

UPPER HEYFORD PARISH COUNCIL  
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## Minutes of Parish Council Meeting 9 March 2017

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

1. **Code of Conduct:** The Chairman reminded Councillors of the code of conduct requirements under the Localism Act of 2011.
2. **Public Forum:** Attendees: Mrs Emma Turner – Park Play Project, Mr Brian Moss – Heyford Leys, Mr Tim Coggins – Heyford Park
  - a. **Park Play Presentation:** Mrs Emma Turner briefed the Park Play Project, a community initiative to compensate for the loss of the Children’s Centre at Heyford Park. The volunteer organisation has been formed to provide universal play sessions for families with young children. Two sessions per week are currently offered; Tuesdays for children aged 0- 5 yrs, and on Thursdays for infants from 0 to 18 months. There have been two sessions to date and the support has been excellent with 56 children attending the first session. Attendees are charged £1 per session. The aim is to provide enhanced services over time with Health Visitor visits and eventually the hiring of a professional early years specialist. This will depend on the continued support from the community and grant funding. Grant funds are available from Oxfordshire County Council and this source is being explored. Additional grant funding will be pursued including a request to the Parish Council. The Council congratulated Mrs Turner and all of the volunteers for their excellent initiative. The Council will be pleased to consider a grant request from Park Play outlining the support they would like the Council to help fund. Mrs Turner was advised to correspond through the Parish Clerk.
  - b. **Heyford Leys Issues:** Mr Brian Moss from Heyford Leys reported that he has submitted a report to Cherwell Planning and relevant District Councillors outlining the planning breaches at Heyford Leys Mobile Home Park. He has received no response and asked for the Parish Council’s support. The Council agreed to contact Cherwell to ask about the Cherwell response to the report. Additionally, Mr Moss indicated he would be submitting formal complaints to Cherwell on breaches of planning law and consent. He agreed to keep the Parish Council informed.
  - c. **Park Keepers Closure:** Mr Tim Coggins from Heyford Park briefed the closure of the Park Keepers Nursery on Heyford Park. At it’s peak this commercial operation was catering to up to 90 children from the local area. Dorchester Group required Park Keepers to vacate their premises to make room for development. Dorchester offered alternative accommodation that the Park Keepers management deemed unsatisfactory. The facility therefore closed. Sarah McCready from Dorchester is still trying to find new providers and acceptable premises for a new Nursery. The Parish Council thanked Mr Coggins for updating them on the situation, and agreed to query the status of Dorchester efforts to secure a new nursery provider.
3. **Consideration of Dispensations:** There were no requests for dispensation.
4. **Approval of Minutes:** The minutes of the 9 February Parish Council Meeting were approved by the Council and signed by the Chairman and Clerk.
5. **Induction of Parish Councillor:** Mr Jonathon (Alex) Gregory was formally co-opted on to the Parish Council to replace Mrs Catherine Mullineux. After signing the Declaration of Acceptance of Office Mr Gregory was thanked for his willingness to serve and welcomed as a Councillor.
6. **Standing Agenda Items:**
  - a. **Public Liability Review:** The Hazard Log was reviewed and updated. The Clerk briefed efforts to improve the school crossing safety at Heyford Free School. The Clerk was asked to send a copy of his correspondence with Oxfordshire in this regard to the School Governors. Cllr Gother said that a barrier has been erected at the corner of Camp Road and Dow Road impeding the walkway for pedestrians, particularly students going between the two Free School campuses. The Clerk agreed to follow up on this with Dorchester/Bovis as applicable. The Clerk updated the Council on the ongoing status of the other open Hazard Log items and stated he will follow up on these. The need for Speedwatch action at Heyford Park was discussed. The HPRA needs to follow up on this initiative.
  - b. **Heyford Park Residents Association (HPRA) Report:** Cllr Gother reported that the HPRA Annual General Meeting was held on 25 February and 19 residents were in attendance. A new Committee was formed with Mr L McCarron elected as Chairman and Mr E Fraser as the Vice. Mrs Gother has resigned as a member of the Committee but will continue to attend as Parish Council representative.
  - c. **Parish Reorganisation:** There has been no further progress on this but it was pointed out that there has been considerable discussion on the Heyford Park facebook page concerning the naming of the two Parishes if split.
  - d. **Neighbourhood Plan Review:** Latest copy of the draft plan has been circulated to working groups for review. Following that an independent examiner will review the document for compliance. A heritage and character

assessment consultation is being completed and will be added to the data supporting the plan. The revised timeline for the Plan being accepted (made) is September 2018, the bulk of the time being consultation and review by outside agencies and the formal examination.

- i. **Local Green Spaces Review:** The Local Green Spaces designation submission for our Parish was reviewed. This includes The Green, The Common, the High Street Allotments, the Playing Field, the Pools Allotment and two agricultural fields at the boundary of Heyford Park. The Council questioned whether the Heyford Park fields met the criteria. The Council also felt that the Portway should be added to the list. These issues will be actioned by Upper Heyford Forum members.

#### 7. **Matters Arising-**

- a. **Tree Survey and Works:** The Clerk briefed that the Tree Surgeon, Mr Matthew Steele has been contracted to do the tree works identified on the Tree Survey conducted with Cllr Smith. The only exception will be several small items that it was deemed could be done by self help. The contract will cost £1000.
- b. **Traffic Calming, Upper Heyford Village:** The submissions by two Parishioners expressing their opinion on the type and extent of traffic calming in the Village were briefed and taken under consideration. At this stage the Council will continue to work with Oxfordshire Highways to try and get consultancy support and the creation of an integrated traffic management plan for the area. The suggestion was made that picket fences, road surface painting, improvement of signage and VAS installation could be pursued independently. The Clerk will look at options in this regard and report at the next Parish Council meeting.
- c. **Reading Room Wall Repair:** The Clerk reported that one quote has been received to date for the underpinning of the north wall of the Reading Room. This quote is for £5,900. Two further quotes are forthcoming.
- d. **Allotment Wall Quotes:** The Clerk reported that three quotes have been received. Given the wide divergence in the quotes it was decided to solicit a fourth quote. Cllr's Smith and Gregory will investigate getting information on the firm that has recently been working in the Lower Heyford, Steeple Aston area and pass this to the Clerk.
- e. **Noisy Dogs:** The Clerk reported that the complaints of noisy dogs at a Village property seems to have been dealt with by Cherwell Environmental Service.
- f. **No Parking Zone, Orchard Lane:** Cllr Burrows briefed a Parishioner request to designate a section of Orchard Lane as a no parking zone. It is suggested that parking in this area can block emergency vehicle access. The Clerk will look at the requirements from Oxfordshire Highways and/or signage that can be put up.
- g. **Highway Verge Issues:** Oxfordshire Highways and Sanctuary Housing will be notified about the damage to verge and property garden on Somerton Road. Environmental Health at Cherwell to be contacted about bin lorries tearing up verge at the Green. Action – the Clerk
- h. **Appointment of Allotment Trustee:** The Council formally appointed Mr Nick Garner as a Pools Allotment Trustee. Relevant notifications will be made by the Trustees.
- i. **Defibrillator Purchase:** Mr Tim Coggins was invited to speak about his experience in getting defibrillators for Heyford Park. Following discussion it was agreed to pursue purchasing a defibrillator for the Village, most likely to be situated on the wall of the Village Hall. Cllrs Weaver and Derek will progress this project.

#### 8. **Finance:**

- a. **Payments and Current Financial Position:**–The Council reviewed transactions for the period and the current financial position and approved the report.
- b. **Budget 2017-2018:** The Council approved a budget of £41,230, the biggest line items being £10,000 for facility improvements, £6,000 for landscaping and £4,000 for support of Heyford Park initiatives. The council approved an increase in Clerk salary based on 25 hours of work per month instead of the current 20 hours, with a further review of workload to take place. The Clerk was asked to keep a log of hours worked for the next three months. The budget will be mounted on the Parish website and is available for review by contacting the Clerk.

#### 9. **Correspondence:**

- a. **Parishioners Letter, Traffic and Parking:** The Parishioners view regarding traffic calming will be considered as schemes are evaluated. The parking on Orchard Lane is addressed above, and the Council agreed that no overnight parking should take place at the parking area at the Green.
- b. **Parishioners E Mail, Cemetery Cleanup:** A Parishioner asked the Council to consider organising a clean up party for the Cemetery. The Council agreed this is a good idea and the Parishioner will be asked to outline the work that needs done. The Clerk will action.
- c. **Daffodil Project:** A Parishioner has volunteered to buy and plant groups of daffodils around the Village. The Council wholeheartedly endorsed this idea. Cllr Smith agreed to work with the Parishioner on the locations within the village.

#### 10. **New Business:**

- a. **Landscaping Contracts:** The Clerk reported that the Green Scythe landscaping project for the Village is up for renewal this year. Cllr Gregory agreed to get competitive quotes for this work. The Council agreed to offer Mr K Probbitts a new contract for the mowing, strimming and occasional hedge trimming at the Cemetery.

#### 11. **Planning Applications:**

- a. **Application Log:** Application log was reviewed and responses approved.

#### 12. **Any Other Business:**

- a. **Salary Processing:** Cllr Smith reported that he is unable to process payroll for the Parish.
- b. **Traditional Phone Box in Village:** Cllr Smith reported an initiative to obtain a traditional red phone box for the village. He stated if funds are not sufficient from private sources he may be asking the Parish Council for a top up amount.

13. **Date of Future Meetings:** The Chair reported she would not be available for the 18 May and 15 June Parish Council meetings. The Clerk agreed to circulate alternative dates to councillors for their approval: **Dates of future meetings revised to reflect no August Meeting:** 13 Apr, 11 May (APM), ~~18 May~~ (regular PC meeting), ~~15 Jun (HP)~~, 6 Jul, 14 Sep, 12 Oct (HP), 9 Nov

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

**JLGJ**

**13/03/17**