

Western Valley Parish Council

Notice of a Meeting of the Western Valley Parish Council

Tuesday 11th July 2023 at 19:30, The District Centre, 1 Gentian Mews, Great Western Park, OX11 6GR

All Councillors are summoned to a Meeting of Western Valley Parish Council.

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

(Public Bodies (Admission to Meetings) Act 1960)

Prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)

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

AGENDA

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

2. Declarations of Interests [LA 2011 s31]

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

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

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

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

3.1. Meeting held on 06th June 2023

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

4. To approve adopting Standing Orders

Appendix A

5. Co-option of Councillors for 3 Vacant Seats (LGA 1972 s89(6))

5.1. To approve Co-option of 1 candidate for Seat 1

5.2. To receive signed acceptance of office for Seat 1

5.3. To approve Co-option of 1 candidate for Seat 2

5.4. To receive signed acceptance of office for Seat 2

5.5. To approve Co-option of 1 candidate for Seat 3

5.6. To receive signed acceptance of office for Seat 3

5.7. To receive declarations of interest for items on this agenda from the Co-opted Members.

All co-opted members are reminded that a Register of Members Interests must be submitted within 28 days of appointment.

Mrs L White



Clerk to the Council (to be appointed at this meeting)

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6. District and County Councillor Reports

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

- | | | |
|------|---------------------------------|-------------------|
| 6.1. | District Councillor H Gascoigne | Appendix B |
| 6.2. | District Councillor D Dewhurst | Appendix C |
| 6.3. | County Councillor S Povolotsky | Appendix D |

7. Matters pertaining to appointment of staff

Appendix E

- 7.1. To approve us of model SLCC Staff Contract, with amendments as detailed.
- 7.2. To approve expenses policy.
- 7.3. To approve Clerk and RFO role to be 8 hours per week, SCP 24 with up to 8 hours over time per week.
- 7.4. To approve appointing L White and Proper Officer (Clerk) and Responsible Financial Officer
- 7.5. To approve paying for SLCC annual membership for the Clerk, maximum budget £150
- 7.6. To approve LGPS Pension registration for the Clerk, subject to satisfactory completion of probationary period.
- 7.7. To approve registering as an Employer with HMRC for the purposes of managing PAYE
- 7.8. To approve purchase of Laptop
- 7.9. To approve purchase of Smart Phone
- 7.10. To approve purchase of annual subscription to Microsoft Office 365
- 7.11. To approve purchase of printer/scanner/copier or approve remuneration rate for the Clerk to use their own.
- 7.12. To approve delegating the Clerk purchase of files, paper, folders and other stationary items including stamps as needed within the agreed budget for the year.

8. Finance 2023-2024

Appendix F

Some Finance items in Confidential Section at the end of the meeting.

- 8.1. To approve Financial Regulations
- 8.2. To approve Financial Risk Assessment & Management
- 8.3. To approve opening a bank account
- 8.4. To approve bank signatories
- 8.5. To approve making payments by online bank transfer, subject to 2 signature authorisation. Payments to be made by cheque until this is set-up
- 8.6. To approve receiving CIL payments for the 2023-2024 financial year
- 8.7. To approve receiving held funds from Harwell Parish Council, to be held in reserves.
- 8.8. To approve budget for FY 2023-2024
- 8.9. To approve payments to be made as soon as possible once precept has been received.

Mrs L White



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9. Media and Communication

Appendix G

Some Media & Communications items in Confidential Section at the end of the meeting.

- 9.1. To approve Media and Communications Policy
- 9.2. To approve WVPC Facebook Page, Clerk to administer, outward communication only, commenting switched off.
- 9.3. To approve creation of a Mailchimp mailing list, to be used for notifications of meetings and other important communications to our subscribers.
- 9.4. To approve creation of WVPC website, as required by statute, including:
 - Application for WesternValleyParishCouncil.gov.uk or similar
 - Appointing the Clerk (Mrs L White) as the Domain Administrator
- 9.5. To approve approaching the District Centre to have an external noticeboard, and consider other suitable locations in the parish for additional noticeboards for official WVPC communications.

10. Other administrative items not already covered.

Appendix H

- 10.1. To approve ICO registration, to be paid by direct debit to reduce annual cost
- 10.2. To approve purchase of at least 1-off copy of Arnold-Baker on Local Council Administration 13th Edition
- 10.3. To approve purchase of 1-off SLCC Clerk's Manual
- 10.4. To approve purchase of at least 3-off copies of "The Good Councillor Guide" to share between the Councillors.
- 10.5. To approve purchase of PO Box facility, directed to the Clerk's home address, to be used as the Council's official address for all paper communications.
- 10.6. To consider list of upcoming training courses and approve budget and attendance by Councillors or Clerk.

11. Planning

To consider applications and approve response to planning authority.

- 11.1. P23/V1480/S73 - Former site of Long Reach Didcot Road Harwell Didcot OX11 6DW
Variation of Condition 1 (approved plans) on application P18/V0112/RM - PV Panels to be added to the dwellings, brickwork changed and windows reduced in size on Plot 9 and 10. (Reserved Matters application following Outline Approval P17/V0348/O for details of the layout, scale, and appearance of the buildings, the means of access thereto and the landscaping of the site. (Outline planning application for the demolition of existing dwelling, and residential development (Class C3) of up to 19 no. dwellings; with associated car parking, turning, public open space, landscaping, and access arrangement - External access not reserved)).
- 11.2. To consider if a Planning Committee should be formed, and appoint members **or** delegate to the Clerk responding to applications which cannot wait for the next Council Meeting .

Mrs L White



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12. Other Governing Documents

12.1.	Complaints Procedure	Appendix I
12.2.	Requests for Information Policy (GDPR)	Appendix J
12.3.	Publications Scheme	Appendix K
12.4.	Privacy Notice	Appendix L
12.5.	General Risk Assessment	Appendix M

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

13.1.	A request to take action on Civil Parking Enforcement	Correspondence 1
13.2.	To approve response to GWR Consultation on closing Ticket Offices	Correspondence 2

14. Matters for future discussion.

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

Confidential Papers

- 15.1. To consider quotes and approve purchasing parish insurance
- 15.2. To consider quotes and approve purchase of finance management software.
- 15.3. To consider quotes and approve purchases / contracts regarding:
 - Purchase of Website Hosting including parish council emails for all Councillors and Staff
 - Purchase of Website design and build.
- 15.4. To consider quotes and approve appointing a Internal Auditor for FY 2023/2024

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

Clerk proposes a 1 or 2 page monthly parish council update to engage the community, delegated to the Clerk.

17. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Subsequent to the previous resolution on this matter and appointment of the Clerk, the Clerk is not available for evening meetings on Tuesdays. Clerk proposes Mondays or Thursdays if possible, toward the end of the month for accounting purposes.