

UPPER HEYFORD PARISH COUNCIL
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Minutes of Parish Council Meeting 9 February 2017

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

1. **Apologies for Absence:** Cllrs Weaver and Burrows
2. **Code of Conduct:** The Chairman reminded Councillors of the code of conduct requirements under the Localism Act of 2011.
3. **Public Forum:** Attendees: Ms Emma Faulkner, Cherwell DC representative and Mr Brian Moss, resident of Heyford Leys
 - a. **Q&A Session with Ms Faulkner regarding the Parish Reorganisation Process:** Ms Faulkner briefed the likely timetable for a decision on the proposal to split the Parish. The first consultation will end on 17 March of this year and CDC will be in a position to share those results with the Council by early April. The recommendation goes to the Full Council for consideration in May. There will then be another short consultation period. Given approval for the split, there will be a legal document drawn up in January 2018. A Shadow Council will be convened by CDC to lay the groundwork for Council responsibilities for Heyford Park following the elections in May 2019. CDC will appoint Shadow Councillors from CDC and the local community. There was discussion of the map showing changes to the Parish boundaries for Somerton and Ardley. Ms Faulkner confirmed that these Parishes would be asked to comment on that aspect of the proposal only. Concerning name change for Upper Heyford Village, Ms Faulkner indicated that a change would only be considered in the most extreme circumstances and that responses to that question will be weighted to reflect the relative strength of the two communities so that the smaller population of the Village is not disadvantaged.
 - b. **Heyford Leys Issues:** Mr Brian Moss from Heyford Leys has produced a report that alleges significant planning breaches from the owners of Heyford Leys, particularly concerning loss of recreation ground and unauthorised building. He expressed frustration at the lack of response from CDC planners to his complaints. The Council agreed to consider his complaints and also suggested that he write to his District Councillors. The Council will consider Mr Moss's complaints formally at our next Parish Council meeting.
4. **Consideration of Dispensations:** There were no requests for dispensation.
5. **Approval of Minutes:** The minutes of the 12 January Parish Council Meeting was approved by the Council and signed by the Chairman and Clerk.
6. **Standing Agenda Items:**
 - a. **Public Liability Review:** The Hazard Log was reviewed and updated. The Clerk reported that he has notified Oxfordshire Highways about the dangerous crossing for school children on Camp Road. Cllr Gother reported that OCC is waiting for an input from the Heyford Park School Governors to provide justification for action. The Clerk will forward his OCC letter to Heyford Park School. The Clerk also reported that Dorchester Group has been notified of the sightline issue at exit from Soden Road. Follow up is required on pothole problems and hedge cutting in the spring. A contract has been let to clean and repair the unsanitary litter bins in Upper Heyford Village. This item to be closed.
 - b. **Heyford Park Residents Association (HPRA) Report:** Cllr Gother reported that the HPRA Annual General Meeting is scheduled for Saturday, 25 February at 3 PM at the Community Centre, Brice Road on Heyford Park.
 - c. **Parish Reorganisation:** This item was covered in Public Forum: see above.
 - d. **Revised Local Plan and Neighbourhood Plan:** First draft of the Neighbourhood Plan is scheduled to be sent to Cherwell DC in April.
7. **Matters Arising:**
 - a. **Co-option of Parish Councillor:** There are four applicants for the position. Councillors agreed to interview on the 13th and 14th of February. The Clerk was instructed to arrange the interview times and dates with candidates.
 - b. **Tree On Orchard Lane:** Cllr Smith conducted a tree survey with Mathew Steele, a tree surgeon. The report was reviewed by the Council. The Council agreed to progress the major items of work. Cllr Smith was asked to prioritise the work with consideration for those jobs that cannot be realistically done by volunteers. Cllr Smith will circulate his recommendations for the Council and the Clerk will take action.
 - c. **Traffic Calming for Upper Heyford Village:** Cllr Allen reported on meeting with Ben Smith, Strategic Planner at Oxfordshire Highways. He toured the Village and agreed to consult with his colleagues concerning the best calming options for the Village. He indicated they may have some grant funds available for an expert consultation. Section 106 funds for traffic calming need to be approved by Cherwell DC. He also agreed to see if there was available data on HGV movements on our roads. The Council then discussed looking at the possibility of more visible road signs.

