

## Minutes of the Lower Heyford Parish Council meeting held on 20th May 2021 in the KGF Hall

Present: Ric Fowles (RF) [Chair], (Vice Chair), Emily Daly (ED). Chris Cox (CC), Sarah Varney (SV), Stu Fox (SF)

Members of the Public:

- 05.21.01 Apologies: Due to illness, the Clerk was not in attendance. The meeting was recorded for later transcription.  
Apologies received from Bruce Eggeling
- 05.21.02 Declarations of Interest:
- 05.21.03 Minutes of the last meeting: The minutes of the last meeting 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
- 05.21.04 Public Participation: There were no members of the public present
- 05.21.05 Clerks Report and Actions from last meeting:

NO	ACTION	To be Actioned by :	Update
03.21.08	<b>Playground</b> - . RF to purchase a sign up to £50.	RF	completed
03.21.10	<b>Councillor Community Fund</b> - BE to confirm with Cllr Ian Corkin that this is an acceptable use of the grant.  On confirmation of this CF will ring fence the amount of £1000 in the accounts as 'Lower Heyford Tree Project'		Completed  Completed
03.21.12	<b>Insurance</b> - BE to examine policy prior to renewal in June	BE	
03.21.13	<b>Gigabits</b> - BE will head a sub-committee to liaise with Hugh and report back to the PC.	BE	
03.21.14	<b>Trustee</b> - CF to inform Liz Goodwin of the decision to confirm appointment of Maddy Aldis-Evans as trustee	CF	Completed
03.21.19	<b>125 Anniversary Book</b> - BE to arrange printing of hard copies. CC to make digital copies available	BE/CC	Completed
03.21.22	<b>Planning</b> - ED to chase planning with regard to the weight limit on the bridge	ED	On-going

- 05.21.06 Covid Risk Assessment  
The Risk Assessment for the return to face to face meetings was approved and adopted.
- 05.21.07 Highways/Footpaths  
An increase in the volume of HGVs travelling through the village had been noted and reported by a resident. Cllr Ian Corkin had visited and discussed with Heyford Park that the routing agreement appears to continue to be regularly flouted by various contractors. **ED is looking into obtaining a Freedom of Information request from OCC** regarding the routing agreements and the contractors currently involved.
- 05.21.08 250 Bus Service  
ED had a response from Dave Harrison, OCC Public Transport, who could not confirm that the bus will not discontinue after December 2022 and that it would not be appropriate for discussions to take place. He said that the contract ends in December 2022 and the route to Oxford will be replaced by a bus to Bicester every 15 minutes and that extension beyond Heyford Park is likely to result in additional resources and uneven service pattern which cannot be accommodated in the funding and would not meet the necessary tests. ED has been in contact with the Chair of Upper Heyford PC who has suggested a meeting with Dorchester and Cllr Ian Corkin, possibly involving Victoria Prentis as well. **SF will contact Ian to arrange a meeting to discuss the matter of HGVs and the bus service**
- 05.21.09 Bridge closure/weight limit  
ED has emailed Jackie Cox, traffic planner at OCC, who says that the weight limit could not be a straightforward condition but would need to be a developer condition under a S106 agreement and that commencement could be 18 months away and that her involvement has decreased - ED has attempted to find out who best to speak to in her place but has had no response. The bridge closure has been cancelled by the Contractor due to confusion over the listed building consent and work is now likely to take place next year. **SF will write to Victoria Prentice asking for support**
- 05.21.10 KGF  
A quote of £350+VAT has been received for the necessary treework which will be accepted.  
The SSE sub-station requires re-siting and some objections had been received to a site identified, so an alternative site near Valley View has been identified as acceptable. Any hedging removed will be replaced and it is anticipated that work will be carried out by September. **BE will liaise with solicitors and SSE will pay all legal costs.**
- 05.21.11 Meetings

ED attended the MCNP meeting in April where there was concern that no progress has been made on alternatives to the Bus Gate. Martin Lipson to follow up. A presentation was made by Community First outlining their services and it was suggested they could present to LHPC regarding monitoring S106 monies.

**ED to invite Community First to the next PC meeting.**

ED outlined the S106 funding available from the first tranche of building on Heyford Park and the fact that it was agreed by MCNP that it should be paid to Heyford Park for traffic calming. After some discussion it was agreed **that ED will write to the Executive suggesting that this funding should be shared by other villages.**

- 05.21.12 Playground  
No problems or issues reported other than the moles in the playground.  
It was agreed that:
- **SF will contact Hugh about the Environmental Land Management scheme.**
  - **The Environmental Committee will consider the Queens Green Canopy Scheme.**
  - **ED will discuss the plans for trees on the allotments with MCNP and Nicholsons.**
- 05.21.13 Environmental matters  
An update was given on the establishment of the ESC. CC highlighted that membership was not yet confirmed but it was hoped that members would be identified in the near future.
- 05.21.14 Insurance  
CF to review and cross reference with Risk Assessment
- 05.21.15 Planning Committee ToR  
The ToR had been circulated and were approved and adopted.
- 05.21.16 Gigabits  
A costing for extending the ultrafast broadband from Lower Heyford had been received of £98K. It was originally thought that a grant of £1500 per house could be available, and that funding of £1m is available from OCC and that such facility should also be provided for Caulcott. Discussions were held with Openreach to quantify costings to include Caulcott but figures have not yet been received. Craig Bower, OCC Programme Director has confirmed that the £1m funding is fully committed. BE has requested that any further funding is made known to LHPC when available and will chase costings to include Caulcott.
- 05.21.17 Communications  
The new website is built and it was agreed that the switchover should be made as soon as possible. There will be additional charges for website hosting. The next newsletter is due in June and the new website will be advertised there. Membership of the Facebook page has increased and is well used.

- 05.21.18 Community Emergency Plan  
SF and RF have reviewed the Plan and reduced the number of pages considerably. Some further work is required and it is hoped it will be completed in the near future.
- 05.21.19 Speedwatch  
Funding is still ringfenced. TVP have not yet commenced training so no progress has been made.
- 05.21.20 Planning: The following planning documents has been received:  
**Applications**  
21/01402/F 40 Greenway  
21/00988/F 60 Greenway - no objection  
21/01557/TCA 16 The Lane - no objection  
21/00952/TCA Trees on KGF - no objection  
21/01335/TCA Heyford manor - no objection  
**Decisions**  
21/01134/TCA 32 Freehold Street - Notice of intent issued  
21/01102/TCA Ham House, Station Road Notice of intent issued  
21/00457/TCA 48 Freehold Street - Notice of Intent issued  
21/01005/TCA Bridge Cottage, Mill Lane - Notice of Intent issued  
21/00910/TCA Old Barn Cottage, Station Road - Notice of Intent issued

- 05.21.21 Finance: The following monthly accounts were approved for payment

Payee	Detail	Amount	VAT	Notes
TP Jones	Payroll	54.90	9.15	
CDC	Dog bins	120.29	20.05	
Nigel Prickett	grasscutting	342.00	57.00	
Viking Direct	Office supplies	36.88	6.15	
PCC	Grant	500.00		
Helen White	Internal Audit	100.00		
R Fowles	reimbursement	36.28		
Steeple Aston PC	share of supplies	10.00		
Cathy Fleet	clk sal May	257.23		S/O

The year end accounts, Annual Governance Statement and Accounting Statement were approved and signed.

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

**Dates of 2021 meetings - 3rd Thursday of the month**

17 June, 15 July, 16 September, 21 October, 18 November

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**

<b><u>NO</u></b>	<b><u>ACTION</u></b>	<b><u>OWNER</u></b>
03.21.22	Weight limit on bridge - ED to follow up	ED
05.21.047	Highways - ED to obtain Fol request from OCC regarding the routing agreement	ED
05.21.08	SF will contact Ian Corkin to arrange a meeting to discuss the matter of HGVs and the bus service	SF
05.21.09	Bridge closure/weight limit - SF will write to Victoria Prentice asking for support	SF
05.21.10	SSE sub-station - BE will liaise with solicitors	BE
05.21.11	ED to invite Community First to the next PC meeting ED will write to the Executive suggesting that S106 funding should be shared by other villages.	ED ED
05.21.12	SF will contact Hugh about the Environmental Land Management scheme.  The Environmental Committee will consider the Queens Green Canopy Scheme.  ED will discuss the plans for trees on the allotments with MCNP and Nicholsons	SF   ED
05.21.14	Insurance - CF to cross reference Insurance cover with Risk Assessment	CF