

Minutes of Parish Council Meeting 10 March 2016

Present: Councillors Jo Allen, Chris Scarrott, Carole Gother, Paul Weaver, Derek Burrows and Parish Clerk Jack Goodman.

1. **Apologies for Absence:** Cllr Catherine Mullineux
2. **Code of Conduct:** The Chairman reminded Councillors of the code of conduct requirements under the Localism Act of 2011. The Clerk also brought attention to the guidance received from Cherwell District Council on “Bias in Decision Making” previously circulated to Councillors.
3. **Public Forum:** District Councillor Mike Kerford-Byrnes and new Chair of the Heyford Park Residents Association, Leigh McCarron, were in attendance. Cllr Kerford-Byrnes pointed out with the boundary revisions and District Council elections in April, he would no longer be representing Upper Heyford Parish and thanked the Council for their support and friendship. He stated that he would still be available if elected should we wish to ask his help on District Council Matters. The Chair thanked Cllr Kerford-Byrnes for his support for the Parish.
4. **Consideration of Dispensations:** There were no requests for dispensation.
5. **Approval of Minutes:** The minutes of the 4 February 2016 Parish Council Meeting were approved by the Council and signed by the Chairman and Clerk
6. **Standing Agenda Items:**
 - a. **Public Liability Review:** The Hazard Log was reviewed. The Clerk reported on the on-going items. The issue of lighting at the Camp Road bus shelter in Heyford Park is closed as the shelter will likely be closed before the dark evenings return. The Council will continue to monitor this situation. All other open items remain for follow up. No new hazards were identified.
 - b. **Heyford Park Residents Association (HPRA) Report:** Cllr Gother reported on the HPRA Annual General Meeting. Leigh McCarron was elected as HPRA President and a new committee was formed with a good mix of long term and new residents represented. The HPRA hosted a Neighbourhood Plan consultation day in February that was very well attended with good feedback obtained from Parishioners on their desires and concerns over the Heyford Park developments. The Clerk noted that at the HPRA AGM the outgoing President, Chris Mullineux was thanked on behalf of the Parish Council for his hard work on behalf of the Parish.
 - c. **Revised Local Plan and Neighbourhood Plan:** Briefed by Cllrs Allen and Weaver. The MCNP AGM was held in February. The elected officers are Martin Lipson, Chair; Paul Weaver, Vice Chair; Jack Goodman, Treasurer; a Secretary/Administrator is still to be appointed. The draft Constitution was adapted. The Forum also drafted a response to the Cherwell consultations on the Local Plan part 2 and the revision to part 1, addressing Oxford Overspill requirements. Cllr Gother congratulated the Executive for arranging an excellent workshop to review the consultation documents.
7. **Matters Arising**
 - a. **Cherwell DC Planning Consultation:** The Council agreed that replies to the Cherwell Local Plan Part 2 and Part 1 Oxford Overspill consultation should be sent from the Council. The Clerk will draft and circulate a reply on Part 2, and Cllr Allen will do the same regarding the Oxford Overspill consultation. The replies will be broadly in line with the MCNP Forum conclusions with emphasis on issues of local importance.
 - b. **Dog Control Measures:** The Council agreed that action should be taken to extend the existing Dog Control Order requiring dogs to be on leads at all time to include the Somerton Road Recreation Ground. The Clerk will report on the legal requirements to do so. Cllr Allen will write an article for the Valley News. The issue of dogs harassing livestock was also discussed. It was agreed that publicity on the need to keep dogs on leads in fields where livestock is present. Cllr Weaver will investigate the guidelines in the Country Code with a view to generating publicity on the subject.
 - c. **Speed Signs at Heyford Park:** Cllr Gother reported that the signs have been ordered and paid for. Residents Association volunteers will put up the signs.
 - d. **Registration of Playing Field and Allotment Land:** The Clerk reported that he had met with our Solicitor, Howard Meakin of “Pratt, Endicott and Truman” of Bicester, who confirmed that he is an experienced in

conveyance matters and will be happy to progress our application. The Council needs to provide certified documents showing the award of the Allotment land and Recreation Ground to the Parish, provide information on the use of the Recreation Field by the community, provide the names and addresses of current Allotment Trustees. Mr Meakin will prepare the necessary declarations and submission when the file is complete. The Clerk reported that he has approached the Allotment Trustees regarding funding half of the legal fees but as yet no response has been received.

- e. **High Street Parking:** The Clerk reported he is still awaiting a call back from OCC on how to proceed with addressing multiple issues on High Street in Upper Heyford Village.
- f. **Historic Application, Minibus Garage:** The Clerk reported that the Cherwell inspector has reported that they do not believe a breach of planning control has taken place. The Council questions whether the investigation was thorough enough and will look to obtain further evidence.
- g. **Landscaping Budget:** The Clerk presented a report on current landscaping costs. The Council decided to defer this item until the end of this growing season.

8. Finance:

- a. **Payments and Current Financial Position:** The Council reviewed and approved the ledger and current financial position.
- b. **Financial and Liability Risk Assessment:** The Chair and Clerk reported on their review of the financial and liability exposure for the Parish Council. A copy of the review document has previously been circulated to all Councillors. The Chair and Clerk stated that in their view the risks to the Council are adequately monitored and controlled. The Council agreed and the Chair and Clerk signed off the review.
- c. **Approval of Parish Council budget for 2016-2017:** The Council approved a budget of £31,115, with a 2% precept increase representing an annual cost to Band D household of £44.73.

9. Correspondence:

- a. **Cherwell DC Letter, Splitting of Parishes:** The Cherwell letter spelled out the financial implications and possible timetable for the splitting of Upper Heyford Parish into two, Heyford Park and Upper Heyford. The Council agreed to further this debate with a meeting between the Parish Council, Heyford Park Residents Association, Cherwell Church of England Benefice, and Dorchester Group after the annual general meeting in May of this year.
- b. **Clean Slate Grant Request:** The report from Clean Slate and their grant request was reviewed. The Council agreed to ask Cllr Mullineux to review the report and accounts, liaise with Clean Slate as necessary and report to the next Council meeting with recommendations.
- c. **Tower Mint, Queen's Birthday Medal:** The Council agreed to purchase 100 for presentation to volunteers in the Parish

10. New Business

- a. **Funding for Heyford Park Chapel:** This item was deferred due to apologies from Cllr Mullineux

11. Planning Applications:

- a. **Planning Log Review:** The Council reviewed the Planning Logs. No issues were raised
- b. **Planning Application 16/00341/F:** This application to demolish blast wall around building 123 at Heyford Park was approved with no comment.

12. Any Other Business

- a. **25A Bus Service:** The demise of this service was discussed. The Clerk briefed the actions that have been taken in support of other Councils on the route and representations to Oxford County Council. A notice on the cancellation of the 25 and 25A service is to be put into the Valley News. The Clerk will action.
- b. **Queens Birthday Grant:** The Clerk briefed that a grant of up to £450 is available from Cherwell DC to support Queen's Birthday celebrations.

- c. **Leylanda Tree on Orchard Lane:** It was pointed out that ownership of this tree still needs to be established and that it should be cut down.
- d. **Camp Road Closure:** This is now scheduled for 21,22 and 23 March
- e. **Movie Filming on Heyford Park:** The point was made that the Parish Council should be officially notified of the intention to conduct unusual activities on Heyford Park that effect the community

13. Date of Future Meetings: The next meeting is on 14 April at the Heyford Park Chapel. Future meetings are: 12 May (Annual Parish Council and Parish Meeting), 19 May, 16 Jun (to provide spacing from late May meeting), 14 Jul, 8 Sep, 13 Oct, 10 Nov

There being no further business the meeting adjourned at 10:10 PM

JLGJ 18 /03/16