

UPPER HEYFORD PARISH COUNCIL  
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## Minutes of Parish Council Meeting 19 November 2015

**Present:** Councillors Jo Allen, Chris Scarrott, Catherine Mullineux, Carole Gother, Paul Weaver, 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:** District Councillor Mike Kerford-Byrnes attended. Invited to address the Council he briefed on current issues at Cherwell District Council (CDC). He confirmed that in spite of cuts in central funding CDC does not intend to raise the precept next year. The Council is doing well in managing cuts. Two examples are sharing services with South Northants Council and selling Council services. The “Customer Satisfaction” measure for CDC has continued to rise in spite of the cuts. The Council thanked Cllr Kerford-Byrnes for his briefing.
4. **Consideration of Dispensations:** No requests for dispensations were tabled.
5. **Approval of Minutes:** The minutes of the 15 October 2015 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 open items were: Sightline at the western terminus of Camp Road is still not adequate. The Council asked the Clerk to follow up with Oxfordshire County Council Highways Dept. Some repairs have been made to Allen’s Lane but more needs to be done, ownership of the area was discussed and this should remain open pending further requests for action. The situation with construction on Camp Road is a continuing problem. Further liaison with Dorchester will be required. This item to remain open. Cllr Scarrott pointed out that manhole covers at end of Camp Road are subsiding again. Clerk to action with OCC and add to log.
  - b. **Heyford Park Residents Association (HPRA) Report:** Cllr Gother discussed the upcoming plans for HPRA consultation on the Mid Cherwell Neighbourhood Plan (MCNP) draft. The Council agreed to help and support this effort. Cllr Weaver will liaise directly with HPRA to confirm format and participation. Cllr Gother advised that a Christmas Fair will be held at Heyford Park on the 5<sup>th</sup> of December.
  - c. **Revised Local Plan and Neighbourhood Plan:** Briefed by Cllrs Allen and Weaver. The end of November is the deadline for submission of comments on the draft plan. The MCNP Forum has drafted a Constitution that will be issued shortly for approval. Funding of a Clerk for the Forum was discussed. The range of annual cost for Upper Heyford PC would be between £450 and £550 for a year. A website manager has been found. Revised timetable for completion of the plan has been set for December 2016. The Forum agreed that all participating groups conduct initial consultations with their constituents by mid March 2016. It was agreed that further consultations within Upper Heyford Parish should be conducted on a Parish wide basis.
  - d. **Speedwatch Campaign:** Councillor Mullineux reported that Speedwatch signs are required for monitoring. She is progressing getting these through PCSO Kidd at Thames Valley Police.
7. **Matters Arising**
  - a. **Dog Control Measures:** The “Dogs on Leads” signs will be delivered within a week. There was considerable discussion of the “disgusting” state of the Playing Field from dog fouling. It was suggested that a publicity campaign be initiated to include mapping offenses, article in Valley News and photographs. Council as a group will progress these initiatives.
  - b. **Condition of Canal Side, Allen’s Lock:** The Clerk met with a representative of the Canal and Waterways Trust. He confirmed that the Trust have a policy of not providing litter bins at canal side, the code being that canal users take their waste home with them. They do provide the dog bin at Allen’s Lock and he indicated that it is emptied weekly. The Council feels this should be monitored as it may not be happening. Also it was confirmed that the Trust property ends at the stone wall running parallel to the canal on the east side. The

ownership of the car park is therefore unknown. Cllr Gother agreed to work with the Clerk to establish ownership.

- c. **New Playground Project:** The contractor, Trevor Stewart has been contacted again. He says he plans to start on site within two weeks. The Clerk reported that the initial payment has been made but that the VAT portion will be withheld until work starts.
- d. **Registration of Playing Field and Allotment Land:** A letter from new College Oxford was received pursuant to enquiries by our solicitors. New College has no record of having a claim to ownership of the Allotments, nor a record of their officers acting as trustees. The Council agreed to progress registration through our solicitor and to explore changing the charter with the Charities Commission. The Clerk was asked to approach the Allotment Trustees for joint funding of this project
- e. **Registration of Barley Mow Public House as Heritage Asset.** The Clerk briefed that a further letter has been received by Cllr Burrows requesting information on how the Pub is utilised as a “hub for the community”. The Council listed several examples. The Clerk will pass these to Cllr Burrows who will reply on behalf of the Council.

#### 8. Finance:

- a. **Payments and Current Financial Position:** The Council reviewed and approved the ledger and current financial position. There was discussion of the landscaping budget. The Clerk was asked to prepare a report on the detail of landscaping costs and present for agenda discussion at the January Parish Council meeting.

#### 9. Correspondence:

- a. **Parishioner E Mail, damage to High Street verge:** This damage was seen as a regrettable one off situation. The parking on High Street will continue to be monitored and the posting of access only will be considered if the problem becomes endemic.
- b. **ORCC Announcement, Bus Subsidies:** The Oxfordshire County Council (OCC) announcement that their cabinet had agreed to recommend elimination of all bus subsidies within the County was discussed, this includes the 25 and 25a service between Bicester and Oxford serving Upper Heyford and other rural villages enroute. . Cllr Mullineux produced Schedule 11 of the S106 agreement between Dorchester Group and OCC indicating that OCC has agreed to provide bus services encompassing at least hourly service between Heyford Park and Bicester/Oxford with more frequent service at peak times. For this provision it seems Dorchester Group has already paid OCC £705,000 with another tranche of £395,000 to be paid as new houses are built. The Clerk was asked to contact all relevant officials to highlight this and work towards retention and improvement of our bus service.

#### 10. New Business

- a. **Speed Signs at Heyford Park:** Cllr Gother requested Council funding for erection of 20 mph speed signs within the Heyford Park housing areas. She reported that Dorchester has agreed to let them be put up but will not fund. The request is for six large signs and a number of small repeater signs. The Council agreed in principle to fund these pending receipt and consideration of the detailed survey submitted by Cllr Gother on what was needed The Clerk will progress this through correspondence with the Council
- b. **Keep Clear Notice on High Street:** The Clerk was asked to contact those residents on High Street adjacent to entrance to School Lane to keep a manoeuvring area clear at the junction if possible.
- c. **Burger Van Request:** The Clerk reported a request from a vendor to station his van at the layby at the top of High Street four times a week. The Council does not think this would be beneficial for the Village but concluded that it is not within the remit of the Council to say yes or no. The Clerk will reply on behalf of the Council.

11. **Planning Applications:** The Council reviewed the Planning Log and approved four pending applications without comment.

#### 12. Any Other Business

- a. **Speed Limits in Upper Heyford Village:** Cllr Weaver suggested we look into the possibility of establishing a 20 mph limit on all Upper Heyford Village roads. The Clerk will look into the procedure for a Traffic Control Order and report back to the Council.

- b. **Derelict House on Orchard Lane:** Cllr Burrows submitted a request from Orchard Lane residents to take action on the derelict house, the Clerk will investigate and put on agenda for next PC
- c. **Tree on Orchard Lane:** Cllr Gother reported that trees appears to be on unregistered land. In which case SSE may have a dispensation to allow them to work on it. The Clerk is pursuing having the tree trimmed.
- d. **Land Registry Portal:** Cllr Gother suggested that the Parish Council register for use of this portal. Registration is free and Cllr Gother agreed to access the system on our behalf when required. The Clerk will action.
- e. **Kerbside Stones and Branches on Overhead Wires at Corner of School Lane:** Cllr Burrows reported these two problems. Cllr Scarrott agreed to investigate and report back to the Council.

**13. Date of Future Meetings:** The Council agreed to continue to hold monthly meetings on the second Thursday of each month with no meetings in August and December. The Clerk reported that he was unavailable the 2<sup>nd</sup> Thursday in February so suggested that date be altered. The proposed dates are: **14 Jan, 4 Feb, 10 Mar, 14 Apr, 14 May (Annual Parish Council and Parish Meeting), 21 May, 16 Jun (to provide spacing from late May meeting), 14 Jul, 8 Sep, 13 Oct, 10 Nov.** Councillors were asked to contact the Clerk if these tentative dates need changing.

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

**JLGJ**  
**25/11/15**