

UPPER HEYFORD PARISH COUNCIL  
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## Minutes of Parish Council Meeting 11 January 2018

**Present:** Councillors: Jo Allen, Paul Weaver, Paul Smith, Carole Gother, Tim Coggins and Parish Clerk, Jack Goodman

**Apologies:** Councillor Derek Burrows

1. **Code of Conduct:** The Chair reminded Councillors of the code of conduct requirements under the Localism Act of 2011.
2. **Consideration of Dispensations:** Councillors present requested dispensation to debate and vote on the Parish Precept for 2018/19. Dispensation was granted and appropriate forms signed and filed.
3. **Public Forum:** Mr Tom Beckett on behalf of the Heyford Park Youth Group attended at the end of the meeting and was thanked for use of the excellent facility for our meeting. He was asked if we could use the venue in the future. Mr Beckett agreed subject to availability. The Council decided that a hire fee of £25 per meeting would be appropriate for use of the facility.
4. **Approval of Minutes:** The minutes of the 9 November Council Meeting having been amended to eliminate paragraph erroneously referencing daffodil project, were approved.
5. **Standing Agenda Items:**
  - a. **Public Liability Review:** Log was reviewed with no additions. There was discussion of the access arrangements for the new Nursery area at Heyford Park. Cllr Allen agreed to request information from CDC.
  - b. **Heyford Park Residents and Community Development Association (HPRCDA) Report:** Cllrs Gother and Coggins briefed on projects on-going with the HPRCDA. These include actions regarding the new nursery, the water tower demolition, new “kick about” area and the provision of bus stops at Bovis area on Camp Road. It was reported that Tom Beckett and Ian Sloan have been co-opted onto the Association Committee. Residents Association would like the issue of VAS (Vehicle Activated Speed Signs) for Camp Road is re-considered. It was agreed to consider this at the next Parish Council meeting. The Council discussed preparations for the establishment of a Shadow Council for Heyford Park, and the re-institution of regular meeting with Dorchester Group.
  - c. **Neighbourhood Plan Review:** Cllr Weaver briefed that the Plan document was essentially complete and is being prepared for formal submission to Cherwell DC in February. The contentious issue of the buffer zone was decided by Forum, however this has caused an issue with Dorchester Group who are considering whether to continue supporting the Neighbourhood Plan. Middleton Stoney has not yet responded to the query as to whether they will be staying within the Forum.
  - d. **Parish Re-organisation:** The Council discussed actions required to establish the Shadow Council and the actions it will need to consider between now and formation of the new Council in April 2019.
6. **Matters Arising:**
  - a. **Allotment Wall Project:** The Council reviewed the submitted quotes and agreed to offer Blenheim Dry Stone Walling a contract to repair the western 50 metres of wall on Camp Road. Cllr Allen will continue to investigate grant availability and the Clerk will contact Allotment Trustees to solicit their financial support.
  - b. **Cemetery Clean-up:** Quotes for the renewal of the cemetery paths were reviewed. It was agreed to offer the contract to G Hill with a proviso that he would strip the existing tarmac only if underlying concrete is adequate for the pathways. He will also be asked to quote for the repair of the entrance to the Village Hall.
  - c. **Playground Ground Works:** Work was stopped until carpet underlay for the chippings could be found. Cllr Coggins agreed to donate carpet tiles for the project.
  - d. **Competitive Tender for Landscaping:** Green Scythe to meet with Cllr Burrows next week.
  - e. **Dog Bin for Heyford:** Cllr Coggins reported that the Residents Association agreed with the need to maintain a dog bin in the vicinity of the playground area, however, it should be removed from directly adjacent to the playground. Cllr Coggins will confirm suggested alternative location and draft a letter to Bovis requesting the change. The letter will be agreed by the Council and be sent by the Council.
  - f. **Traffic Calming:** Oxfordshire County Council (OCC) has been contacted to request attendance of a Highway Engineer to sign off on plans for entry gates and other possible traffic calming measures. No reply from OCC as yet.
7. **Finance:**
  - a. **Payments:** The current account balance and transactions to date were reviewed.
  - b. **Current Financial Position:** The end of year outturn position was reviewed and options for funding of projects discussed.

- c. **Budget and Precept:** The Council agreed the proposed budget as presented and agreed to set a precept for 2018/19 of £35,797. This represents an annual precept for a band D household of £45.40. There is no increase over the current year. The proposed budget will continue to be reviewed and there may be adjustments to individual line items before the new year begins at the end of April.
8. **Correspondence:**
  - a. **E Mail concerning Around the Fountain Funding:** Mr Lough-Scott has been funding the printing of Around the Fountain (the news sheet distributed to Upper Heyford Village every other month). The cost of his printing for the past year is £212.80. The Council agreed to reimburse Mr Lough-Scott under S-137 provisions for costs incurred to date and to consider funding options for next year in due course.
9. **New Business:**
  - a. **Poors Allotment Future:** The Clerk reported that following on from the registration of the Poors Allotments in the name of the Trustees, the Trustees are investigating the legal tools available to ensure that the Allotments are protected from development. The Council will monitor and assist in this effort.
10. **Planning Applications:** Log reviewed.
  - a. **Enstone Development:** Council agreed to submit objection based on traffic and inappropriate location for homes.
  - b. **Vodafone Mast at Heyford Park:** Council agreed in principle pending receipt of formal planning application
11. **Deferred Item Review:**
  - a. **Investment Account:** Agreed long term solution needs to wait until after Parish split, however, Cllr Smith will look at instant access options for now.
  - b. **Phone Box Project:** Clerk reported reply received from BT indicates removal could be any time within the next two years as the removal is part of a nationwide project.
  - c. **Allen's Lane Verge:** Awaiting liaison with Green Scythe on clearing and maintenance.
  - d. **Rules for Somerton Road Recreation Ground:** No action this month
  - e. **25A Bus Service:** Cllr Coggins will action continuation of the survey for an additional month
12. **Any Other Business**
  - a. **Thames Travel** needs to be contacted to confirm creation of new bus stops at the Bovis end of Camp Road. Cllr Coggins will send map showing the locations and the Clerk will action.
  - b. There is concern that current Heritage Volunteers at Heyford Park may no longer be part of the Heritage Centre set up. Cllr Allen will query with Sarah McCready of Dorchester.
  - c. **Change of Parish Council Meeting Dates:** The Chair requested revisions in the June and July meeting dates because of conflicts. The Council decided to not have a late June meeting but to combine June and July into one meeting on the 5<sup>th</sup> of July. Clerk will action.
13. **Date of Next Meeting:** 8 February 2018 at the Reading Room.

They're being no further business, the meeting adjourned at 9:40PM

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