

Minutes of Parish Council Meeting 19 May 2016

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

1. **Apologies for Absence:** District Councillor Ian Corkin, Cllr Catherine Mullineux, Mr Leigh McCarron
2. **Code of Conduct:** The Chairman reminded Councillors of the code of conduct requirements under the Localism Act of 2011. Note: Cllr Scarrott excused himself from the Public Forum portion of the meeting as he is an interested party in a matter that was to be raised therein.
3. **Public Forum:** Attendees: Mr & Mrs Burt, Mary Page, Kim Watts, David Beesley: Mr and Mrs Burt briefed the Council on the poor state of repair for Allen's Lane and Church Walk in the Village. They presented a survey detailing all of the problems with the road and requested that the Council take action. The Chair thanked Mr and Mrs Burt for their concern and pointed out that Allen's Lane is an agenda item for this meeting and the Council will certainly take action based on the report presented. Ms Watts briefed the background on the current situation concerning mini-bus operations at Rowley House. She stated that the only activity at Rowley House is the parking and valeting of the mini-bus she drives for Lowen's Minibuses. She stated that the ramp in the garage is out of commission and all maintenance is done elsewhere for Lowen's. The Chair explained that the concern related primarily to the possibility of mini bus operations expanding at Rowley House. Ms Watts stated that she is at Rowley House to support her Mother and that in the future the plan is to convert the garage complex to housing, planning permission for which is already approved. Ms Watt's will then move away. The Chair related that she is still in conversation with Cherwell District Council to get full clarification on the terms of the historic planning approval. The Chair thanked Ms Watts for her points of clarification and stated that the Council would keep her informed of any further developments. Mr David Beesley was welcomed by the Chair as an observer. He thanked the Council for the varied work it does on behalf of the community.
4. **Consideration of Dispensations:** There were no requests for dispensation.
5. **Approval of Minutes:** The minutes of the 14 April 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 an OCC Highway Inspector has ruled that the sight line at the bottom of Camp Road is acceptable. The Clerk was asked to go back and clarify why statutory guidelines do not apply. OCC Highways has acknowledged multiple problems on Camp Road and states that all will be dealt with when Camp Road work is finished. The poor condition of Allen's Lane is being considered as a separate agenda item. The Clerk was asked to query OCC regarding the "shared" chicanes on Camp Road to see if it is possible for right of way to be established. The Clerk was also asked to ensure that Thames Water repairs the damaged verges at the junction of Camp Road and Somerton Road following their maintenance in the area.
 - b. **Heyford Park Residents Association (HPRA) Report:** Cllr Gother reported speed signs on Heyford Park still need to be put up. She requested information on risk assessments/safe system of work. The Clerk will forward examples to Cllr Gother.
 - c. **Parish Reorganisation:** The Council agreed to set up separate meetings with Cherwell DC, HPRCDA and Dorchester Group to investigate the implications of splitting the Parish. Councillor Allen will arrange these meetings.
 - d. **Revised Local Plan and Neighbourhood Plan:-**Engagement days to brief on the objectives proposed and plans to date in the Neighbourhood Plan for the MCNP will be held in the month of June. There will be a stand at the Queen's Birthday celebrations in Upper Heyford village on 12 June, and at Heyford Park on 22 June. Leaflets and questionnaires will be distributed in advance of the engagement days. Also, banners are being produced for display throughout the MCNP area to highlight the Forum and encourage participation in the process. The Council expressed concern about the lack of consultation by Cherwell on the formulation of the Master Plan for developments on Heyford Park. The Clerk was asked to write to our three District Councillors about the concerns.

7. Matters Arising:

- a. **Minibus Garage:** This item was covered in the Open Forum. The Chair did confirm however that she has written to Cherwell Planning to get further clarification on the terms of the existing planning permission as the wording appears difficult for the layman to understand.
- b. **Dog Control Measures:** The consultation period on the proposal to require dogs on leads in the Upper Heyford Village playing field on Somerton Road has ended. The Clerk reported that there have been no submissions from Parishioners. The Council confirmed that the order will be in force from the first of June. Cllr Allen will organise the appropriate signs. It was also pointed out that the prohibition of dogs in the Children's playground remains in force. These signs need to be renewed as well.
- c. **Wall Repairs:** The four bids were reviewed. The Clerk was asked to write to one bidder requesting further information on the details of the bid. However, assuming all of the bids are alike in detail. The lowest bid will be accepted.
- d. **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.
- e. **High Street Parking:** The Clerk reported that a letter from OCC Highways has been received that outlines the procedure and cost for introducing a 20mph speed limit on Village Roads. The process would require extensive investigation and consultation and the likely cost would be in the region of £5,000. However, in any case, OCC is not in a position to progress such an initiative due to funding constraints. The Clerk also queried the painting of no parking lines. This same procedure and estimate of cost would apply. The Clerk was asked to look into the possibility of "polite notice" signage that could be used in the Village, for example "20's Plenty" or similar.
- f. **Funding for Heyford Park Chapel:** This item deferred until next PC Meeting.
- g. **Repair of Village Signs:** Cllr Burrows reported that Mr B. Beere has volunteered to repair the School Land sign. Cllr Burrows still needs to survey other road signs in the Village to determine their state of repair. It was pointed out that a new caution sign on Somerton Road warning about the playground needs to be purchased. The Chair recommended this purchase come from Village Hall funds. This was agreed and the Clerk was asked to action.
- h. **Allen's Lane and Church Walk Repairs:** The Council, having received a briefing and written report from Mr and Mrs Burt in Open Forum, agreed to compose a strongly written letter to OCC Highways, with photographs, requesting urgent action.

8. Finance:

- a. **Payments and Current Financial Position:** The Council reviewed and approved the ledger and current financial position.
- b. **Approval of Audited Accounts:** The Clerk presented the 2015/2016 prepared by the Council Internal Auditor. The Council approved the accounts as presented.
- c. **Clean Slate Grant:** The Clerk presented a letter he drafted to Clean Slate affirming the £500 grant previously approved and highlighting the Council's concern about accounting discipline and other fund raising efforts. The Council approved the letter as written.

9. Correspondence:

- a. **OCC Unitary Council Workshop:** The Council was briefed on this invitation. It was noted that more information will be forthcoming later. The Clerk will remind Councillors of the invitation when more information is received.
- b. **MP Letter, WW1 Commemoration Funding:** The Council agreed to investigate the need for Memorial repairs and cleaning. Cllr Scarrott will liaise with Ian Lough-Scott and report back.
- c. **Dog Bin Request, Heyford Park:** The Council approved a request from the HP Residents Association for the purchase of two dog waste bins for Heyford Park for the new Dog Walking area and Trenchard Circle. It was confirmed that the emptying of the bins will be the responsibility of Dorchester Group.

10. New Business

- a. **Queen's 90th Birthday Commemorative Coins:** It was agreed to award 12 of the coins to the Heyford Scouts for those who participated in the Heyford Park Cleanup for the Queen's Birthday. There was discussion on possible future awards to children of the Parish.

11. Planning Applications:

- a. **Planning Log Review:** The Council reviewed the Planning Logs. No issues were raised
- b. **Harlequin Mast Consultation:** Harlequin Mast proposes to erect a Vodafone mast on Heyford Park. The Council discussed the issue directed that the notice be referred to Dorchester Group.

12. Any Other Business

- a. **Defibrillator Training at Free School and Consultation of Heyford Park Village Green:** Parishioner David Beesley asked permission to speak and briefed that these two initiatives were ongoing at Heyford Park. The Council thanked him for his information and discussed following up, particularly on the Village Green consultation exercise.

- 13. **Date of Future Meetings:** The Clerk requested that the September meeting be moved from 8 September to the 15th of September due to his planned absence. The Council agreed. Future meetings for the year are: 16 Jun, 14 Jul (Heyford Park), 15 Sep, 13Oct, 10 Nov (Heyford Park)

There being no further business the meeting adjourned at 9:20 PM

jlgj
24 May 2016