

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 15 September 2016

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

1. **Apologies for Absence:** Cllrs Catherine Mullineux and Carol Gother
2. **Code of Conduct:** The Chairman reminded Councillors of the code of conduct requirements under the Localism Act of 2011.
3. **Public Forum:** Attendees: Leigh McCarron of Heyford Park Residents Association.
4. **Consideration of Dispensations:** There were no requests for dispensation.
5. **Approval of Minutes:** The minutes of the 14 July 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 that OCC Highways has confirmed that the Camp Road and Somerton Road junction cannot adhere to modern sight line requirements. In this instance the judgement of the Highway Inspectorate applies. The sightline at this junction is judged to be adequate by OCC and they will continue to monitor. The problems with Allen's Lane have been partly repaired. The Clerk has followed up with OCC to get the job completed. The Clerk was asked to contact Mr Varney to see if hedges at the corner of Kirtlington Road and Camp Road can be trimmed to improve the sightline.
 - b. **Heyford Park Residents Association (HPRA) Report:** Mr McCarron was invited to brief on the HPRA as Cllr Gother was not in attendance. He reported on a meeting between HPRA, Andrew Lewis from CDC and representatives from English Heritage and CDC Conservation unit. Mr Silver from Dorchester Group also attended. The goal was to understand the heritage concerns about developments at Heyford Park. However, little information was obtained. Mr McCarron reported that Dorchester will be holding engagement sessions on development of parks and recreation areas at Heyford Park. Bungalow development is on hold. There are three volunteers from HPRA to conduct Speedwatch at Heyford Park. The Clerk agreed to pass their contact details to the Heyford Village coordinator to arrange training. Cllr Allen asked Mr McCarron why the Parish Council had not been invited to attend the meeting as Heritage and Conservation issues are of great concern to the residents of Upper Heyford Village as well as residents of Heyford Park. Mr McCarron said he thought the PC had already had a meeting with Andrew Lewis. Cllr Allen reported that the meeting with Andrew Lewis was on behalf of the MCNP and was not with representatives of heritage and conservation. Cllr Allen asked Mr McCarron that the PC be invited to attend any such meetings in the future, as it represents the whole parish and would like the village community to have their voice included alongside Heyford Park residents.
 - c. **Parish Reorganisation:** The Clerk reported that a Governance Review timetable for considering the split of Upper Heyford Parish in two has been issued by CDC. Councillors received copies. The timetable leads to final split and election of Councillors in May 2019. Cllr Allen suggested that a meeting be convened with HPRA to start discussion of the split and how to jointly prepare. Cllr Allen will progress this.
 - d. **Revised Local Plan and Neighbourhood Plan:** Cllr Weaver briefed that an MCNP Forum Meeting was held last night. The timetable for final submission of the Neighbourhood Plan has slipped to March 2017, however progress continues. The first draft of the plan will be submitted to Cherwell for their comment within the next couple of weeks. Middleton Stoney Parish has resigned from the Executive Committee. Other Parishes are being canvassed to take their place.
7. **Matters Arising:**
 - a. **Children's Centre Services:** The Clerk confirmed that a letter of support for retention of the Children's Centre has been sent to Rev Griffiths. Cllr Allen attended a meeting of interested parties for the retention last week. It was poorly attended. More volunteers will need to come forward if the Centre is to be retained in some form. Cllr Allen will draft an article for the next issue of the Valley News.
 - b. **Repair of Village Signs:** A list of required work is still needed. Cllr Burrows agreed to work with the Clerk to compile the list. Cllr Smith noted that the overall number and type of signs for the Village should also be addressed.
 - c. **High Street Verges:** A case of possible construction incursion onto highways verge was discussed. Cllr Smith along with Cllr Allen agreed to talk with the household concerned in the first instance. Clerk to send an invitation letter to the householders to offer to meet up to brief them.

8. **Finance:**
 - a. **External Audit Review:** The Clerk briefed the completion of the external audit review of the Parish Accounts. Three minor errors were picked up by the Audit, none of which were material. The Council accepted and approved the audit result. The Clerk will post notice of completion and offer public right to review the result.
 - b. **Payments and Current Financial Position:** The Council reviewed transactions for the period and the current financial position and approved the report.
 - c. **Cash Card Approval:** The Council approved the issuing of a "Pockit" cash card for purchase of administrative expenses.
9. **Correspondence:**
 - a. **Clean Slate Request for Funding:** A letter from Clean Slate requesting a grant of £480 to hire a professional fundraiser was considered by the Council. The decision was deferred pending consultation with Cllr Mullineux regarding improvements in financial accounting by Clean Slate
 - b. **Bus Subsidy letter from MP V. Prentis:** The Council reviewed the letter from OCC concerning initiatives to minimise the results of the cancellation of bus services forwarded by the MP. The information lists initiatives that the Council is already aware of.
 - c. **Minibus Letter from MP V. Prentis:** The Council reviewed a letter outlining the central government programme to purchase minibuses for Councils that have a need.
 - d. **Parishioners Letter, Tree on Orchard Lane:** The Clerk reported a request from a resident of Orchard Lane to have large conifer on common land felled as it is becoming dangerous. The Clerk was instructed to contact proximate neighbours to see if there are any objections and to pursue planning permission for potentially felling the tree.
10. **New Business:**
 - a. **Leave of Absence:** The Chair reported that Cllr Mullineux has family needs that will prevent her attending Council meetings for the time being. The Council expressed its sympathy and support for Cllr Mullineux and agreed to offer her a leave of absence for up to five months. The situation will be reviewed at that time. The Clerk was instructed to inform Cllr Mullineux.
 - b. **Curbing on Somerton Road Access Road:** The Council reviewed photos showing the deterioration in the curbing on Somerton Road and agreed to take action. The Chair will contact Dorchester to see if additional stone sets can be obtained, and then we can contact someone to do the repair work.
 - c. **Registration of Poores Allotment and Recreation Ground, Upper Heyford Village:** The Clerk briefed that the application documents prepared by our Solicitor are ready to be sent to the Land Registry over the Clerk's signature. He explained that if accepted these properties become the property of the Parish Council. The Clerk was instructed to sign and send the documents with the proviso that covenants should be drawn up to ensure that the grounds should remain as public amenities in perpetuity.
 - d. **Orchard Place Landscaping:** The Council considered possible arrangements for on-going landscaping of the Orchard Close common land. The shrubbery is in bad need of trimming and /or removal and mowing is required. The Council agreed to a one off clean up of the area as part of a Village volunteer clean up event. After which the residents of Orchard Place will be asked to maintain the area. Cllr Burrows said that the residents would need the use of the Parish ride on mower. Cllr Smith will organise the neighbourhood clean up event.
 - e. **Traffic Calming, Upper Heyford Village:** The Council reviewed a summary of possible traffic calming measures for the Village submitted by the Upper Heyford Village Group to the Mid Cherwell Neighbourhood Plan (MCNP) Forum. The Council would like to develop a suggested configuration for the Village that can then be presented to residents for comment and agreement. Cllr Weaver agreed to draft the suggested scheme for review by the Council.
11. **Planning Applications:**
 - a. **Application Log:** Applications received since last meeting were reviewed. No objections were lodged to any of these. The application from Rectory Garden house in Upper Heyford Village was reviewed and no objection raised.
 - b. **EP Barrus Warehousing Application:** The Council noted that this existing application for warehousing outside the eastern boundary of Heyford Park will now meet the Council in November. The Clerk was instructed to re-submit the Councils existing objections to this proposal.
12. **Any Other Business:**
 - a. **Toddler's Playground Inspection:** The Clerk reported that the annual inspection of the Toddler's playground had been completed and no health and safety issues were noted.
13. **Date of Next meeting: 13 October**

There being no further business the meeting closed at 21:40

Approved 13 October 2016

Mrs Josephine Allen
Chair

Mr Jack Goodman Jr
Clerk to the Parish