

UPPER HEYFORD PARISH COUNCIL  
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## **Minutes of Parish Council Meeting**

### **19 July 2018**

### **Meeting held at Heritage Centre on Heyford Park**

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

**Apologies:** County and District Councillor Ian Corkin

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 the public attended.
4. **Approval of Minutes:** The Council approved the minutes of the 24 May Parish Council meeting.
5. **Standing Agenda Items:**
  - a. **Public Liability Review:** Cllr Coggins reported that funding for a School Crossing at the Nursery on Heyford Park has been secured but will not be in place before November of this year. The Clerk reported that a chicane is to be installed west of the Nursery entrance on Camp Road. Cllr Gother reported that the chicanes with no priority are not working well and will investigate the possibility of “alternate passing”. The Clerk will contact OCC Highways about the different chicane design options available. **Action Item**
  - b. **Heyford Park Residents and Community Development Association (HPRA) Report:** Cllr Coggins and Cllr Gother representing Heyford Park had nothing to report.
  - c. **Neighbourhood Plan Review:** The Neighbourhood Plan has been revised based on consultation and is being readied for submission to the independent Examiner. The MCNP Executive is leading a Forum agreed project for a pilot traffic-calming project in Upper Heyford. £50K has been set aside from Sec. 106 funds for this purpose.
  - d. **Parish Re-organisation:** The Clerk briefed an e-mail from Emma Faulkner regarding the status of the programme. Lorraine Watling, the CDC appointed Parish Clerk to assist setting up the new Heyford Park Parish, and Ms Faulkner are preparing a timetable for the project. Ms Watling will be establishing a e-mail address soon. Upper Heyford Parish has been asked to estimate a upper estimate for our precept in FY 19. The Council agreed that a precept of £70 per band D household would be the top rate considered for the new Upper Heyford Parish, the actual precept may well be lower. The assumption would be that the new Heyford Park Parish would set a small increase to the current precept as the increasing number of houses will quickly build reserves. The Clerk will reply. **Action**
6. **Matters Arising:**
  - a. **Traffic Calming:** A pilot project is in progress for Upper Heyford; see item 5c above. Representatives of the Parish Council, the Upper Heyford Village Group and MCNP representatives met on site with OCC highway planners for a site visit in Upper Heyford on the 25<sup>th</sup> of June. Mr Alan Hedges of the Village Group subsequently presented a suggested scheme based on the meeting to the MCNP Executive, the Parish Council and OCC Planners. The representatives (above) have organised another meeting to discuss the suggested scheme prior to sending it to OCC for comments.
  - b. **Additional Bus Stop on Camp Road:** Events indicate that changes to Camp Road will alter bus stop locations. This initiative will be held in abeyance until the changes are confirmed. The Council is concerned with the future routing of bus service through Heyford Park under the new Master Plan for Heyford Park. Servicing of villages both to Bicester and Oxford needs to be retained and enhanced. Service for Caulcott and to Heyford Train Station needs to be considered as well. Cllr Allen will write to Cllr Corkin and Dorchester Group for clarification. **Action**
  - c. **Additional Bin for Dog Walking Area at Heyford Park:** It was agreed that a pole mounted bin at the corner of Camp Road and the entrance to the Specialism Campus on Heyford Park is the best long- term location for a bin. The Clerk will progress this. **Action**
  - d. **Trimming of Lime Trees on High Street in UH Village:** Based on advice from two separate Tree Surgeons, the Council has decided to take no action to trim the Lime Trees at this time.
  - e. **Grass Verges on Rising Hill:** Considered under New Business; see item 10b below
7. **Finance:**
  - a. **Payments:** The payments for period since 24 May PC Meeting were reviewed and approved by the Council.
  - b. **Current Financial Position:** The budget summary for year to date was reviewed by the Council
8. **Correspondence:**

- a. **Upper Heyford Parochial Parish Council (PCC) request for Funding:** The PCC requested a contribution from the Parish Council to address a shortfall in the funding for the Church Heating Project. The Clerk was instructed to query the cause of the shortfall and the specific need. **Action**
  - b. **Clean Slate Funding Request:** Recognising the important work Clean Slate does, the Council agreed to grant £1,125 towards the salary of the part time administrator at Clean Slate. The Clerk was further asked to query how Clean Slate will fit into the OCC's new Domestic Abuse Service, and to ask how many from our Parish have used the service. **Action**
  - c. **Church Clock Funding Request:** Mr Ian Lough-Scott requested £400 from the Council for the refurbishment and servicing of the St Mary's Church Clock. This is required about every 15 years. The Council approved the payment. **Action**
9. **New Business:**
- a. **Camp Road Roundabout Removal:** Cllr Burrows had requested review of the traffic safety implication, particularly the propensity to speed, caused by the removal of the roundabout at the village centre on Heyford Park. The Council decided to defer consideration of this pending completion of further road changes planned for Camp Road.
  - b. **Orchard Place and Rising Hill Landscaping:** The Council believes that landscaping of Orchard Place is the responsibility of the residents. The Clerk will check on the ownership of that land and subsequently inform Orchard Place residents if the responsibility is theirs. Concerning Rising Hill landscaping, a decision on that will be deferred until after the Village Public Meeting scheduled for October.
  - c. **GDPR Compliance:** After review of GDPR guidance the Council concluded that no additional actions are required of the Council as long as communications on behalf of the Council are one on one rather than in mass mailing format.
  - d. **Cherwell Conservation Area Consultation:** The Council noted that the Conservation area proposed for Upper Heyford village is not accurate. Mr Ian Lough-Scott has drafted a comprehensive reply to the consultation which covers all of the points the Council would wish to make. The Council agreed to reply by endorsing Mr Lough-Scott's submission. **Action**
10. **Planning Applications:**
- a. **Heyford Park Phase 9, 16/02446/F:** This application is for housing on the western edge of Heyford Park up to the Kirtlington Road. The Council noted that most of the objections lodged for the original submission have been addressed. However the Council decided to submit comment concerning the treatment of the "swale" areas to confirm maximum gradients, object to need for "trip fencing" and to specify wild flower planting. Also, the need for low level lighting on perimeter will be noted. **Action**
  - b. **Application Log Review:** The log was reviewed and no action required.
11. **Deferred Item Review:**
- a. **Cemetery Grave Surrounds:** Gravestones are falling over. Way forward needs to be discussed with Mr Lough-Scott and monumental stone -mason may need to be employed. **Action**
  - b. **Playground Ground Works:** More carpet base required. Cllr Burrows will action: **Action**
  - c. **Storage Container at Green:**
12. **Any Other Business:** The suggestion was made to put exercise machines on the playing field, to consider changing bin types in Bovis area at Heyford Park, consider increased parking requirement at Specialism Campus and the need to spray weeds at the new allotment wall on Camp Road. Relevant items will be put on agenda for next PC Meeting
13. **Date of Next Meeting:** 13 September for regular Parish Council meeting. It was also agreed to have a Village Meeting to discuss the splitting of the Parishes on 18 October at the Village Hall.

They're being no further business, the meeting adjourned at 09:50 PM

**Approved: 13 September 2018**

**Mrs Josephine Allen**  
Chair

**Mr Jack Goodman Jr**  
Clerk to the Council