

UPPER HEYFORD PARISH COUNCIL
Jack Goodman Jr, Clerk to the Council,
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Minutes of Parish Council Meeting 13 Apr 2017

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

1. **Apologies:** Councillors Derek Burrows and Paul Smith, Chair of HPRCDA Leigh McCarron
2. **Resignation of Councillor:** Mr Alex Gregory resigned his position as Upper Heyford Parish Council by E Mail to the Clerk dated 13 April. The Council reluctantly accepts his resignation, thanks Alex for his work for the Council and wishes him all the best for the future.
3. **Code of Conduct:** The Chairman reminded Councillors of the code of conduct requirements under the Localism Act of 2011.
4. **Public Forum:** Attendees: Mr Tom Beckett - Heyford Park Youth Group, Mr Brian Moss – Heyford Leys
 - a. **Heyford Park Youth Group Presentation:** Mr Tom Beckett reported on the establishment of a Youth Group on Heyford Park. The understanding that there is little for youth at Heyford Park, leading to boredom and contributing to vandalism. Mr Dave Beesley and Tom have set up the group to provide activities and guidance to the young people of the Community. The initial response has been good with 15 young people already enthusiastically involved. Adult volunteers are in place and the youth have elected their own officers and are generating the agenda for the group. The group, in addition to evening activities are looking towards liaison with businesses on Heyford Park and weekend outings. There is also a desire for a skate park. Discussions are ongoing with Dorchester Group for possible siting of the Park. Funds are needed for background CPS/DBS checks for volunteers, insurance requirements and for the hiring of space. The group will be organising fund raisers on their own behalf such as car washes, quiz nights etc. The group is also in need of a sports pitch. The Council congratulated Mr Beckett and Beesley on this excellent initiative and pledged the enthusiastic support of the Council. Mr Beckett was requested to submit a list of funding requirements for the Council to consider.
 - b. **Heyford Leys Issues:** Mr Brian Moss from Heyford Leys reported that discussions with Cherwell DC on planning/licence breaches at Heyford Leys are continuing. Cllr Allen reported that she conducted a count of mobile homes at Heyford Leys for PC information (and delivery numbers for Valley News) and the result differs from the CDC count done previously. See item 10a under Correspondence.
5. **Consideration of Dispensations:** None requested
6. **Approval of Minutes:** The minutes of the 9 March 17 Parish Council Meeting were approved by the Council and signed by the Chairman and Clerk.
7. **Standing Agenda Items:**
 - a. **Public Liability Review:** The Hazard Log was reviewed and updated.
 - i. **Somerton Road Playground Safety.** The Council reviewed the circumstances of a recent injury to a member of the public and concluded that the Playground is safe. However, it was agreed to get disclaimer signs on users risk and to approach Mathew Steele for additional chippings to cover the ground.
 - ii. **School Crossing at Heyford Park School:** While other initiatives are on-going, the Clerk was asked to look at the possibility of School Crossing Signs for the area.
 - b. **Heyford Park Residents and Community Development Association (HPRCDA) Report:** Councillor Allen briefed from a report submitted by HPRCDA Chair: Leigh McCarron. The new Park Play initiative to replace Park Keepers nursery services is continuing. More support is needed. The Council re-iterated its commitment to help. Cllr Gother will liaise with them. There is concern about dog fouling again and a request from the community to consider further dog bins and signage. Cllr Allen will action this item.
 - c. **Parish Reorganisation:** There has been no further progress. Cllr Allen agreed to call Cherwell as the original timetable for actions has slipped
 - d. **Neighbourhood Plan Review:** Cllr Weaver briefed that a further engagement session at Fritwell went well. A “health check” on the draft plan was conducted and significant changes were suggested. An all day session of the Executive is scheduled for 5 May to go over this and draft recommendations for the Forum.
8. **Matters Arising:**
 - a. **Tree Survey and Works:** The Clerk briefed that the Tree Surgeon, Mr Matthew Steele will be starting the planned works. He will take due care on nesting birds and some work may need to be delayed as a result. The Council agreed in principal to a programme of re-planting where practical.
 - b. **Traffic Calming, Upper Heyford Village:** The Clerk reported that the MCNP has applied for a grant to survey the Villages and recommend the best traffic amelioration measures. The Council agreed to wait for the outcome of this initiative before taking further action.

- c. **Reading Room Wall Repair:** The Clerk reported on the three quotes received for this work. The Council agreed to offer the job to West Country Renovations. The Clerk will action.
 - d. **Allotment Wall Quotes:** Due to the high cost of the project, the Council agreed that the possibility of grants should be explored before a decision is taken. The Clerk is to liaise with the Allotment Trustees to progress a grant application.
 - e. **Highway Verge Issues:** No action on this item as yet.
 - f. **Cemetery Cleanup:** A list of jobs to be done has been received from Ian Lough-Scott. The Council agreed to ask Cllr Burrows to manage this project.
 - g. **Daffodil Project:** Daffodils will be donated and planting organised by Mr Roger Burt with assistance from Cllr Paul Smith. Cllr Gother wondered about the possibility of plantings up Camp Road towards Heyford Park. The Clerk will contact Cllr Smith to explore this possibility with Mr Burt.
 - h. **Landscaping Contract:** Due to lack of progress on this review it was agreed to confirm the Green Scythe contract for this season. Cllr Burrows will be asked to make an early start on getting competitive bids for next season.
 - i. **Defibrillator Purchase:** The defibrillator has been purchased and received. The Council agreed to site the system on the west wall of the Village Hall, adjacent to the ramp. Cllr Allen will contact an electrician for installation and Cllr Weaver will contact the Ambulance Service to register the device and request training.
 - j. **Phone Box Project:** Defer pending return of Cllr Smith.
9. **Finance:**
- a. **Payments and Current Financial Position:-**The Council was presented with the final accounts for FY16/17. The Council spent £38,444 against a budget of £31,115. The current account balance at year end was £10,285. The Clerk recommended consideration of moving a portion of the balance to the Reserve Account. This was agreed in principal. The Clerk will liaise with Council members to agree a sum to be transferred.
 - b. **Renewal of Clerk Delegation Policy and Financial Standing Orders:** The Council agreed to renew existing documents without change. The Chair signed the documents.
 - c. **Payroll Processing:** The Clerk reported that commercial payroll processing options are too expensive and that the Clerk will pick up this duty for the time being. Cllr Gother suggested that Mrs Anna Roswell might be available and capable of taking on this task. The Clerk will investigate.
10. **Correspondence:**
- a. **CDC Report, Members Allowances:** The Clerk briefed that the annual review of the schedule of approved expense payments for Councillors has been published. The Council agreed, that as with previous years, the Council will not have any standing payments to Councillors. The Council will consider receipted claims for expenses incurred in approved Council business.
 - b. **E Mails re: Heyford Leys, Cherwell DC and Mr B Moss:** The on-going correspondence was reviewed. Cllr Allen counted the number of mobile homes in Heyford Leys along with Mr Moss. There were 58 mobile homes counted and six bases, one marked sold and two for sale. This count differs from the number counted by Cherwell DC. Cllr Allen will inform Cherwell DC of the latest count.
 - c. **E Mail on Village Green Parking:** A Parishioner complained about parking and car maintenance taking place on the Village Green parking area. The Council agreed to contact the individual who has been using the parking area.
 - d. **E Mail, Solicitors Update on Registration of Allotments and Playing Fields.** The Council Solicitor, Mr Howard Meakin reports that he is now ready to submit applications for Registration. The Playing Fields will be registered in the name of the Parish Council, and the allotments in the name of the Trustees. Transfer of the Allotments to Parish Council ownership can be considered after the land is registered.
11. **New Business:**
- a. **Valley News Management:** The Clerk noted that a new Treasurer and Marketing Manager needs to be found to replace Catherine Mullineux. The Council will consider and approach prospective volunteers.
 - b. **Organisation of the Annual Parish Meeting:** The Clerk briefed the set up and conduct of the Annual Parish Council Meeting and the Annual Parish Meeting. The Council agreed on the plans.
12. **Planning Applications:**
- a. **Application Log:** Application log was reviewed and responses approved. The Clerk reported that the EP Barrus application for warehousing on the green field to the east of Heyford Park has been withdrawn.
13. **Any Other Business:**
- a. **Vehicle Count Contract:** The Clerk reported on a contract for counting vehicles through the Village by number and type. The Clerk will confirm the costs and process and report at the next Parish Council meeting.
 - b. **Traditional Phone Box in Village:** Cllr Smith reported an initiative to obtain a traditional red phone box for the village. He stated if funds are not sufficient from private sources he may be asking the Parish Council for a top up amount.
14. **Date of Future Meetings,** 11 May (APM), 25 May (regular PC meeting), 22 Jun (HP), 27 Jul, 14 Sep, 12 Oct (HP), 9 Nov

There being no further business the meeting adjourned at 09:35 PM