

UPPER HEYFORD PARISH COUNCIL
Jack Goodman Jr, Clerk to the Council,
Hillside Cottage, High Street, Upper Heyford, Bicester, OX25 5LE
Telephone: 07791-399823, Email: uhparishclerk@gmail.com

Minutes of Parish Council Meeting 12 April 2018

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

Apologies: Councillors Weaver and Gother, County Councillor Corkin

Development Presentation: Prior to the formal opening of the meeting a presentation on the possible development of land on the north side of Camp Road between Jalna and the Old Post Office. The owners were present and represented by a planning consultant, Mr Jewson of SGJ Ltd. The owners are exploring the possibility of building houses on the site and wished to get the opinion of the Parish Council in advance of any planning application. The indicative proposal is for around eight low-density dwellings on the site with a bias towards bungalows and starter homes. The Council expressed concerns about the traffic implications, and protections in place to ensure that actual development would be of the type proposed; given that the owners will sell the land with planning rather than developing it themselves. Mr Jewson agreed to research the possibility of guarantees and to forward an indicative drawing showing a suggested site layout. The Council deferred formal consideration of the proposal until the next Parish Council meeting on 24 May

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 Council reviewed the 8 March minutes and agreed a revision to item 10b, eliminating the word “infill” from the description of proposed Camp Road development. The minutes were approved as changed.
5. **Standing Agenda Items:**
 - a. **Public Liability Review:** The log was reviewed. A pothole on Somerton Road needs to be added and will be reported on Fix My Street by Councillor Allen. Overhanging branches are obstructing the yield sign at bottom of Camp Road. The Clerk will approach the owner of the property in the first instance. With follow up to Oxfordshire Highways if necessary.
 - b. **Heyford Park Residents and Community Development Association (HPRA) Report:** Cllr Coggins reported that the new Nursery at Heyford Park is now open.
 - c. **Neighbourhood Plan Review:** Cllr Allen reported on the MCNP Forum AGM held on 11 April. Officers of the Forum were elected. Martin Lipson, Chairman; Paul Weaver, Vice Chairmant and Jack Goodman, Treasurer. The Plan has been submitted to Cherwell DC and a six week consultation will begin after the 4 May elections. Martin Lipson will be collating traffic information gathered by members of the Group, and a Health Group is being formed to progress health provision at Heyford Park.
 - d. **Parish Re-organisation:** Proposed Heyford Park attendees to the Cherwell meeting on 19 April (NB – now moved to 25 Apr) was discussed. Cllr Coggins will follow up with HPRA and he will attend as well.
6. **Matters Arising:**
 - a. **Allotment Wall Project:** The Clerk reported that a financial contribution to the project has been agreed with Pears Allotment Trustees.
 - b. **Competitive Tender for Landscaping:** Contract has been let to Green Scythe for 2018 season. The Clerk will distribute a copy of the contract to Councillors for information. It was proposed that the unkept verge near bottom of Mill Lane be seeded with wild flowers. This was agreed. Cllr’s Smith and Allen will progress. The question was asked as to whether the Council owned a strimmer. The Clerk will check.
 - c. **Traffic Calming:** The Clerk has been in contact with a Traffic Engineer at Oxfordshire Highways who will provide the survey required to progress traffic calming initiatives. A Vehicle Activated Speed (VAS) sign brochure was introduced by the Clerk this showed an indicative cost of around £1,300 for each sign. The possibility of sharing with other villages was discussed. Traffic calming is also being progressed through the MCNP Traffic Group.
 - d. **Additional Bust Stop on Camp Road:** The Clerk has now contacted Oxford Bus Company and Bovis Homes with the proposal. The Clerk will follow up.
 - e. **Veteran’s Group Funding Request:** Letter sent to Veteran’s Group confirming Council’s agreement to provide grant aid and requesting specific proposals for the use of the grant funds.
 - f. **Oxfordshire County Council (OCC) Verge Mowing Contract:** The Clerk received confirmation that the contract only covers Parish Council responsibility for the verges within the 30 mph zones in the Parish. Accordingly, the contract was signed by Cllrs Allen and Coggins.

- g. **Bin Pick Up Points, Bovis Homes:** Cllr Coggins will draft letter for the Clerk to send to Cherwell DC requesting new bin pick up point within Bovis Heyford Park development.
 - h. **Additional Bin for Dog Walking Area at Heyford Park:** The Clerk reported that he has not yet actioned this item.
7. **Finance:**
- a. **Cherwell District Council (CDC) Parish Remuneration Report:** The CDC report outlining suggested levels of remuneration and expense approval for Councillors was reviewed. The Council agreed to continue policy of only providing re-imbursement to Councillors for expenses on Council business evidenced by receipts.
 - b. **Payments:** The current account balance and transactions to date were reviewed.
 - c. **Final Unaudited Accounts:** The final accounts for FY 17-18 were reviewed by the Council and approved for submission to internal auditor.
8. **Correspondence:**
- a. **Community First Membership:** Community First is a County Quango that provides advice to Councils on possible grant funding and community hall management. The Council agreed that membership is not needed at this time.
 - b. **Farm Traffic on Mill Lane:** A complaint has been received that farm traffic on Mill Lane is splashing mud on cars. The Council decided that this may be because of the unusually wet weather causing the farmer to abandon use of his dedicated farm track. The Council decided to monitor the situation to see if the problem continues.
 - c. **Dog Mess on Mill Lane:** A black and white dog has been seen off lead and fouling the verge on Mill Lane. The owner is known and the Clerk will talk to the owner.
9. **New Business:**
- a. **Daffodil Project:** The Council agreed that the planting of daffodils by Mr Roger Burt has been spectacularly successful in brightening up the entrance to the Village. The Council passes it's sincere thanks to Mr Burt for his vision and execution of this initiative.
 - b. **Mower for Landscaping:** Mr James has requested that the Council purchase a push mower for mowing of the churchyard. The Council agreed that a mower is needed not only for the churchyard but also for wider landscaping uses once the Parish Council separates and landscaping funds are smaller. The Clerk offered his 48mm Craftsman mower with only one seasons usage to the Council for £50. The Council agreed the purchase.
10. **Planning Applications:**
- a. Log reviewed.
 - b. Heyford Park Village North proposal has been re-submitted reducing height of main buildings from four to three. The Upper Heyford Parish Council supports this application
11. **Deferred Item Review:**
- a. **Cemetery Grave Surrounds:** Cllr Smith will work with I Lough-Scott to get quotes for headstone repair.
 - b. **Playground Ground Works:** More carpet required. Cllr Coggins reported that carpet may be available from Bovis. Clerk will contact Mr Faure of Bovis.
 - c. **Storage Container at Green:** No update
 - d. **Phone Box Project:** No action – remove from deferred item list
 - e. **Allen's Lane Verge:** Sorted, remove from deferred item list
 - f. **Rules for Recreation Ground:** No action or incentive – remove from deferred item list
12. **Any Other Business:**
- a. **Dogs on Leads:** Enforcement discussed, only option is to keep politely requesting compliance.
 - b. **Conifers at Property and deposited in Cemetery:** Noted, cuttings not suitable for bonfire.
 - c. **Building of Bonfire:** Start collecting material in September.
 - d. **Village Shop:** Shop at Heyford Park has re-opened under new management and is applying for license to sell alcohol and the landlord is refusing to allow this. The Parish Council supports the application to sell alcohol.
 - e. **Village Signs and Street Light Fittings:** Cllr Smith is investigating more traditional fittings for Village.
13. **Date of Next Meeting:** Annual Parish Council Meeting and Annual Parish Meeting on 10 May. Next regular Council meeting on 24 May. .

They're being no further business, the meeting adjourned at 9:25 PM

JLGJ

22/04/18