

UPPER HEYFORD PARISH COUNCIL
Jack Goodman Jr, Clerk to the Council,
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Minutes of Parish Council Meeting 8 March 2018

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

1. **Code of Conduct:** The Chair reminded Councillors of the code of conduct requirements under the Localism Act of 2011.
2. **Consideration of Dispensations:** None requested
3. **Public Forum:** No members of public attended.
4. **Approval of Minutes:** The minutes of the 8 February Parish Council meeting were approved without change.
5. **Standing Agenda Items:**
 - a. **Public Liability Review:** The log was unavailable for review. Councillors discussed a large pothole adjacent to Heyford Leys. The Clerk will add this to the Log and Fix My Street. Some street lights on Camp Road are still not working. Cllr Allen will contact Dorchester to request action. The conifer on the southeast corner of the junction of Camp Road and Somerton Road is blocking the yield sign at the intersection. Cllr Allen has the appropriate equipment to cut the foliage back and will take action to have it done.
 - b. **Heyford Park Residents and Community Development Association (HPRA) Report:** Cllr Coggins reported that Mr Tom Beckett has been elected as the Chairman of the HPRA.
 - c. **Neighbourhood Plan Review:** The Neighbourhood Plan is being submitted this week. The referendum is projected to be in September. Middleton Stoney have agreed to stay in the Mid Cherwell Neighbourhood Plan, but will not participate in the Forum. Lower Heyford has still to consider whether to remain in the Plan.
 - d. **Parish Re-organisation:** A meeting with Emma Faulkner of CDC still needs to be organised to progress the re-organisation programme. Cllr's Coggins and Gother agreed that Heyford Park residents should start now to identify residents willing to join the Shadow Council, rather than wait on Cherwell to begin the process. They will progress the idea through the HPRA.
6. **Matters Arising:**
 - a. **Allotment Wall Project:** Work has begun, Council is still awaiting the Allotment Trustees decision on helping to fund the project.
 - b. **Cemetery Paths:** Re-paving of Cemetery paths and repair of whole at entrance to Village Hall carpark was completed by G Hill and Sons. There was concern that the contractor did not wait for inspection of the underlying concrete at the Cemetery prior to re-tarmac the paths. The Clerk reported that he had voiced this complaint to the Contractor who apologised but insisted that the underlying concrete was too broken up to make an adequate path surface without major work. Council agreed to pay the Contractor
 - c. **Playground Ground Works:** Carpet tiles have been delivered and used but more carpet is needed. Project ongoing.
 - d. **Competitive Tender for Landscaping:** Green Scythe quote received. A second quote is being sought from Continental Landscapes Ltd. The Clerk was asked to send a map to them outlining the areas to be included.
 - e. **Traffic Calming:** Still awaiting contact with OCC Highways Engineer to get approval for traffic calming measures. OCC Engineers have evaluated the school crossing at the Free School on Camp Road. They will be considering school crossing options.
 - f. **Additional Bust Stop on Camp Road:** The Clerk still needs to action this.
7. **Finance:**
 - a. **Payments:** The current account balance and transactions to date were reviewed.
 - b. **Current Financial Position:** Reviewed: The Clerk reported that with the recently initiated wall and cemetery projects the outturn for the year will be overdrawn by about £2,000. The Council agreed to make up the shortfall from reserves if necessary.
8. **Correspondence:**
 - a. **Heyford Park Veterans Group Fund Request:** The Council agreed in principle to provide financial support to the Veterans Group. The Clerk was instructed to write to the Veterans Group requesting more specifics on the what funds would be used for.
 - b. **Oxfordshire CC Verge Mowing Contract:** The Clerk received a contract from OCC formalising the arrangement whereby for a payment from OCC, Upper Heyford Parish Council will mow verges in the Parish.
 - c. The Clerk briefed that the grant from OCC amounts to £615 per year. This equates to two mows per year. The Council asked the Clerk to clarify with OCC the scope of the mowing we would be responsible for, particularly highway verges outside of the built up areas.

9. **New Business:**

- a. **Cemetery Grave Surrounds:** Cllr Allen has contacted Mr Lough-Scott and a letter is being drafted to send to grave holders.
- b. **Storage Container at Green:** Cllr Allen briefed that Kevin Allen and Ray Funnell have agreed to put a base for the new container down in the Spring. The container still needs to be sourced and it was noted that a contract will also need to be let to remove the old shed from the Green.
- c. **Bin Pick Up Points at Bovis Homes:** Cllr Coggins will prepare a letter for Clor Allen to send to Cherwell Planning on behalf of the Council.

10. **Planning Applications:**

- a. Log not available for review. Clerk briefed that only applications have been for tree works and no objections have been filed.
- b. **Proposal for Infill Housing on North Side of Camp Road:** The proposers requested the opportunity to brief the Council on this project. The Council agreed and instructed the Clerk to arrange meeting prior to next PC meeting.

11. **Deferred Item Review:**

- a. **Investment Account**
- b. **Phone Box Project**
- c. **Allen's Lane Verge**
- d. **Rules for Somerton Road Recreation Ground**
- e. **25A Bus Service:** The report compiled by Ian Sloane on the reliability of the 25A bus service was reviewed. The Council agreed to pass a copy of the report to Dorchester Group, OCC Highways, Thames Travel and Cllr Corkin. It was also noted in the report that the 25A service becomes the 250 in April with changes in the timetable.

12. **Any Other Business:**

- a. **Dog Bins:** Cllr Coggins noted that a larger dog bin is required at the dog walking area on Heyford Park. The Clerk will liaise with CDC and determine if that is acceptable under their contract to empty bins.
- b. **Cridland Estate Agent Signs:** Cllr Smith noted that Cridland are placing signs illegally. He agreed to contact Cridland.

13. **Date of Next Meeting:** Next meeting will be 12 April at Heyford Park, venue to be confirmed.

They're being no further business, the meeting adjourned at 9:05 PM

Jlgj

13/03/18