

Minutes of the meeting of the Lower Heyford Parish Council held on 21st July 2022

Present: - Ric Fowles (RF) [Chair], Sarah Varney (SV), JJ Macnamara (JJ), Paul Wordsworth

Members of the public : Michael Rodgers

In attendance: Cathy Fleet, Clerk

07.22.01 Apologies: Emily Daly, Chris Cox, Cllr Ian Corkin

07.22.02 Declarations of Interest: JJ declared an interest in the churchyard (Agenda Item 14)

07.22.03 Minutes of the last meeting held on 19th May 2022 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

07.22.04 Public Participation

Michael Rodgers was attending out of general interest and will be sent the draft minutes.

07.22.05 Clerk's Report and actions from previous meeting

NO	Action	Owner	Update
05.21.14	Insurance - CF to cross reference Insurance cover with Risk Assessment	CF	o/s CF to send Insurance schedule to Phil Chesser (CoM), Gay Hawkins (Events Cttee)
01.22.08	SF will remove the old SID and store in his garage until a decision is made as to what to do with it Weight restriction - RF will revert to Victoria Prentis from whom nothing has been heard.	SF RF	One half removed bolts corroded won't be good for much. Other one not much good. SF to take both old SIDs to the tip. Completed - Action closed Completed - Action closed
03.22.02	Village Gates - SF to get quotes for composite gates. Bench in Market Square - . SF will circulate quote	SF SF	SF & RM to look at gates to establish condition with a view to replacing all dates plus additional ones for Caulcott. SF to circulate quote and CF to get OCC to pay
03.22.04	CF to find out costs of dog bins for the Bridleway	CF	Glasdon bin in red + post CF to order. SF to fix. Bin purchased and delivered to SF. Action closed SF to inform CF of location of bin on a map to be sent to CDC for emptying purposes.
03.22.05	SSE substation - RF to contact solicitors and to get trustees to sign the contract.	RF	Action completed. Waiting for solicitor to finalise. CF to re-circulate spending ideas and grading system to

			councillors.
05.22.01	Co-option of Councillor - CF to inform CDC that Paul Wordsworth has been co-opted	CF	Completed
05.22.02	Highways - CC to ask Nigel Prickett to trim and tidy the weeds on the bridge.	CC	Nigel commented that it is dangerous. RF has reported to OCC who will deal with the weeds in due course.
05.22.03	Website - CC will ask Elliot Nicholl if he would be willing to retain ownership of the domain and renew it annually	CC	On-going
05.22.04	Caulcott Noticeboard - CF to respond agreeing and requesting a quote.	CF	The quote is very expensive so other quotes to be sought. SV to research and report back.
05.22.05	Asset of Community Value - CF to ask JJ to follow up.	CF/JJ	The parish council will submit the application on behalf of the community .

07.22.06 Highways/footpaths

Weight limit on bridge – work has been postponed in both March and May and no contact received from OCC. . The bridge is in poor condition and deteriorating. The Conservation Officer agrees that it is in poor condition. Planning applications for Phase 1 & 2 for work on the bridge were both approved but Phase 1 was withdrawn. The weight limit cannot proceed until planning permission is in place. SF commented that he is very disappointed with Cllr Corkin’s lack of response despite sending him numerous emails and feels that there is a personal conflict which is not the behavior expected of a County Councillor. **RF will again contact Victoria Prentice** by mail (not email) to request a surgery appointment, as no response was received from the previous request.

250 bus – The contract for the 250 bus needs to be renewed in December and a meeting has been arranged for 29th July between Dorchester, OCC, a rep from Victoria Prentis’s office and Upper Heyford’s Chair. ED will also attend, time permitting.

OCC are now looking into a revised service and Dorchester have independently offered to include UH and LH in off peak services which could be a way forward.

Volume of lorries/routing agreement - OCC are not responding well and Cllr Corkin often does not respond. The volume of lorries appears to have subsided since the article in the Oxford Mail. Traffic flow surveys on behalf of EWR have been carried out. The companies involved denied their involvement and said their lorries are not causing the problem. There are disparities between the figures provided by EWR and OCC. It has been confirmed that there is no routing agreement through Lower Heyford. RF highlighted concern that the number of HGVs quoted following an EWR Survey differed between OCC and EWR. Concern was raised that the disparity indicated that the whole truth was not forthcoming.

Bromeswell Close/Freehold Street alley maintenance - RF had met with Jim Cheesman who had complained about the state of the alley. It has been reported on Fix my Street but no action has been taken. RF has cleared the alley. There is no owner of the land so the PC will maintain this unadopted footpath and **CC will request a quote from Nigel Prickett to include this in his route.**

20 mph zone – to agree application - RF has spoken to Ian Corkin who has endorsed and approved the application. **It was agreed that the PC supports the application for 20mph limits within the parish and RF will submit on the PC's behalf.**

07.22.07 Code of Conduct

The new Code of Conduct adopted by CDC had been circulated prior to the meeting and It was agreed that the Code of Conduct be adopted

07.22.08 Defibrillator

SF confirmed that everything has now been transferred and that Bruce Eggeling should no longer receive emails. **SF will arrange training** which would cost approximately £5 per head which the PC will fund.

07.22.09 SSE Sub-station

Legal documents have now been signed and next steps are awaited.

07.22.10 Summer Parish Newsletter

RF will draft the newsletter, to include a request for a lead for Speedwatch,

07.22.11 Meetings

JJ attended Parish Liaison meeting, and reported that:

- CDC are decoupling with OCC completion by Autumn, some back office service will stay shared. Costs have increased. Covid initiatives will continue, e.g. support for the homeless.
- OXSSFRI – consultation is information only and when submitted to Planning Inspectorate formal representations can be made.
- Refugee schemes - Hong Kong, Asylum dispersal, Resettlement scheme , Afghan, Ukraine (120 guests)
- Code of Conduct – town and parish councils were urged to adopt the new Code of Conduct.
- Planning Policy – starting on next round of Local Plan. Green/Blue Infrastructure

07.22.12 Playground

The fence is in need of repair – **RF to inspect and report back.**

Rats have been seen in the playground and also in the shed. It was agreed that this would be monitored and if there is a recurrence action will be taken.

07.22.13 Communications

No issues

07.22.14 Environmental matters

Treescape had approached the environment group suggesting we produce a Nature Recovery Plan to address parish hedgerow and other habitat concerns.

Instead the group plans to approach landowners/farmers direct and work together to produce appropriate proposals. Regarding the Churchyard, it is difficult to identify wild flowers, so an ongoing assessment will be carried out and advice is being taken. Consideration is being given to creating a tree nursery on the allotments to seed areas within the parish where appropriate. Poors Land status - members of the environment Committee have been to look at documentation in the archive, but found nothing relevant. **PW to search Land Registry to find deeds** – PC agreed to pay.

07.22.15 Caulcott noticeboard
SV to research alternative suppliers as Conifer Joinery's quote is very expensive.

07.22.16 Community Emergency Plan
 RF discussed with KGF getting generator and will submit application for funding to the Community Fund

07.22.17 Asset of Community Value
 RF to progress

07.22.18 Fraud Mitigation
 JJ will consider the suggestions made by OALC for additional internal control and report back at the next meeting.

07.22.19 Planning The following planning documents had been received :
 22/01421/TCA 61 Freehold Street NOI of treework
 22/00925/CLUE 60 Greenway, Caulcott REFUSED

07.22.20 Finance - the following accounts were approved for payment

Payee	Detail	Amount	VAT	Notes
Cathy Fleet	Clk Sal June	261.41		S/O
HMRC	PAYE	176.40		
TP Jones	payroll	54.90	9.15	
BHIB	Insurance	515.72		
LH Events Cttee	Jubilee music	500.00		
Cathy Fleet	clk sal July	261.41		
Nigel Prickett	grasscutting	360.00	60.00	
R Fowles	reimb. Postage	6.85		
Cathy Fleet	clk expenses	9.99		
Glasdon	Dog bin	137.59	22.93	

Change of signatory documents for Unity Bank were signed to add new councillors and remove ex councillors.

Signed **Ric Fowles (Chair)** Date

ACTION LIST SUMMARY

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03.22.04	CF to find out costs of dog bins for the Bridleway	CF	SF to inform CF of location of bin on a map to be sent to CDC for emptying purposes.
03.22.05	SSE substation - RF to contact solicitors and to get trustees to sign the contract.	RF	In hand CF to re-circulate spending ideas and grading system to councillors.
07.22.01	Weight limit on bridge - RF will again contact Victoria Prentice by mail (not email) to request a surgery appointment	RF	
07.22.02	20mph limit - It was agreed that RF will submit the application.	RF	
07.22.03	Brmeswell Close – CC to obtain quote from Nigel for cutting		
07.22.04	Defibrillator – SF will arrange training	SF	
07.22.05	Newsletter – RF will draft newsletter	RF	
07.22.06	Playground - RF will inspect fence and report back	RF	
07.22.07	PW will search land Registry to find the Deeds for the Poores Land	PW	
07.22.08	Caulcott Noticeboard – SV will research alternative suppliers	SV	
07.22.09	Asset of community Value – RF to apply on behalf of the community	RF	
07.22.10	Fraud Mitigation – JJ to consider if additional internal controls are required	JJ	