

UPPER HEYFORD PARISH COUNCIL
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Minutes of Parish Council Meeting 27 July 2017

Present: Councillors Jo Allen, Paul Weaver, Derek Burrows, Paul Smith, newly elected Councillor Tim Coggins and Parish Clerk, Jack Goodman.

1. **Apologies:** Cllr Gother
2. **Induction of Councillor Tim Coggins:** Mr Coggins signed the Declaration of Acceptance of Office and submitted his Declaration of Interest forms. The Council welcomed Mr Coggins to the Council.
3. **Code of Conduct:** The Chairman reminded Councillors of the code of conduct requirements under the Localism Act of 2011.
4. **Public Forum:** Oxfordshire County (OCC) and Cherwell District (CDC) Councillor Mr Ian Corkin attended and provided a briefing. Cherwell DC/SouthNorthants DC have a new joint Chief Executive Yvonne Rees. CDC's proposal for County re-organisation is in abeyance while the Secretary of State considers OCC proposal for a unitary authority for the County. CDC is conducting thorough review of building fire safety in light of the Grenfell Towers disaster. The review will also consider whether cultural changes are needed in the safety review processes. The latest CDC consultation of customer satisfaction is completed and results will be published soon. The CDC partial review of the Local Plan to consider Oxford's unmet housing need has been published for consultation. The proposal is for housing to be sited primarily in the Kidlington area. Cherwell residents would be given first call on affordable housing built in the designated areas. Oxfordshire County broadband coverage is among the best in the country but there are still pockets of poor service. An additional £600K has been allocated to roll out solutions to hard to reach areas. All County Waste Centres will remain open for the time being. The Hospital Clinical Commissioning Group will decide next month on the future shape of Oxfordshire hospitals. Cllr Corkin took information on the delays we have encountered in registering our Village Green and agreed to follow up on our behalf. He invited the Council to contact him if he can help with issues. The Council thanked Cllr Corkin for his briefing.
5. **Consideration of Dispensations:** None requested
6. **Approval of Minutes:** The minutes of the 22 June 2017 Council Meeting were approved
7. **Standing Agenda Items:**
 - a. **Public Liability Review:** The Hazard Log was reviewed. The Clerk briefed that Fix My Street has been re-set and therefore some items may need to be re-entered. Items of Fix My Street added by Heyford Park residents were added to the Hazard Log. Concerning the sightline at Soden Road, Cllr Coggins briefed that HPRA is progressing the possibility of a mirror to show oncoming traffic.
 - b. **Heyford Park Residents and Community Development Association (HPRCDA) Report:** The brief from Carole Gother on HPRCDA Meeting was reviewed. In addition Cllr Coggins briefed. There is a desire to have traffic repeater signs on Camp Road, the gate to Chilgrove Drive has been left open. It was pointed out this may be in conjunction with pending work on Chilgrove, Association is working with Bovis on snagging issues. Rosy at Park Play has indicated a need for funding for a pediatric first aid course and various play equipment. Cllr Allen noted that some equipment may be left over from playgroup in the Village, and that OCC may have some equipment left over from the closure of Children's Centres. Cllr Allen will enquire. Old Station Nursery Group will be opening a nursery on Heyford Park, probably in September. They are an established company with mid-range prices.
 - c. **Parish Reorganisation:** Cllr Allen and the Clerk met with Cherwell in June to discuss the Parish reorganisation programme. The timetable has slipped somewhat because of the elections, however, the second consultation will be forthcoming: The second consultation document in draft has been received and considered by the Council with a view to commenting or correcting the document. The Council agreed that the consultation questionnaire was satisfactory without further Council comment. However, it was noted that Ardley and Somerton have not been consulted even though the new Parish boundaries affect them. The Clerk was instructed to forward the consultation literature to those Councils.
 - d. **Neighbourhood Plan Review:** Cllr Weaver briefed that the draft Neighbourhood Plan is in preparation and should be distributed within the next couple of weeks. Cllr Allen briefed the Upper Heyford Buffer Zone policy that is included in the Plan to prevent coalescence with Heyford Park development, along with a map showing the land included in the buffer. It was briefed that Lower Heyford Parish is pursuing a similar buffer zone to protect Caulcott. The Council recognised the exceptional efforts of Mr Martin Lipson, Chair of the MCNP Forum Executive Committee, in completing the Plan document. The Clerk agreed to draft a statement for the acknowledgements section of the Neighbourhood Plan recognising Mr Lipson's unique contribution.

8. **Matters Arising:**
 - a. **Installation of Bulletin Boards:** The Clerk reported that the new bulletin board for the cemetery has been received. It was agreed that Mr K Probbitts will be asked to do the installation and to re-site of the current bulletin board into the Churchyard.
 - b. **Defibrillator/First Aid Training:** The Council still needs to get the word to local organisations to ask if they would want to be included in the St Johns Ambulance first aid course. Dr Richard Guy in the Village is looking at the defibrillator documentation to see if anything beyond a simple first aid course is needed for potential operators of the defibrillator. Cllr Coggins agreed to canvas Heyford Park organisations and the Free School to gauge interest in the first aid course.
 - c. **Playground Ground Works:** Cllr Burrows reported that he needs to contact Chris Scarrott to arrange the laying of underlay and spreading of woodchips.
 - d. **Cemetery Clean-up:** Cllr Smith briefed that he had an extended conversation with Mr Lough-Scott about what is needed to refurbish the cemetery. Projects include, clearing around neglected graves, (in the first instance contact families if available), straightening leaning headstones, renew pathways first removing tarmac to see the state of the concrete beneath, planting hedges, clear compost and build proper compost area, get markers for unmarked graves, and obtain grave stone for military pilot grave not included in the war graves area. Given the extensive list, some of which will require contracting, Cllr Smith was asked to put together a programme of works to consider at the next meeting.
 - e. **Derelict House on Orchard Lane:** The Clerk contacted CDC regarding this house and was contacted by Ms Fiona Todd. She has this case and is in the process of contacting the owner. The Clerk will stay in touch.
 - f. **Speeding on High Street:** The Clerk briefed that there has been another query about what can be done to reduce speeding on High Street. The Council discussed options and the feeling is that speed signs will have minimal effect, however, the Clerk will get prices and options for signage. A publicity campaign will be considered as well and residents will be consulted as to their preferences.
9. **Finance:**
 - a. **Payments and Current Financial Position:** The current account balance and transactions to date were reviewed.
 - b. **Audit, Qualified Opinion:** The Clerk briefed that the external auditor has found a mistake in the accounts. All of the grants from Cherwell DC had been reported as precept income, Grants other than the precept should have been listed separately. The Council agreed to accept a qualified opinion from the Auditor instead of going through the effort and expense to re-submit the accounts.
10. **Correspondence:**
 - a. **Letter regarding Playground Accident:** The Clerk reported that another letter has been received from the lady who hurt her ankle in the Somerton Road Playground asking what remedial action has been taken. The Clerk replied to the lady with further apologies for her injury and to say that an official playground inspection will be done in late July and that the Council will consider what remedial action to take based on the report.
 - b. **SOFO Charity Appeal:** A letter requesting a donation to the Soldiers of Oxfordshire Musuem was received. The Council declined to contribute, the feeling being that causes within the Parish should take precedence for funding.
11. **New Business:**
 - a. **Dog Bin for Chilgrove Drive:** HPRCDA has requested funding for a dog bin on Chilgrove Drive and to move a bin near the dog walking area. Cllr Coggins will confirm the locations for both of these and report at next meeting.
 - b. **Bus Shelter Repair:** The Clerk reported that the quote for repair of the Camp Road bus shelter was around £7,000 and a new shelter would cost in the region of £10,000. The Council considers this too expensive and the Clerk will continue to consider other alternatives.
12. **Planning Applications:** Log reviewed with no comments.
13. **Deferred Item Review:** The Clerk introduced this new category for the minutes allowing a quick review of items from previous minutes where action has been deferred.
 - a. **Registration of Village Green:** See open forum reference above.
 - b. **Wall Project:** It was suggested that the Clerk send information regarding grant opportunities to Nick Garner of the Allotment Committee.
 - c. **Registration of Playing Field and Allotments**
 - d. **Traffic Calming:** Cllr Smith will discuss the possibility with the Barley Mow pub of seating at front to slow down traffic.
 - e. **Investment Account**
 - f. **Highway Verge Issues:** NB: new complaint received subsequent to meeting
 - g. **Competitive Tender for Landscaping:** Cllr Burrows requested meeting with Clerk to agree tender specification.
 - h. **Phone Box Project**
14. **Date of Future Meetings,** 14 Sep, 12 Oct (HP), 9 Nov