

UPPER HEYFORD PARISH COUNCIL  
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## Minutes of Parish Council Meeting 22 June 2017

The Parish Council meeting was held at the Heyford Park Chapel

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

1. **Apologies:** None
2. **Code of Conduct:** The Chairman reminded Councillors of the code of conduct requirements under the Localism Act of 2011.
3. **Public Forum:** Mr Brian Moss from Heyford Leys attended. Mr Moss briefed on the latest correspondence with Cherwell DC regarding the new Park Home developments at Heyford Leys. The Council agreed to continue to support Mr Moss's legitimate complaints and to liaise with Cherwell DC.
4. **Consideration of Dispensations:** None requested
5. **Approval of Minutes:** The minutes of the 25 May Council Meeting were approved
6. **Standing Agenda Items:**
  - a. **Public Liability Review:** The Hazard\_Log was reviewed. There were no new entries, Clle Gother noted that at the Parish Liaison Meeting with Cherwell earlier this month it was stated that Cherwell would be willing to lobby OCC Highways on behalf of Parishes for particular highway issues. The question of frequent road works at Camp Road was discussed. Cllr Allen agreed to contact Thames Water to express our concern.
  - b. **Heyford Park Residents and Community Development Association (HPRCDA) Report:** Cllr Smith reported that he attended the last HPRCDA meeting. He reported that there was considerable discussion of Heyford Park planning applications briefed by Leigh McCarron, Chair of the Association. The Parish Council was thanked for its support for a school crossing at the Heyford Park Free School. A complaint was received from a resident who was unable to get an allotment plot at the Upper Heyford Pools Allotments. Cllr Smith agreed to take the complaint to the Council and the Allotment Committee.
  - c. **Parish Reorganisation:** Cllr Allen briefed that a meeting is scheduled at Cherwell DC to discuss the programme for reorganising Upper Heyford Parish. Mrs Allen and the Clerk will attend. JA to ask Mr Livings on behalf of the HPRCDA if he could again attend. Clarification is required on the timing of the programme, the next consultation round, and our request to view draft in order to simultaneously distribute a joint Council and HPRCDA flyer and the timing and remit for a Shadow Council.
  - d. **Neighbourhood Plan Review:**-Cllr Weaver reported that work is continuing on the plan based on consultant feedback on the draft. He also briefed that Dorchester Group is working on a master plan for the Heyford Park Site. This will hopefully provide much greater clarity on the way Heyford Park is to evolve.
7. **Matters Arising:**
  - a. **Traffic Calming, Upper Heyford Village:** Cllr Allen briefed that MCNP had commissioned a traffic consultant to suggest ways to provide traffic calming through the villages in the Mid-Cherwell area. His report is forthcoming. He has suggested the concept of soft control, taking back control of the roads by, for example, doing away with lines, encroaching on the road and providing shared space for vehicles and pedestrian. The Council agreed to consider the suggestions in the report. Oxfordshire CC Highways has said they will help for inexpensive options. Money may be available for more ambitious schemes in the future.
  - b. **Cemetery Clean-up:** Cllr Burrows briefed that a meeting at the cemetery with Mr Lough-Scott is being arranged to confirm the work that needs to be done. A working party will then be formed to do the work. The pathways within the Cemetery also need renewal. Cllr Allen briefed one contractor who has provided a generic quote for pathway renewal. Cllr Burrows agreed to get additional quotes.
  - c. **Speeding on High Street:** The Clerk briefed that "20 is Plenty" signs for highways cost in the region of £50 each and that OCC highways permission may be required for their display. The view in council was that they would probably be of limited value. Noting and reporting offenders is considered the best option to deter persistent offenders.
  - d. **Defibrillator/First Aid Training:** The Council wishes to provide first aid training for groups within the community. Cllr Gother reported on the St John's Ambulance course. This course can be held in the community for groups of 8 to 14 people at £25 per person plus VAT. The course runs for three hours and covers essential first aid techniques. The Council agrees this will be worthwhile. Cllr Gother was asked to canvas relevant groups at Heyford Park such as the Youth Group, Park Play, Community Garden committee etc. for interest. Cllr Allen will approach groups within the Village.
  - e. **Playground Surface Project:** The spreading of new chippings donated by Bicester Tree Services requires a membrane or old carpet to first be placed on the surface. Bovis and Carpet businesses should be approached

about providing the membrane or carpet required. Cllr Burrows agreed to progress this project along with Chris Scarrott.

8. **Finance:**

- a. **Payments and Current Financial Position:** The current account balance and transactions to date were reviewed.
- b. **Investment Account:** The possibility of opening an investment account to obtain a better rate of return on our reserve funds was discussed. Cllr Smith noted that there are one-year bonds paying up to 1.2% annually. However, funds cannot be withdrawn within the year. The Council deferred a decision on this and agreed to continue to look for opportunities.

9. **New Business:**

- a. **Parish Council Election:** The Clerk briefed the preparations for the upcoming election. No action is required of the Parish Council at this time.
- b. **Revision of Upper Heyford Cemetery Rules and Notification:** There was a proposal to revise the pricing policy for burials to account for double depth graves. The Council decided to leave the charge at £250 per burial whether in single or double depth. The Council also agreed with the suggestion to distribute the cemetery rules and an application form to Funeral Parlours and the Benefice. It is important that all stakeholders are aware of the eligibility criteria for burial in the Upper Heyford Cemetery as space is becoming limited.
- c. **New Bulletin Board for Cemetery:** It was agreed to purchase a larger bulletin board for the cemetery and transfer the current one to the Churchyard. A single panel, recycled wood board accommodating 4 A4 sheets at a cost of approximately £700 was agreed. The Clerk will order.

10. **Planning Applications:**

- a. **Application Log:** Application log was reviewed and responses approved:
- b. **Ash Tree on High Street:** The need to fell the diseased ash tree on High Street was acknowledged, however, the Council would request re-planting with appropriate tree if feasible. The Council agreed that the felling of trees should always be accompanied by a request to re-plant where feasible.

11. **Any Other Business:**

- a. **Derelict House:** The Clerk briefed that Cherwell DC is being approached again to take action regarding Lisgar on Orchard Lane in Upper Heyford Village in light of the change in the law concerning leaving houses derelict.
- b. **Right of Way Blockage:** The right of way path between Upper Heyford Village and Caulcott is blocked by rape crop in field. Cllr Allen will contact OCC.
- c. **Grant Requests:** The Council has still not received any grant requests from Park Play or the Heyford Park Youth Group. Cllr Gother will follow up again.

12. **Date of Future Meetings, 27 Jul, 14 Sep, 12 Oct (HP), 9 Nov**

**There being no further business the meeting adjourned at 9:35 PM**