

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 25 May 2017

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:** Attendees: Mr Leigh McCarron, Chairman of the Heyford Park Residents and Community Development Association (HPRCDA) Mr McCarron agreed to brief on the HPRCDA. See item 6b.
4. **Consideration of Dispensations:** None requested
5. **Approval of Minutes:** The minutes of the 20 April Council Meeting were approved with one amendment changing the wording in item 6b concerning Park Play initiative. The minutes of the Annual Parish Council meeting on 11 May were also approved.
6. **Standing Agenda Items:**
 - a. **Public Liability Review:** The Hazard_Log was reviewed. There were no new entries, The latest developments into getting a school crossing at Heyford Park School were discussed. It was agreed that we need to continue to exert pressure on Oxfordshire Highways and the Dorchester Group.
 - b. **Heyford Park Residents and Community Development Association (HPRCDA) Report:** Mr McCarron briefed on behalf of the Association: A new child care provider has been identified, they are working to get suitable temporary premises and the intention is to start operations in September. A local letting residents meeting was held and a change to the letting policy was announced. category B tenants (those who were to be moved for refurbishment) will be assessed on need rather than first come first serve basis due to the fact that there will be little if any movements required for refurbishment. Mr McCarron thanked the council for organising the Dog Warden to place new signage adjacent to the dog walking area. Recently constructed play park in Bovis area is being modified because some of the apparatus was too close to adjacent dwellings. Oxfordshire Highways is revisiting the need for a children's crossing at Heyford Park School.
 - c. **Parish Reorganisation:** The Clerk read correspondence from Emma Faulkner of Cherwell DC announcing a further round of consultation concerning the re-organisation. The Council will be asking for a meeting with Cherwell to plan for the consultation and clarify the content. Cllr Allen will progress.
 - d. **Neighbourhood Plan Review:** Cllr Weaver briefed that an open MCNP Forum meeting was held on 17 May and 13 members of the public attended. Questions from the floor were answered, dealing with clarification on policies and process.. The Forum then went on to review and approve changes to policies as recommended by independent consultant.
 - i. **Street Lighting Policy:** MCNP has asked the Council to draft Parish policy on future street lighting within the Parish. Cllr Weaver agreed to draft a policy and circulate for Council approval.
7. **Matters Arising:**
 - a. **Traffic Calming, Upper Heyford Village:** Oxfordshire County Council (OCC) has indicated that funds are available for a traffic calming scheme in the Village. There is also a consultant looking at traffic calming on behalf of the MCNP. This consultant will brief his conclusions on 6 June, the OCC representative has been requested to attend as well.
 - b. **Allotment Wall Project:** The quotes for the entire south wall of the allotments are prohibitively high. Paul Smith agreed to contact the Allotment trustees to have them pursue grant funding. The project will be held in abeyance until we know the availability of grants. .
 - c. **Highway Verge Issues:** The Clerk reported that damage to the verge on Somerton Road and the tracking of mud due to car parking in front of dwellings has been reported to OCC and Sanctuary Housing
 - d. **Cemetery Cleanup:** Mr Lough-Scott will provide a programme of works. Cllr Smith reported that there has been a quote for repair of the paths at £5,500. More quotes will be obtained.
 - e. **Phone Box Project:** Cllr Smith reported that there is the possibility of getting a grant from Tesco's to obtain a historic phone box. He will approach Mr Garner to progress.
 - f. **Village Green Parking:** The Clerk reported that the offending resident has been notified to not use the parking lot for long term parking or repairs.
8. **Finance:**
 - a. **Payments and Current Financial Position:-**The current account balance and transactions to date were reviewed.

- i. The Clerk recommended £10,000 be moved from current account to the reserve account. This was approved.
 - ii. It was noted by the Council that there are worthy projects on Heyford Park that would be favourable considered for grants, although they have been told, there have been no requests yet. Cllr Gother will follow up.
 - b. **Annual Governance Statement:** The Annual Governance Statement required for the external audit of accounts was reviewed and agreed by the Council. The statement was signed by the Chair and Clerk.
 - c. **Annual Accounting Statement:** The Annual Accounting statement for the external audit was reviewed and agreed by the Council with one revision changing the value of fixed assets. The statement was signed by the Chair and Clerk.
9. **Correspondence:**
- a. **Parishioner E Mail, Speeding on High Street:** A parishioner complained of speeding on High Street. There was discussion of possible signage on the street. The Clerk will investigate what is possible. It was also agreed to try and get the license plate of speeders to forward to Thames Valley Police.
10. **New Business:**
- a. **Street Trading Policy:** Options for parking of street traders in the Village was discussed. The Village Hall parking lot was considered, however, no decision was taken. The Council will review the options in future should the need arise.
11. **Planning Applications:**
- a. **Application Log:** Application log was reviewed and responses approved: The Council agreed a form of words to lodge objections to the Heyford Park Village Centre application and the Duvall Homes expansion. The Clerk will submit the objections.
12. **Any Other Business:**
- a. **Noisy Dogs:** It was reported that the problem with noisy dogs at Rising Hill has re-surfaced.
 - b. **First Aid Training:** It was agreed to look at first aid training opportunities jointly with Heyford Park.
 - c. **Bark Spreading on Playground:** A membrane needs to be laid down and a working party organised to spread bark.
13. **Date of Future Meetings,** 22 Jun (HP), 27 Jul, 14 Sep, 12 Oct (HP), 9 Nov

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

Jlgj 1 Apr 17