

Minutes of Parish Council Meeting 22 April 2015

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Present: Councillors Jo Allen, Chris Scarrott, Carole Gother, Catherine Mullineux, Derek Burrows and Parish Clerk Jack Goodman.

- 1) **Apologies for Absence:** Councillor Victoria Maidment-Vint
- 2) **Public Forum:** No Parishioners Attended
- 3) **Code of Conduct:** The Chairman reminded Councillors of the code of conduct requirements under the Localism Act of 2011.
- 4) **Consideration of Dispensations:** No requests for dispensations were tabled.
- 5) **Approval of Minutes:** The minutes of the 12 March 2015 Parish Council Meeting was approved by the Council and signed by the Chairman and Clerk
- 6) **Standing Agenda Items:**
 - a) **Public Liability Review:** The Council reviewed the Hazard Log. Items regarding sight line for traffic at bottom of Camp Road and dangerous crossing on Camp Road have been reported for action but remain open. The Clerk was instructed to follow up with Oxfordshire County Council (OCC) about the dangerous crossing on Camp Road.
 - b) **Amenities Management Committee (AMC):** There were not AMC items to review or discuss.
 - c) **Registration of Village Green:** The Clerk briefed that there has been no further progress on status of submission. There is no problem, the application simply has still not been processed by (OCC).
 - d) **Registration of Heritage Assets:** The Clerk and Cllr Burrows still need to conduct a survey of Village walls for registration.
 - e) **Revised Local and Neighbourhood Plan:** Cllr Allen reported that there is a meeting of the Mid-Cherwell Neighbourhood Plan Forum on the 30th of April. Also, a meeting with Paul Silver of Dorchester has been arranged for 6 May at the Reading Room. A further meeting with Adrian Colwell, Head of Strategic Planning at Cherwell District Council (CDC) is scheduled for 29 May.
 - f) **Speedwatch Campaign:** The Clerk reported on behalf of Cllr Maidment-Vint that Speedwatch Training has been arranged with PCSO Kidd for 6 PM on 19 May. At present, about 10 individuals will be available for the initial training. Venue to be confirmed. It was pointed out that those trained can train others. There was agreement that discussions should begin on the best places to set up. The Clerk reported that the Speed Gun has been purchased and is in hand

7) Matters Arising from 12 March 2015 Minutes

- a) **Community Garden at Heyford Park:** Cllr Mullineux presented the lease document to the Council for signature. The document was signed by the Chair and Vice Chair and witnessed by the Clerk. The document now goes to Dorchester for their signatures. The Clerk reported that the bill for the laying the paths has been paid and that the bench will be ordered within the next few days.
- b) **New Playground Project:** Cllr Mullineux reported that grant funds are in place. She is trying to contact Trevor Stewart, the Contractor, to begin the work.
- c) **Bollards on Green:** The Clerk reported that three recycled wood bollards have been received. The Council decided to not install them now but to wait until the need is more acute.
- d) **Funfair Offer:** The Clerk reported that the information regarding the offer from J Hatwell for fun fair equipment has been passed to the Flower Show Committee, the Clerk has written to Ms Kerry Hatwell declining her offer with thanks .
- e) **Cemetery Trees:** Cllr Scarrott is still to arrange meeting with Mathew Steele to discuss his quote for tree works in the cemetery.
- f) **Parish Council Elections:** The Clerk reviewed the Election Timetable and actions. The new Council will be inducted prior to the Annual Parish Council meeting scheduled for 6:15 PM on 14 May.
- g) **Clean Slate Report:** The Council reviewed the latest financial information received from Clean Slate and agreed to grant £1,000 to the project. The Clerk will write to Clean Slate explaining that reduced grant is necessitated by other call on funds and requesting further clarification on the number of Upper Heyford Parish residents benefiting from the programmes.
- h) **Reading Room Bulletin Board:** The Clerk reported that the bulletin board has been ordered and that it will have a banner stating "In Memory of Joan Rhodes"

8) Finance:

- a) **Receipts and Expenditure:** The Council reviewed expenditure and receipts and account balances for the period and ratified the accounts. The final account for 2114/15 was briefed. These accounts will now be sent to our accountant, Nick Westbury for internal audit. The budget for 2015/16 was reviewed.
- b) **Standing Order Review:** The Council reviewed the Financial Standing Order and Delegation Authority of the Parish Clerk. The only change recommended was that all Councillors would receive planning application notices and have the opportunity to comment before comments are submitted on the applications. The Council approved and the Chair and Vice Chair approved and signed the Financial Standing Order and Delegation document.

9) New Business

- a) **Annual Parish Meeting Planning:** The Clerk briefed the Council on the usual format for the Annual Parish Council and Annual Parish Meeting. The format and action points were agreed.
- b) **PAYE Processing:** The Clerk briefed the difficulties he is having in using the HMRC Payroll website to report his pay. He requested permission to utilise a payroll processing company at an annual cost of £150 or less. The Council agreed.

10) Planning:

- a) **Objections to Applications:** The Planning Application Log was reviewed. The Clerk reviewed that he has heard from Mr Ian Lough-Scott a Church Warden that the request to fell the willow tree in the St Mary's churchyard was at the recommendation of the structural engineer evaluating the restoration of the Church due to possibility of undermining the foundations. Cllr Mullineux reported that felling of trees on Soden Road has already begun, in spite of Council objection to the application.

11) Any Other Business:

- a) **Dog Control in Village:** The Council agreed that the issue of control of dogs in the Village should be put on the agenda of the next Parish Council meeting. The possibility of inviting Art McFall as a representative of dog owners will be explored.
- b) **Signage on Camp Road:** The Clerk was asked to approach Bovis and Dorchester regarding lack of clear signage on entry to the south side housing estate.

12) Date of Meetings:

- a) The Annual Parish Council Meeting and Annual Parish Meetings are scheduled for Thursday, 14 May.
- b)
- c) Subsequent meetings for 2015 are confirmed as: 21 May, 11 Jun, 9 Jul, 17 Sep, 8 Oct, 12 Nov

There being no further business the meeting adjourned at 9:45 PM

Approved 21 May 2015

**Mrs Josephine Allen
Chair**

**Mr Jack Goodman
Clerk to the Council**