

UPPER HEYFORD PARISH COUNCIL
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Minutes of Parish Council Meeting 12 January 2017

Present: Councillors Jo Allen, Paul Weaver, Paul Smith, Derek Burrows, 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 10 November and 15 December 2016 Parish Council Meetings 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 briefed that a contractor has bid to clean the litter bins. The Clerk related that they can also source replacement of the bin cages and clean bus shelters. The Clerk was instructed to obtain a quote for all of that work. Cllr Gother reported that a garden fence blocks the sightline exiting Soden Road to Camp Road. As this is on Dorchester property they will need to be notified to action.
 - b. **Heyford Park Residents Association (HPRA) Report:** Mr McCarron was invited to report. The Clerk noted that the speed gun and signs for speedwatch on Heyford Park has been purchased. Mr McCarron reported that there has been no progress on the pedestrian crossing at the school but that action has been taken to improve the behaviour of children transiting from the main campus to the specialism campus at the leisure centre. Final decisions have still not been taken on the level of refurbishment that will be done to the existing Heyford Park bungalows. Camp Road is not yet adopted by OCC because of the design problems. Mr McCarron reported that with new housing areas opening up more grit bins and repeater speed signs are needed. He was asked to submit a request to the Council on behalf of the Residents Association.
 - c. **Parish Reorganisation:** The Clerk reported that in telephone conversation with Emma Faulkner, who is managing the Governance Review for Cherwell District Council (CDC), She confirmed that there would be no financial implication for the PC from the establishment of a Shadow Council at Heyford Park. She also said that she or one of her colleagues would like to attend the Parish Council meeting on 9 February to answer questions concerning the reorganisation. The consultation will last for eight weeks. The draft consultation document received from CDC was discussed. Issues with the document were noted; There is no mention of Letchmere Park or Heyford Leys, the implied endorsement of "Heyford Warren" as a name for Upper Heyford by a District Councillor should be removed, the use of the term "split" is harsh, and the document should be consistent in references to Heyford Park rather than occasionally simply as the "Park" The Clerk was asked to pass these concerns to CDC. The Council agreed to write a combined Parish Council and Residents Association leaflet explaining that both organisations support the reorganisation and why, this should be distributed along with the CDC leaflet. Cllr Allen will draft the flyer as soon as possible and distribute for agreement.
 - d. **Revised Local Plan and Neighbourhood Plan:** The Mid-Cherwell Neighbourhood Plan (MCNP) Forum has requested that the Parish Council endorse the basic policies produced by the Forum as the basis for the Neighbourhood Plan. It is understood that these policies may be modified or added to, but the basic intent will not change. There was discussion that as the plan evolves the status of the Heyford Park development needs to be clarified. There also should be more countryside issues covered such as agriculture policy and nature walks. The Council approved and endorsed the policy document. The Clerk will notify the MCNP.
7. **Matters Arising:**
 - a. **Council Resignation:** The Council acknowledged the great contribution that Catherine Mullineux has made to the Council and the community and thanked her for her dedicated service. Catherine has agreed to continue to manage the PAYE for the Council and act as Treasurer for the Valley News until the end of this fiscal year. The statutory period for Parishioners to trigger an election following the resignation has passed with no requests being made. The Council is now free to co-opt a replacement member. The Council will canvas for volunteers and a closing date on applications has been set for 1 Feb. The applicants will each be asked to complete an application form and will be interviewed prior to the selection.
 - b. **Tree On Orchard Lane:** Cllr Smith will be conducting a tree survey with Mathew Steele, a tree surgeon, to determine what trees in the village need attention. From this a quote for the felling of the conifer on Orchard Lane will be submitted to the Council.

- c. **Traffic Calming for Upper Heyford Village:** The Council is looking at options for traffic calming in Upper Heyford Village. There is some funding available from Oxfordshire County Council (OCC) Highways from Sec. 106 funds provided by Dorchester Group. The Council may also fund some initiatives themselves. Cllr Allen has arranged to meet with Mr Ben Smith, a strategic planner in the OCC Highways office to look around the village and solicit advice on the best options.
 - d. **Reading Room Wall Repair:** The Clerk read a short note received from the structural engineer contracted to investigate the problem and make recommendations. He gave a brief summary stating that underpinning of the wall would be required. He anticipates he will produce a full report and recommendations within a week.
 - e. **Allotment Wall:** A third quote for the work is still required. Cllr Smith will contact Mr Varney for his quote, and the Clerk will approach Robert Williams for a quote.
 - f. **Litter Bin Cleaning:** The Clerk reported that a quote has been received for cleaning the public litter bins from Inter-County Services. The firm can also source new metal baskets for the bins and will clean bus shelters. The Clerk was asked to obtain a further quote including these items.
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. **Parish Precept and Budget:** The Council reviewed a proposed budget for FY 2017/18 that includes major works for wall refurbishment and traffic calming measures. The Council agreed a 1.5% increase in the precept to £45.40 annually per band D household.
 - c. **MCNP Grant Request:** The MCNP Forum has asked for a grant from participating parishes to help fund administrative expense for the new fiscal year. The request amount is based on the parish populations. The request for Upper Heyford is £740.00. The Council approved the grant.
9. **New Business:**
- a. **Approval of Cemetery Rules:** The Council approved updated rules for Upper Heyford Cemetery. Rules have been posted at the cemetery and on the Parish website.
 - b. **Damage to Verges, High Street:** Cllr Smith reported on a parishioners concern that the verges around the fountain at the entrance to school lane are being damaged by vehicles. The Council agreed to look into the positioning of stones or bollards to protect the area. The Clerk agreed to check with Smiths of Bletchington about the availability of boulders of the appropriate size. Dorchester Group should also be checked for possible material.
 - c. **Noisy Dogs at Village Property:** Two parishioners have complained about several noisy dogs at village property. The Clerk was asked to inform the Dog Warden and CDC Environmental Health as appropriate.
 - d. **Broken Street Sign, School Lane:** This sign has been damaged and needs repair or replacement. Clerk will look for a village volunteer to repair the sign.
 - e. **Signs on Electricity Poles:** The Council has been asked by SSE to remove the laminated “Dog on Lead” signs from their poles as they are a safety hazard for SSE repairmen. Cllr Burrows will take on this project and look for alternative posting locations.
10. **Planning Applications:**
- a. **Application Log:** Applications received since last meeting were reviewed and responses validated.
 - b. **Heyford Park Phase 9:** This development of close to 250 houses is to be sited at the western boundary of Heyford Park. The Council acknowledges the approval for building on this site, but will submit the following requests for conditions to be placed on the project. The western buffer area between the hedge on Kirtlington Road and the building is too narrow, 20 to 25 metres should be planned. There should be more tree planting in the buffer zone. Housing at the western margin should be single story, with three story dwellings only at the core of the development. Lighting on the development should be at low level on soft lighting. The hedge row at western edge should be retained and adequately maintained. The design should be sympathetic to the cold war heritage of the former RAF Upper Heyford. The Clerk was instructed to submit these comments to Cherwell.
11. **Date of Future Meetings:** 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

There being no further business the meeting adjourned at 10:15 PM

**Jlgj
27/01/17**