

Minutes of the Lower Heyford Parish Council meeting held on 18th November 2021 in the King George's Field Community and Sports Centre

Present: Bruce Eggeling (BE) (Vice Chair) , Emily Daly (ED). Chris Cox (CC), Sarah Varney (SV), James Macnamara (JJ)

In attendance: Cathy Fleet (Clerk & RFO)

11.21.01 Apologies had been received from Ric Fowles (RF) and Stu Fox (SF)

11.21.02 **Declarations of Interest**
There were no declarations of interest

11.21.03 **Minutes of the last meeting:** The minutes of the last meeting held on 16th September 2021 were checked for accuracy and content, and it was RESOLVED to accept them as a true record of the meeting and they were signed by the Chair. The minutes of the meeting held in July which had not previously been approved were also signed.

11.21.04 **Public participation**
There were no members of the public present

11.21.05 **Clerks Report and Actions from last meeting**

NO	ACTION	Owner	Update
03.21.22	Weight limit on bridge - ED to follow up	ED	Agenda Item 6
05.21.07	Highways - ED to obtain Fol request from OCC regarding the routing agreement	ED	Agenda Item 6
05.21.08	SF will contact Ian Corkin to arrange a meeting to discuss the bus service	SF	To remain open
05.21.12	SF will contact Hugh about the Environmental Land Management scheme.	SF	On-going *
05.21.14	Insurance - CF to cross reference Insurance cover with Risk Assessment	CF	On-going
07.21.09	BE will look at options on how to spend the money from SSE and report back at the November meeting.		Agenda Item 14
07.21.11	CC will create new grasscutting maps for Nigel Prickett CC will look into the wording required to for the PC to declare a Climate Emergency	CC CC	In progress Agenda Item 13
09.21.02	ED will point out to OCC that if S106 money is not paid within 10 years it will revert to the developer.	ED	completed

* Hugh will no longer be farming in Lower Heyford after September 2022 and it was suggested that this item is passed over to the ESC

- 11.21.06 Highways/footpaths**
Weight limit - A paper from Jacquie Cox, OCC, is being sent to all parishes next week.
Fol Request - This has been obtained. **ED to send to CF for filing on the G-drive.**
Traffic Calming - ED has queried the figures as observed flows go back to 2016 and therefore the model is not validated. LHPC data contradicts OCC data. **ED to escalate to Chris Beard**, OCC, and add police prosecution figures.
Bromeswell Close Alley - **BE to contact Paul Wilson to establish ownership of the alley.**
Weeds on the bridge - **BE to obtain a quote for weed spraying from his gardener.**
Overgrown foliage - **SV to speak to High Jones regarding hedge trimming on The Lane.** BE to provide names and addresses of properties in Freehold Street where overhanging foliage is a problem to CF who will write to home owners.
Footpaths - It was agreed that the ESC will take responsibility for regularly walking footpaths to identify any problems.
- 11.21.07 Meetings**
The CDC Parish Liaison meeting was held last week. CF has circulated the slides.
- 11.21.08 Playground**
Some of the equipment requires application of de-rusting fluid. **RF had agreed to carry this out.**
- 11.21.09 Communications**
The website, maintained by Maria O'Meara, and the Facebook page continue to operate with no problems.
- 11.21.10 Environmental matters**
The Terms of Reference of the ESC were not agreed and will require re-writing. **RF to re-draft the ToR.**
The appointment of the membership of the Environmental Committee was not agreed.
The appointment of the chairs and members of the Resource subcommittee and the Traffic and Roads subcommittee were agreed. Chris Cox had previously been approved as chair of the Nature and Bio-Diversity subcommittee.
There was considerable discussion regarding the governance and structure of the various committees. CC was not happy with the 3 subcommittees reporting back to the Environmental Committee and wished his sub-committee to report directly to the PC. On voting, ED, JJ and SV agreed with CC whilst BE objected most strongly, believing it to be a fundamental error by the PC.
- LHPC are hosting an Environmental meeting on 16th December at 7pm in the King George's Field Community and Sports Centre to which other local parish councils have been invited.

The trees for the community orchard will be ordered by the Clerk. CC has identified a possible solution for watering the trees, by purchasing IBC containers and harvesting rainwater.

- 11.21.11 KGF**
BE requested on behalf of KGF that the new sign which cost £160 be funded by the PC. All were in agreement.
Nominations are required for appointments to the KGH CoM and it was unanimously agreed that BE remain as representative for LHPC and RF remains as representative for the Village Hall Fund.
- 11.21.12 Speedwatch**
BE had prepared a schedule of equipment required for the Speedwatch teams, to include a speed gun, signage, high-viz clothing, clipboard, body worn video etc. 3 teams of 3 have been established and training by TVP commenced on 26th November. Equipment costs amount to £1189 and this outlay was approved as £1500 has been ringfenced for this purpose. **BE to arrange purchases.**
- 11.21.13 Declaration of Climate Emergency**
CC had circulated suggested wording for the Declaration of Climate change. The council agreed to declare a climate emergency. This declaration is a response to the Intergovernmental Panel on Climate Change (IPCC) warnings and requires that parish council activities are carbon neutral by 2030, in-line with other councils and organisations.
RF, CC, BE and Liz Goodwin were tasked to draft a detailed framework that would guide future PC activity and would be discussed at the Jan 22 meeting.
- 11.21.14 Suggestions for spending SSE money**
A large list of suggestions had been collated and it was agreed that RF should set a list of grading criteria and all councillors should grade the suggestions accordingly for discussion at the next meeting.
- 11.21.15 Platinum Jubilee**
It was agreed to include £1000 in the precept calculations to cover any costs which may be incurred for whatever Platinum Jubilee celebrations may be decided upon.
- 11.21.16 Councillor Remuneration Member Allowance Scheme**
As in previous years, LHPC councillors will not claim an allowance. **CF to respond to CDC.**
- 11.21.17 Caulcott Noticeboard**
The noticeboard in Caulcott is in a poor state of repair and requires replacement. **BE to obtain a quote from the supplier of the Lower Heyford noticeboards.**
- 11.21.18 Community Emergency Plan**
So far 3 responses have been received for volunteers to assist in the event of an emergency. ED asked that she be added to the list.

Sandbags have been ordered and will be delivered for storage at The Horse & Groom.

SF will find out how to arrange defibrillator training.

11.21.19 Planning - The following planning documents had been received

Applications

21/03423/TCA 70 Freehold Street - T1 x Crab Apple - Fell as constantly fouling on overhead power cables, danger of power line damage. Despite annual pruning, the location of the tree will always be endangering the overhead cables. Replace with a native Yew tree which will be planted slightly nearer to the property, therefore away from the overhead power cables

21/03783/F Brockton House, Greenway, Caulcott - single storey extension to side. New rear facing dormer to replace roof light. new gable end window to service conversion of remaining loft area. - No objection

Decisions

21/02812/F 35 Freehold Street - Approved

21/01077/F 112 Freehold Street - approved

11.21.20 Finance - The following accounts were approved for payment

Payee	Detail	Amount	VAT	Notes
CDC	Dog bins	240.56	40.09	
Moore	External audit	240.00	40.00	
Cathy Fleet	Clk Sal Oct	257.23		paid SO
TP Jones	Payroll	45.75	9.15	
KGF	reimbursement for fencing 1232.28	205.38		
B. Eggeling	reimbursement for locks	20.00	3.33	
Nigel Prickett	Grasscutting Inv 1540	342.00	57.00	
Cathy Fleet	clk sal Nov	257.23		SO
KP Treecare	trees on KGF	420.00	70.00	
Kellys Wrought Iron	KGF gates	2123.70		It is recommended that this invoice is not paid as the total amount is £277 greater than the original quotation. Discussions are on-going. This invoice was not approved for payment.

Signed **Ric Fowles (Chair)** **Date**

Dates of 2022 meetings - 3rd Thursday of the month

20th January - to include Precept discussion

17th February

17th March

21st April

19th May

16th June

21st July

15th September

20th October

17th November

2022 dates agreed - Clerk to book King George's Field Community and Sports Centre

Annual Parish Meeting and Annual meeting of the Parish Council to be confirmed

Dates in RED are fixed dates, those in BLACK may be cancelled if no urgent business**ACTION LIST SUMMARY**

NO	Action	Owner	Update
05.21.14	Insurance - CF to cross reference Insurance cover with Risk Assessment	CF	
07.21.11	CC to provide grasscutting maps for Nigel Prickett	CC	
11.21.06	ED to send Fol request to CF for filing ED to escalate inaccuracies in OCC traffic figures to Chris Beard BE to contact Paul Wilson to establish ownership of the Bromeswell Close alley. BE to obtain a quote for weed spraying the bridge from his gardener. SV to speak to High Jones regarding hedge trimming on The Lane	ED ED BE BE SV	
11.21.08	RF to apply anti-rust solution to playground equipment	RF	
11.21.10	RF to re-draft Environmental Committee ToR	RF	
11.21.12	BE to arrange purchase of Speedwatch equipment	BE	
11.21.13	RF, CC, BE and Liz Goodwin were tasked to draft a detailed framework that would guide future PC activity and would be discussed at the Jan 22 meeting	RF/CC/BE	
11.21.14	RF to set criteria for grading suggestions for spending SSE money	RF	
11.21.16	Councillor Remuneration - CF to respond to CDC	CF	
11.21.17	BE to obtain a quote for a the Caulcott noticeboard from the supplier of the Lower Heyford noticeboards.	BE	
11.21.18	SF will find out how to arrange defibrillator training.	SF	