

UPPER HEYFORD PARISH COUNCIL
Jack Goodman Jr, Clerk to the Council,
Hillside Cottage, High Street, Upper Heyford, Bicester, OX25 5LE
Telephone: 07791-399823, Email: uhparishclerk@gmail.com

Minutes of Parish Council Meeting 10 November 2016

Present: Councillors Jo Allen, Paul Weaver, Paul Smith, Derek Burrows, Catherine Mullineux, Carole Gother and Parish Clerk Jack Goodman.

1. **Apologies for Absence:** None
2. **Code of Conduct:** The Chairman reminded Councillors of the code of conduct requirements under the Localism Act of 2011.
3. **Public Forum:** Attendee: Mr Leigh McCarron representing Heyford Park Residents Association (HPRA)
4. **Consideration of Dispensations:** There were no requests for dispensation.
5. **Approval of Minutes:** The minutes of the 13 October 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. A contractor has not yet been found to clean and disinfect the Village litter bins. The Clerk will continue to progress this. There were no further discussions. No items were closed nor were new items logged.
 - b. **Heyford Park Residents Association (HPRA) Report:** Mr McCarron was invited to report: Residents of Heyford Park are becoming increasingly concerned about the behaviour of Heyford Park Free School students as they transit to and from the main campus to the Specialism Campus. Dangerous behaviour on the roads has been observed, as has disrespectful behaviour from some groups. The HPRA will be liaising with the school about the behaviour and need for adult supervision on the route. HPRA continues to work with Dorchester and the MCNP concerning the developments. There is a meeting planned with Andrew Smith, Planning Officer from Cherwell DC (CDC) next week. It was reported that Dorchester is making progress with Historic England to designate some further land for house building on Heyford Park. This will allow more of the proposed housing to be located on Heyford Park instead of greenfield. There have been rumours that the 25A bus service will stop next Spring. There is no confirmation of this and the HPRA is following up. They will advise the Council when information is received.
 - c. **Parish Reorganisation:** Cllr Allen confirmed that CDC will share their draft consultation document with the Council when it is drafted. There was discussion as to how CDC intended the "Shadow Council" to be set up at Heyford Park would be constituted and operate. Cllr Allen will ask CDC.
 - d. **Revised Local Plan and Neighbourhood Plan:** Cllrs Allen and Weaver briefed. There has been a huge amount of work done to formulate the policies for the Mid-Cherwell Neighbourhood Plan (MCNP), particularly by Martin Lipson of Steeple Aston. The MCNP Forum is now revising policy statements in light of comments from Cherwell DC and other sources. The aim is to have a set of policies available for distribution to all residents of the MCNP area in advance of further engagement sessions to be scheduled for late January. The Council will also be asked to formally endorse the policies when published.
7. **Matters Arising:**
 - a. **Parishioners Letter, Tree on Orchard Lane:** The Clerk was instructed to contact the tree officer at CDC for advice. The Council would like to avoid paying for trimming or felling the tree. It was decided to wait and see if Oxfordshire County Council will fell the tree as indicated by their posted notice.
 - b. **Traffic Calming, Upper Heyford Village:** The Clerk has made contact with the Oxfordshire Highways, Mr Ben Smith. A meeting is being arranged to discuss our traffic issues and plans and to get OCC's opinion.
 - c. **Kerbing on Somerton Road Access Road:** Cllr Allen reported that kerbing being donated by Dorchester has been stolen from their yard. The project will need to wait until Dorchester has more kerb stone available.
 - d. **Village Clean Up:** Cllr Smith reported he is planning the clean up for the weekend of 26 and 27 November. E mails will be sent to village residents. Plan is to landscape Orchard Place, Trim hedging on Church Walk and spread shingle at back of Village Hall. Cllr Allen will manage the weeding of the Village Hall area.
 - e. **Reading Room Wall Repair:** The Clerk reported that there has been no response yet to his call for quotes for the wall repair. It was decided to contract a structural engineer in the first instance to evaluate the scope of the problem.
 - f. **Allotment Wall:** The Clerk reported that two quotes have been received for the repair of the Camp Road portion of the allotment wall. A third quote is needed. Cllr Smith recommended a third contractor.

8. **Finance:**
 - a. **Payments and Current Financial Position:** The Council reviewed transactions for the period and the current financial position and approved the report.
 - b. **Funding Agreements:** The Council agreed to fund a speed gun and associated signage for Heyford Park Resident's Association. The Clerk agreed to action this. Cllr Gother was asked to approach her contact to enquire as to the cost of Vehicle Activated Speed (VAS) signs for the Parish.
9. **Correspondence:**
 - a. **CDC Letter, Removal of High Street Phone Box:** BT intends to remove this phone box as it is no longer used. There have been no calls in the past year. The Council agreed with the removal.
 - b. **High Sherrif's Awards Letter:** Letter calling for nominations for the High Sherrif of Oxford's Annual Awards was reviewed. The basic criteria is for someone who has contributed outstanding volunteer service over the past year. The Councillors were asked to individually consider any possible nominations and feedback to the group with any idea.
 - c. **Hands off Horton Letter:** A letter from the Hands off Horton action group fighting to save the Horton Hospital services was reviewed. The letter asks for support in the campaign and says the group will be in touch later to ask for particular actions.
 - d. **Parishioners Letter, Pelican Crossing at Heyford Park:** The Council considered a Parishioners request to ask for a Pelican Crossing sign at the Heyford Park Free School. The Clerk was instructed to pursue this with Oxfordshire Highways and to also approach Heyford Park School to discuss interim safety measures.
 - e. **Parishioners Letter, Junction of Camp Road and Mill Lane:** Letter pointed out the danger to traffic exiting Mill Lane from traffic entering the Somerton Road housing access road from a southerly direction on Camp Road. The Clerk was asked to mount the issues on the Fix My Street website.
10. **New Business:**
 - a. **Dog Fouling in Cemetery:** The problem was noted. JG produced a copy of the list of cemetery rules which state that dogs must be on a lead in the cemetery. All agreed that signs will be placed on both entrance gates to remind owners that dogs must be on a lead in the cemetery and no fouling. A draft notice will be distributed for review.
 - b. **Reading Room Storage Container:** The idea of replacing the old storage shed on the Green with a new one under the tree in the northeast corner of the Green was discussed. A decision on this was deferred pending resolution of the potential problem with the Reading Room wall.
11. **Planning Applications:**
 - a. **Application Log:** Applications received since last meeting were reviewed. No objections were lodged to any of these.
12. **Any Other Business:**
 - a. Ian Lough-Scott has requested that a Council subcommittee meet with him to discuss eligibility criteria for burial in the Village cemetery.
 - b. Cllr Smith briefed aspects of his attendance at the Cherwell Parish Liaison Meeting, including the preparation of a design guidance guide for Cherwell developments
 - c. Cllr Allen briefed the Southern Electric programme to identify and help vulnerable people in the Community when there are power outages. Cllr Allen has requested leaflets for distribution in the Community.
13. **Date of Future Meetings:** The Clerk reminded all that there is no Council Meeting in December and put forward the following dates for 2017 meetings. Councillors were asked to review and identify any problems. Tentative dates are:
14. 12 Jan, 9 Feb, 9 Mar (at HP), 13 Apr, 11 May (APM), 18 May (regular PC meeting), 15 Jun (HP), 6 Jul, 10 Aug, 14 Sep (HP), 12 Oct, 9 Nov

JLGJ

12 Nov 16