.50	£11.50	£69.00	Maintenance - Machinery	Lawncare Garden Machinery Ltd	Recreation - Open Spaces Act 1906, ss. 9and 10
235	02.09.2026	£20.83	£4.17	£25.00	Office broadband	Telecommunications Management Ltd (1pMobile)	Local Government Act 1972 s.111
211	07.09.2026	£29.23	£1.46	£30.69	StaffBuilding - Electricity	Smartest Energy	Recreation - Open Spaces Act, 1906, ss9-10, Local Government Act 1972 s.111
212	07.09.2026	£234.74	£46.95	£281.69	Fuel	The Right Fuel Card Company Ltd (formerly BE Fuel Cards Ltd)	Local Government Act 1972 s.111, Recreation - Open Spaces Act 1906, ss. 9and 10
213	08.09.2026	£83.33	£16.67	£100.00	Chilton Maintenance Supplies (Recharge)	TradeUK	Local Government Act 1972 s.101, Local Government Act 1972 s.111

214	08.09.2026	£100.00	£0.00	£100.00	Donation (S137) to RBL from 15-4-25 min ref 6.4	Royal British Legion	Local Government Act 1972 s.137
208	09.09.2026	£26.00	£0.00	£26.00	Expenses	Staff member	Administration of the council - Local Government Act 1972 s.112(2)
209	09.09.2026	£85.80	£0.00	£85.80	Mileage & expenses	Staff member	Administration of the council - Local Government Act 1972 s.112(2)
223	11.09.2026	£57.08	£0.00	£57.08	StaffBuilding - Electricity	Everflow Limited	Recreation - Open Spaces Act 1906, ss. 9and 10, Small Holdings and Allotments Act 1908 s26
234	11.09.2026	£14.90	£0.00	£14.90	Water (staff building & allotments)	Everflow Limited	Allotments - Smallholdings & Allotments Act 1908, s.23, Recreation - Open Spaces Act 1906, ss. 9and 10
215	12.09.2026	£12.50	£2.50	£15.00	SIM Costs - DeptyClerk Mobile	GiffGaff Ltd	Local Government Act 1972 s.111
225	12.09.2026	£6.67	£1.33	£8.00	SIM Costs - Clerk Mobile	GiffGaff Ltd	Local Government Act 1972 s.111
224	20.09.2026	£30.24	£6.05	£36.29	MS365 Licence	Microsoft Ireland Operations Ltd	Local Government Act 1972 s.111
216	22.09.2026	£382.20	£76.44	£458.64	Playground Maintenance	Fresh Air Fitness	Recreation - Open Spaces Act 1906, ss. 9and 10
217	22.09.2026	£237.19	£47.44	£284.63	Water fountain - Pump Track	Corderoy Heating and Plumbing Ltd	Recreation - Open Spaces Act 1906, ss. 9and 10
222	24.09.2026	£273.28	£54.66	£327.94	New Maintenance Machinery	Net World Sports Limited	Recreation - Open Spaces Act 1906, ss. 9and 10

218	26.09.2026	£10.00	£2.00	£12.00	Voip Phone	INet Telecoms Ltd (Voipfone)	Local Government Act 1972 s.111
220	27.09.2026	£768.00	£153.60	£921.60	Accounting Software	Starboard Systems Ltd (Scribe)	Accounts and Audit Regulations 2015 reg 4; Local Government Act 1972 s.111.
221	27.09.2026	£696.00	£139.20	£835.20	Accounting Software: Allotments and Cemetery add-ons	Starboard Systems Ltd (Scribe)	Local Government Act 1972 s.214(1)-(2); Small Holdings and Allotments Act 1908 s.23; Local Government Act 1972 s.111
226	28.09.2026	£99.99	£20.00	£119.99	Website - Hosting	Cloud Next Ltd	Local Government Act 1972 s.111, Websites - Transparency Code for Smaller Authorities 2014.
227	28.09.2026	£179.49	£35.90	£215.39	Waste Collection	Everflow Limited	Litter - Litter Act 1983, ss.5,, Recreation - Open Spaces Act 1906, ss. 9and 10
228	28.09.2026	£7.00	£0.00	£7.00	Land Registry Searches	HM Land Registry	Local Government Act 1972 s.111
229	29.09.2026	£41.17	£8.23	£49.40	Waste Collection	Everflow Limited	Burial grounds, cemeteries and crematoria - Open Spaces Act 1906,, Litter - Litter Act 1983, ss.5,
230	29.09.2026	£50.00	£10.00	£60.00	Website domain	Cloud Next Ltd	Local Government Act 1972 s.111, Websites - Transparency Code for Smaller Authorities 2014.

231	29.09.2026	£42.50	£0.00	£42.50	Mileage & expenses	Staff member	Administration of the council - Local Government Act 1972 s.112(2)
236	29.09.2026	£0.00	-£0.01	-£0.01	Website - Hosting	Cloud Next Ltd	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
232	30.09.2026	£24.94	£0.00	£24.94	Adobe Pro	Adobe Systems Software Ireland Ltd.	Local Government Act 1972 s.111
233	30.09.2026	£133.10	£0.00	£133.10	Mileage & expenses	Staff member	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)
		£15,495.84	**£638.09**	**£16,133.93**			

October 2026 – Expenditure List (thus far)

Voucher No	Date	Net	VAT	Total	Description	Supplier	Power Used for Spend
237	01.10.2026	£6.00	£1.20	£7.20	Website domain	Cloud Next Ltd	Local Government Act 1972 s.111, Websites - Transparency Code for Smaller Authorities 2014.
238	01.10.2026	£442.00	£0.00	£442.00	SLCC Membership	Society of Local Council Clerks	Administration of the council - Local Government Act 1972

							s.112(2), Local Government Act 1972 s.111
247	01.10.2026	£3.00	£0.00	£3.00	Allotment key deposit return	Previous allotment holder	Allotments - Smallholdings & Allotments Act 1908, s.23
248	06.10.2026	£82.85	£16.57	£99.42	Fuel	The Right Fuel Card Company Ltd (formerly BE Fuel Cards Ltd)	Local Government Act 1972 s.111, Recreation - Open Spaces Act 1906, ss. 9and 10
250	08.10.2026	£32.03	£1.60	£33.63	StaffBuilding - Electricity	Smartest Energy	Local Government Act 1972 s.111, Open Spaces - Open Spaces Act 1906, s.9-10
251	08.10.2026	£14.88	£2.98	£17.86	Maintenance Sundries	Screwfix	Recreation - Open Spaces Act 1906, ss. 9and 10
252	08.10.2026	£1,000.00	£200.00	£1,200.00	Arboricultural reports (MUGA planning)	Merewood Arboricultural Consultancy Services	Recreation - Open Spaces Act 1906, ss. 9and 10
253	13.10.2026	£104.33	£20.87	£125.20	Laminator and wall planners (for maintenance team)	Viking Office Supplies	Local Government Act 1972 s.111
254	13.10.2026	£7.00	£0.00	£7.00	Land Registry Search	HM Land Registry	Bus Shelters – LG (Misco Shelters Prov) Act 1953, s.4; Local Government Act 1972 s.111
245	31.10.2026	£7.00	£0.00	£7.00	Bank Fees	Unity Trust	Local Government Act 1972 s.111
Asst'd	Asst'd	£12,092.70	£0.00	£12,092.70	Staff Costs	Asst'd	Administration of the council - Local Government Act 1972 s.112(2)

		£13,791.79	£243.22	£14,035.01			

It was UNANIMOUSLY RESOLVED to APPROVE the finalised expenditure list as paid in September 2026 and payments in October 2026 (thus far).

10.2. To NOTE income for September 2026.

Voucher No	Date	Net	VAT	Total	Description	Supplier
35	01.09.2026	£71,152.00	£0.00	£71,152.00	Precept	Vale of White Horse District Council
34	02.09.2026	£43.20	£0.00	£43.20	Allotment Tenancy Fee	Allotment tenant
33	02.09.2026	£42.70	£0.00	£42.70	Allotment Tenancy Fee	Allotment tenant
32	02.09.2026	£34.56	£0.00	£34.56	Allotment Tenancy Fee	Allotment tenant
36	03.09.2026	£36.30	£0.00	£36.30	Allotment Tenancy Fee	Allotment tenant
38	04.09.2026	£42.77	£0.00	£42.77	Allotment Tenancy Fee	Allotment tenant
37	04.09.2026	£45.76	£0.00	£45.76	Allotment Tenancy Fee	Allotment tenant
41	08.09.2026	£27.14	£0.00	£27.14	Allotment Tenancy Fee	Allotment tenant
40	08.09.2026	£42.62	£0.00	£42.62	Allotment Tenancy Fee	Allotment tenant
39	08.09.2026	£101.99	£0.00	£101.99	Allotment Tenancy Fee	Allotment tenant

42	09.09.2026	£43.09	£0.00	£43.09	Allotment Tenancy Fee	Allotment tenant
43	10.09.2026	£49.70	£0.00	£49.70	Allotment Tenancy Fee	Allotment tenant
44	13.09.2026	£513.00	£0.00	£513.00	Cemetery fees	TONKS BROTHERS FUNERAL DIRECTORS
45	14.09.2026	£43.09	£0.00	£43.09	Allotment Tenancy Fee	Allotment tenant
49	15.09.2026	£82.62	£0.00	£82.62	Allotment Tenancy Fee	Allotment tenant
48	15.09.2026	£53.03	£0.00	£53.03	Allotment Tenancy Fee	Allotment tenant
47	15.09.2026	£45.22	£0.00	£45.22	Allotment Tenancy Fee	Allotment tenant
46	15.09.2026	£1,833.38	£366.68	£2,200.06	Chilton Service Level Agreement	Chilton Parish Council
67	17.09.2026	£50.22	£0.00	£50.22	Allotment Tenancy Fee	Allotment tenant
71	18.09.2026	£68.75	£0.00	£68.75	Allotment Tenancy Fee	Allotment tenant
68	21.09.2026	£254.14	£0.00	£254.14	Harwellian Rent	Harwellian Club
52	22.09.2026	£20.00	£0.00	£20.00	Donation from resident	Resident
51	22.09.2026	£49.70	£0.00	£49.70	Allotment Tenancy Fee	Allotment tenant
50	22.09.2026	£45.22	£0.00	£45.22	Allotment Tenancy Fee	Allotment tenant
54	25.09.2026	£51.84	£0.00	£51.84	Allotment Tenancy Fee	Allotment tenant

53	25.09.2026	£62.96	£0.00	£62.96	Allotment Tenancy Fee	Allotment tenant
58	28.09.2026	£160.00	£0.00	£160.00	Memorial Permit	Oxfordshire Memorials
57	28.09.2026	£45.11	£0.00	£45.11	Allotment Tenancy Fee	Allotment tenant
56	28.09.2026	£140.47	£0.00	£140.47	Allotment Tenancy Fee	Allotment tenant
55	28.09.2026	£53.63	£0.00	£53.63	Allotment Tenancy Fee	Allotment tenant
65	29.09.2026	£73.19	£0.00	£73.19	Allotment Tenancy Fee	Allotment tenant
63	29.09.2026	£54.28	£0.00	£54.28	Allotment Tenancy Fee & Key Deposit	Allotment tenant
61	29.09.2026	£142.34	£0.00	£142.34	Allotment Tenancy Fee	Allotment tenant
60	29.09.2026	£44.64	£0.00	£44.64	Allotment Tenancy Fee	Allotment tenant
59	29.09.2026	£25.67	£0.00	£25.67	Allotment Tenancy Fee	Allotment tenant
70	30.09.2026	£137.03	£0.00	£137.03	Interest	Unity Trust
66	30.09.2026	£54.64	£0.00	£54.64	Allotment Tenancy Fee & Key Deposit	Allotment tenant
64	30.09.2026	£38.63	£0.00	£38.63	Allotment Tenancy Fee	Allotment tenant
62	30.09.2026	£249.00	£0.00	£249.00	Cemetery fees	Ridgeway Funeral Services Ltd

		£76,053.63	**£366.68**	**£76,420.31**		

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

Voucher No	Date	Net	VAT	Total	Banking Details	Details
	10/09/2026	£75,000	£0.00	£75,000	Transfer from Unity Trust current to Unity Trust savings account	To earn interest (precept just received)
		£75,000	£0.00	£75,000		

NOTED

10.3. To NOTE the reconciled bank balances at 30 September 2026

	Bank Reconciliation at 30/09/2026			
	Cash in Hand 01/04/2026			200,196.62
	ADD			
	Receipts 01/04/2026 - 30/09/2026			165,468.20
				365,664.82
	SUBTRACT			
	Payments 01/04/2026 - 30/09/2026			130,188.56
A	**Cash in Hand 30/09/2026** (per Cash Book)			**235,476.26**
	Cash in hand per Bank Statements			
	Petty Cash	30/09/2026	0.00	
	Co-operative Current Account	30/09/2026	65,660.13	
	Co-operative Savings Account	30/09/2026	31,565.12	
	Cambridge	30/09/2026	34,855.49	
	Unity Trust Current	30/09/2026	27,668.94	
	Unity Trust Savings	30/09/2026	76,928.81	
				236,678.49
	Less unpresented payments			1,277.60
				235,400.89
	Plus unpresented receipts			75.37
B	**Adjusted Bank Balance**			**235,476.26**
	A = B Checks out OK			

Image shows:

- Cash In Hand 01/04/2026 = £200,196.62
  - ADD Receipts 01/04/2026 – 30/09/2026 £165,468.20
  - SUBTRACT Payments 01/04/2026 – 30/09/2026 £130,188.56
- A - Cash in Hand 30/09/2026 = £235,476.26

- Bank balances
  - Petty Cash £0.00
  - Co-operative Current Account £65,660.13
  - Co-operative Savings Account £31,565.12
  - Cambridge £34,855.49
  - Unity Trust Current Account £27,668.94
  - Unity Trust Savings Account £76, 928.81
    - Less unpresented payments £1,277.60
    - Plus unpresented receipts £75.37
- B Adjusted Bank Balance = £235,476.26

A = B Checks out OK

HARWELL PARISH COUNCIL

Uncashed Payments / Transfers Out (All Banks)

Up to 30 September 2026

Voucher	Date	Description	Total (£)	Bank
219	01/09/2026	Maintenance - Machinery	69.00	Unity Trust Current
216	22/09/2026	Playground Maintenance	458.64	Unity Trust Current
217	22/09/2026	Water fountain - Pump Track	284.63	Unity Trust Current
227	28/09/2026	Waste Collection	215.39	Unity Trust Current
229	29/09/2026	Waste Collection	49.40	Unity Trust Current
231	29/09/2026	Mileage & expenses	42.50	Unity Trust Current
232	30/09/2026	Adobe Pro	24.94	Co-op Current Account
233	30/09/2026	Mileage & expenses	133.10	Unity Trust Current
		Total	**£1,277.60**	

Uncashed Receipts / Transfers In (All Banks)

Up to 30 September 2026

Voucher	Date	Description	Total (£)	Bank
51	22/09/2026	Allotment Tenancy Fee	49.70	Unity Trust Current
59	29/09/2026	Allotment Tenancy Fee	25.67	Unity Trust Current
		Total	**£75.37**	

NOTED

10.4. To RECEIVE and NOTE the quarterly 'budget to actual' review including reserve balances for the period to 30 September 2026, in accordance with the Financial Risk Assessment and Management Register (Precept risk, adequacy of precept).

10.4.1. To APPROVE recommended amendments to the budget.

10.4 and 10.4.1 DEFERRED. The budget review and potential virements were not considered. The budget review and recommendations for virement will be updated with the decisions from this meeting and submitted to the next meeting for consideration.

11. To ADOPT new or updated Governing Documents [Standing Orders 9 and 23(b)]

11.1. To ADOPT a revised Grievance Policy (based on the new NALC model) Appendix F

It was UNANIMOUSLY RESOLVED to ADOPT the revised Grievance Policy.

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

- The Online Planning System at the Vale of the White Horse.
- Quarterly 'Budget to Actual' review including reserves balances (as per 10.4).

13. To CONFIRM the date and time of the next Council Meeting: 10 November 2026.

In accordance with standing order 9b, proposals of motions should be submitted to the Clerk no later than 3 November 2026.

Cllr. Fleming and the Clerk have given their advance apologies for this future meeting.

Meeting ended: 20:43

Signed: Date: 10 November 2026

Chair