

UPPER HEYFORD PARISH COUNCIL
Jack Goodman Jr, Clerk to the Council,
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Minutes of Parish Council Meeting 14 April 2016

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

1. **Apologies for Absence:** Cllr Derek Burrows
2. **Code of Conduct:** The Chairman reminded Councillors of the code of conduct requirements under the Localism Act of 2011.
3. **Public Forum:** The President of the Heyford Park Residents Association (HPRA) Mr Leigh McCarron attended. He thanked the Council for the initiative to clear the Camp Road footpath. He also related that the proposed dog walking area on Heyford Park is still not open and follow up with Dorchester is required. Finally he reported that a further letter arguing for the retention of the 25A bus service has been sent from the Transport Working Group of the Mid Cherwell Neighbourhood Plan Forum (MCNP).
4. **Consideration of Dispensations:** There were no requests for dispensation.
5. **Approval of Minutes:** The minutes of the 10 March 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 ongoing items. Although some work has been done on the hedges blocking the sightline at bottom of Camp Road, the Council feels it is inadequate and the Clerk was instructed to send formal letters to the residents responsible. It was agreed that the poor condition of Allen's Lane needs addressing now that Winter is over. A joint letter from Council and HPRA will address reports of speeding, particularly by Contractors on Heyford Park. Mr McCarron will draft the letter.
 - b. **Heyford Park Residents Association (HPRA) Report:** Cllr Gother reported that a new Treasurer has been appointed for the Association. The Association still has £231 left from the previous Council grant and will be approaching the Council for approval to spend the money on particular items. The speed signs at Heyford Park still need to be put up.
 - c. **Parish Reorganisation:** The Clerk reminded the Council of the agreement to convene a meeting of all stakeholders soon after the Annual Parish Meeting to initiate action on the possible split of the Parish.
 - d. **Revised Local Plan and Neighbourhood Plan:** Briefed by Cllrs Allen and Weaver. The draft of the Cherwell Master Plan for Heyford Park was reviewed and discussed. It was agreed that much more detail is needed in order to fully comment on the plan during the upcoming consultation period. In the interim, there are enough areas of concern in the draft that the Council feels a letter should be sent to the Andrew Lewis of Cherwell and to Dorchester Group pointing out the areas of concern. Cllr Mullineux agreed to draft the letter. The latest Executive meeting was briefed. Grant funding for housing survey and publicity materials is being pursued. The Working Groups on housing, transport and amenities are up and running. Another round of consultation with the public is scheduled for June. The Executive has requested a briefing by the Oxfordshire "Need not Greed" lobby group who are questioning the accuracy of the Oxfordshire Strategic Economic Assessment which has led to the large estimate for housing requirements within the County.
7. **Matters Arising**
 - a. **Dog Control Measures:** The Clerk confirmed that the required public notice of intent to require dogs on leads in the Upper Heyford Village Recreation Ground has been published. Comments from Parishioners can be reviewed at the next Parish Council meeting on 12 May and a decision taken at that time. As reported by Mr McCarron the dog walking area on Heyford Park is still not open. Cllr Allen will follow up with Dorchester.
 - b. **Registration of Playing Field and Allotment Land:** The Clerk briefed that certified documents showing the award of the Allotments and Playing Field to the Parish have been ordered. Statements confirming historic use of the sites is also being progressed.
 - c. **High Street Parking:** The Clerk still needs to investigate the options with Oxfordshire Highways.

- d. **Historic Application, Minibus Garage:** Reports of commercial use of the property are still being received. Further proof will be sought with a view to re-addressing the issue with Cherwell Planning Enforcement representative.
- e. **Lisgar Property:** The Clerk reported that he has been told the property is being put up for sale.
- f. **Funding for Heyford Park Chapel:** Cllr Mullineux reported that the Chapel on Heyford Park has financial problems. The Chapel community has evidently had to fund essential repairs thereby depleting available funds for equipment and programmes. The Vicar has requested grant aid from the Council. The Council asked Cllr Mullineux to liaise with the Vicar to ask that he submit specific information on equipment and programme funding and maintenance requirements. When the information is received the Council will consider grant aid for equipment and programmes and approach Dorchester concerning maintenance requirements.
- g. **25A Bus Service:** The Clerk reported that Oxfordshire County Council has requested bids from bus companies to take over the 25A service between Bicester and Oxford. The route is not yet decided. The bids are due in in May.
- h. **Queen's Birthday Grant Application:** The Council agreed to submit an application to Cherwell District Council for £450 to fund a Queen's Birthday celebration at the Community Garden on Heyford Park.

8. Finance:

- a. **Payments and Current Financial Position:** The Council reviewed and approved the ledger and current financial position.
- b. **Approval of Standing Orders:** The Council approved renewal of the Financial Standing Order and Delegation of Authority Letter for the Clerk.
- c. **Approve End of Year Accounts:** The Clerk briefed the end of year financial closeout position and the Council approved the accounts.
- d. **Governance Review:** The Governance Review portion of the Annual Return was reviewed and agreed by the Council and signed by the Chair and the Clerk.
- e. **Clean Slate Grant:** Cllr Mullineux briefed the audit of the Clean Slate Accounts she had undertaken She reported that there are deficiencies in the management of the accounts but no indication of malfeasance. Grant aid is being requested from us but although outreach programmes are being run in several other constituencies not all have been approached for grant aid. The Council agreed to provide an initial £500 grant and to inform Clean Slate that more may be available if they show evidence of improvement in management of the finances and attempt to get funding from all of the constituencies served.

9. Correspondence:

- a. **Heyford Children's Centre:** A letter from a concerned parent outlined the work the Children's Centre does and requested the Council support the campaign to keep the Centre open. The Council agreed to forward a letter of support. Cllr Allen suggested that information on their programmes is available on their website.
- b. **Pizza Van:** A Parishioners request to stop the Pizza Van parking in the layby on Somerton Road in the Village. Cllr Mullineux pointed out that the Council has no authority to prevent the use of the layby by the Pizza Van. The Clerk will brief the Parishioner concerned.
- c. **Litter on Allen's Lane.** The Council agreed that litter on Allen's Lane and elsewhere in the Parish is a major problem. The possibility of a sign requesting visitors take their litter home was discussed as well as placement of additional litterbins. No decision was taken. However, the Clerk is to approach Network Rail as it seems some of the problem is from their workmen doing maintenance on the rail line.

10. New Business

- a. **Clerk Computer:** The Clerk reported that his laptop is becoming unreliable and a new computer is needed. He requested that the Council fund half of the cost of a new MacBook Air. The Computer would be a Parish asset and the Clerk would buy out the Council stake if he left the post before the computer was fully depreciated. The Council agreed

- b. AGM Planning:** The Clerk briefed the proposed programme for the conduct of the AGM. It was agreed and the point was made that strict adherence to time limits for speakers will be enforced.

11. Planning Applications:

- a. Planning Log Review:** The Council reviewed the Planning Logs. No issues were raised

12. Any Other Business

- a. School Lane Sign:** It was pointed out this sign is in need of repair and that would be preferable to a new plastic version of the sign.

- b. AMC Minutes:** The minutes of the AMC meeting on the 13th of April were presented. No action items

13. Date of Future Meetings: The next meeting is on: 12 May (Annual Parish Council and Parish Meeting) in the Reading Room. Future meetings are: 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

Approved 19 April 2016

**Mrs Josephine Allen
Chair**

**Mr Jack Goodman Jr
Parish Clerk**