

Minutes of Parish Council Meeting 21 May 2015

1. **Present:** Councillors Jo Allen, Chris Scarrott, Carole Gother, Catherine Mullineux, Derek Burrows and Parish Clerk Jack Goodman.
2. **Apologies for Absence:** Councillor Victoria Maidment-Vint
3. **Public Forum:** Parishioners Attending: Anne May, UH Poors Allotment Chair; Chris Mullineux, HPRA and Paul Weaver UH Village Group.
 - a. **Allotment Planning:** Anne May presented a draft business plan on the future plans for the allotments. This includes a risk assessment that identified the need to register the allotments with the Land Registry and the need to revise the charter of the Allotments. In addition an ambitious programme to repair Allotment walls and refurbish the Allotment Barn was outlined. The Trustees will also be reviewing the terms for renting Allotment land for commercial farming. Mrs May requested the Council's support in these actions.
4. **Code of Conduct:** The Chairman reminded Councillors of the code of conduct requirements under the Localism Act of 2011.
5. **Consideration of Dispensations:** No requests for dispensations were tabled.
6. **Approval of Minutes:** The minutes of the 14 April Annual Parish Council Meeting and the 22 May Parish Council Meeting were approved by the Council and signed by the Chairman and Clerk
7. **Standing Agenda Items:**
 - a. **Public Liability Review:** The Council reviewed the Hazard Log. The Clerk reported that the trimming of hedges to improve sightline at the bottom of Camp Road was partially complete and will need continued monitoring. Concerning the dangerous crossing on Camp Road, it was noted that work would begin within two weeks to re-design Camp Road. Additionally Councillor Mullineux reported that Dorchester Group will be trimming the hedges that restrict the line of sight currently. This item to be closed.
 - b. **Revised Local and Neighbourhood Plan:** Cllr Allen reported working groups under the Mid-Cherwell Neighbourhood Plan (MCNP) Forum have been set up. The Parish Council has signed up for three: Amenities, to be attended by Jack Goodman and Cllr Allen; Transport, to be attended by Simon van Zwanenberg and Alan Hedges of the UH Village Group; and Housing, Cllrs Allen and Mullineux. It was noted that Ian Corkin, the representative of Ardley with Fewcott Parish, the Lead Parish in the MCNP has been elected as a District Councillor. The Council felt that who will take over the role of Lead Parish should be explored. Cllr Allen agreed to pursue this.
 - c. **Speedwatch Campaign:** Cllr Mullineux briefed that a training session was held with PCSO Kidd for seven volunteers. These volunteers can now train further volunteers. The programme is ready to commence as soon as the Parish Council has submitted an Indemnity document to Thames Valley Police. The speed gun has been purchased. Cllr Mullineux agreed to manage the programme on behalf of the Council. The Clerk was authorised to sign the Indemnity Clause document on behalf of the Council and forward to Thames Valley Police.

8. Matters Arising from 22 April 2015 Minutes

- a. **Signage on Camp Road:** The Clerk reported that he has not had the opportunity yet to approach Bovis/Dorchester to provide signage advising of the closed road into the HP southern housing estate.

9. Finance:

- a. **Receipts and Expenditure:** The Council reviewed expenditure and receipts and account balances for the period and ratified the accounts. It was noted that the Clerk authorised the purchase of a Strimmer for churchyard landscaping outside of Council. Although it was acknowledged that the Clerk has the authority to do so, the Council requested he defer further decisions on landscaping equipment to the Council for decision.
- b. **Appointment of Internal Auditor:** The Clerk reported that the Internal Auditors, Nick Westbury Ltd of Bloxham has requested formal renewal of his contract to provide audit services to the PC. The Clerk reported Mr Westbury has been excellent and has saved the Council money as well as helping ensure error free submissions to the statutory external auditors. The Clerk recommended renewal and the Council agreed. The Chair and Clerk signed the Contract document for return to the auditor.

10. New Business

- a. **Review of Dog Control Measures:** The Council reviewed the dog control measures that have technically been in place for over a year now. It was concluded that the concession to allow dogs off of their lead in the Somerton Road playing fields has not worked and the incidence of dog mess is unacceptable. The Council noted that the Dog Control measures requiring dogs to be on leads throughout the village has not been publicised with signage. Additionally, Cllr Scarrott noted that the incidence of dog owners bagging mess in plastic bags and then leaving them in the fields where livestock are kept has led to the death of three sheep locally because of choking. The Council agreed three steps. Signs will be procured and placed around the Village to publicise the requirement to keep dogs on leads. The Village will be canvassed again about the playing fields through the Valley News, and the problem with dog mess in the fields will also be publicised in the Valley News.
- b. **Allotment Trustees:** The Allotment Trustee position currently filled by Mrs Sue Pratley is up for renewal this year. It is reported that at least two Allotment Holders are interested in applying for the position. The Council agreed to formally request nominations for the post through an announcement on the Allotment Bulletin Board. The Clerk was also instructed to personally inform Mrs Pratley of the need to re-apply should she wish to continue.
- c. **Splitting of Parishes:** The Council noted the request of our District Councillor Mike Kerford-Byrnes for us to re-contact Cherwell DC and continue the process of considering the splitting of our Parish. Also, the Clerk will action and also was asked to look into the possibility of increasing the size of the Parish Council from six to seven Councillors.
- d. **Storage Shed for Reading Room:** Previous suggestion to replace the shed on the green with a new shed in the northeast corner of the green was considered. Concerns were expressed that the location would not be suitable and that there may very well not be enough of a storage need. Cllr Scarrott also suggested that with proper planting the current shed would look

presentable. The Council decided not to pursue the new shed at this time. Cllr Scarrott will investigate options for the current shed and more discussion needs to take place regarding the need for a new shed.

- e. **Land Registration for Allotments:** The Council decided to pursue and fund action to get the Poors Allotment and the Recreation Ground on the Land Registry. The Clerk will action.
- f. **Resignation of Councillor:** The resignation of Cllr Victoria Maidment-Vint was noted with sadness. The Council recognises the hard work Cllr Maidment-Vint has done on behalf of the Parish and conveys their heartfelt thanks for her contributions to the Parish. The Clerk went on to explain the procedure for electing a new Councillor.
- g. **Finance for website for Heyford Park Residents Association:** Cllr Gother said that the Resident's Association would like to use previously granted funds to build a new Community website. The Council agreed
- h. **Beech Hedge on Soden Road:** Cllr Mullineux requested the Councils support to petition Cherwell to prevent felling of the beech hedge on Soden Road. The Council agreed to support the request. Cllr Mullineux will draft a letter for the Chair's signature.

11. Planning: The Council reviewed the planning applications received and commented on since the last meeting. Three active applications were also reviewed and the Council decided to remain neutral in all three.

12. Any Other Business:

- a. **Hedgerow on High Street:** Cllr Scarrott asked if Parishioner has been approached about the trimming of the hedgerow he undertook. The Clerk reported he has not been approached yet.
- b. **Election Posters:** Cllr Gother reported that there had been some complaints on Heyford Park about where election posters were posted. They have since been removed.

13. Date of Meetings:

- a. The next Council meeting is on 11 June. Subsequent meetings are 9 July, 17 Sep, 8 Oct and 12 Nov.

There being no further business the meeting adjourned at 10:05 PM

29 May JLGJ

**Mrs Josephine Allen
Chair**

**Mr Jack Goodman
Clerk to the Council**