

**Minutes of the meeting of the Lower Heyford Parish Council held on 17th March 2022
in the King George's Field Community and Sports Centre**

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

Members of the public : There were no members of the public present.

In attendance: Cathy Fleet, Clerk

03.22.01 Apologies: Apologies had been received from James Macnamara

03.22.02 Declarations of Interest : There were no declarations of interest

03.22.03 Minutes of the last meeting held on 20th January 2022 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

03.22.04 Public Participation
There were no members of the public present.

03.22.05 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 send to Phil Cheshire (CoM), Gay Hawkins (Events Cttee)
07.21.11	CC to provide grasscutting maps for Nigel Prickett	CC	Completed
01.22.07	Co-option of councillor - all to consider potential candidates	All	
01.22.08	SID - CC will provide monthly data taken off the SID, put it in the relevant folder on the g-drive and inform RF SF will remove the old SID and store in his garage until a decision is made as to what to do with it CC to provide SF with the padlock key Weight restriction - RF will revert to Victoria Prentis from whom nothing has been heard.	CC SF RF	Completed One half removed, bolts corroded won't be good for much. Other one not much good. Take to tip On going
01.22.11	RF will re-apply anti-rust solution to playground equipment	RF	On-going
01.22.16	Spending of SSE money - CF to anonymise the suggestions and circulate to all councillors along with the grading criteria	CF	Completed. Action closed On going
01.22.17	Platinum Jubilee - RF to purchase mugs on behalf of the PC	RF	On going
01.22.18	CF to contact the joiner regarding the noticeboard in Caulcott	CF	On going
01.22.20	CF to chase CDC Enforcement regarding 19/00515/ENF	CF	Completed. Action closed
01.22.21	CF to inform CDC of the precept request of £8000	CF	Completed. Action closed
	ITEMS FOR NEXT AGENDA <ul style="list-style-type: none"> • To agree Environmental Committee ToR • To note apologies from JJ 		

- 03.22.06 **Co-option of Councillor**
 Paul Wordsworth had submitted his CV and is very keen to become a parish councillor. It was unanimously agreed that he should be co-opted to the parish council. Proposed by Emily Daley, Seconded by Sarah Varney. **CF to inform Paul.**
- 03.22.07 **Clerk's Pay increase**
 OALC had sent details of Clerks' pay increase from NALC. It was agreed that the 1.75% increase should be applied to Clerk's salary. **RF to instruct payroll. CF to change the Standing Order on Unity Bank.**
- 03.22.08 **Highways / footpaths**
Weight limit - ED spoke to traffic planner – pressure from cabinet members that weight limit should be area limit not individual limit. Waiting to hear when meeting with OCC officers will be; Jackie Cox to organise .
S106 money - £32,000 is due to be awarded to LHPC and a meeting to be arranged to discuss spending. Dave Catlin has drawn up plans for LH traffic calming. £75,000 for master plan 2nd phase of Heyford Park to be awarded to LH. Caulcott didn't get Master Plan share because of the traffic modeling (which is wrong). ED Will try and get another 'pot' for Caulcott.
250 Bus - Ian Corkin organising meeting. ED has written to the Traffic Planner outlining good planning reasons for the bus service to remain.
SID - Data received from CC indicates that speeding has decreased
Village Gates One of the village gates has fallen down (presumably rotted at base) and RF has reported on Fix my Street. **SF to get quotes for composite gates.**
Spring Clean – CF contacted James O'Meara who has coordinated the spring clean for last 2-3 years but has received no response. No decision was made regarding who might coordinate the spring clean.
Bench - The bench in Market Square was damaged by an OCC vehicle during road resurfacing. OCC have accepted liability and will pay for repairs. **SF has quote & will circulate**
- 03.22.09 **Defibrillator**
 SF has taken over responsibility of the defibrillators from Bruce Eggeling and will contact The Circuit to ensure that Bruce's name is removed from their mailing list and replaced with his.
- 03.22.10 **Meetings**
 RF had attended the local Chairs' meeting and reported that the main topic of conversation was traffic and that a collaborated letter of no confidence will be written to OCC regarding the lack of understanding of traffic issues in rural communities.

- 03.22.11 Playground**
RF will pressure wash the equipment and apply anti rust solution where required.
- 03.22.12 Communications**
The next Newsletter to go out in June.
There appears to be a problem with the website - lots of data has disappeared and CF is unable to upload documents. The Domain had expired but has now been renewed. It is still in Elliot's name and as he no longer wishes to be involved with the website it should be transferred to Maria O'Meara . **CF to contact Maria and ask if she will transfer and solve the current issues.**
- 03.22.13 Environmental matters**
The Environmental Committee ToR had been circulated and were agreed and adopted.
Treescape had provided a detailed report of Lower Heyford and indicated that the agricultural land is bad but good for re-wilding. LH has lowest proportion of woodland in Oxon. Need to contact landowners. Cttee to have meeting in April and make recommendations to PC.
Churchyard rewilding is starting – it will be necessary to work out what flowers are already there – will take 12 months and may alter mowing schedule. CC had attended a Beautiful Burial webinar costing £15 - It was agreed to refund this cost. **CC to send invoice to CF.**
The committee want to put information Posters on noticeboards and around the towpath/village. **CC to pass posters to CF for lamination.**
There is a lots of dog mess at the bottom of bridlepath on Station Road. **CF to find out costs of dog bins**
- 03.22.14 Speedwatch**
No progress has been made regarding Speedwatch.
- 03.22.15 Suggestions for spending of SSE money**
The suggestions received from members of the public had been collated and circulated to all councillors for grading.
Bruce is no longer involved and RF taken over negotiations with Savilles next stage is for RF to contact solicitors and to get trustees to sign the contract.
- 03.22.16 Platinum Jubilee**
The Events Committee are arranging various activities over the weekend of 4th/5th June. RF will be away and ED will represent the PC.
- 03.22.17 Caulcott Noticeboard**
CF to action purchase of new noticeboard.
- 03.22.18 Community Emergency Plan**
This item was deferred to the next agenda.

03.22.19 Welcome Drinks

It had been suggested that the PC hosts an evening of welcome drinks for new residents. RF to revert to Bruce agreeing and suggest KGF leads and PC will fund up to £10 per head . SV to find out who would run the bar.

03.22.20 Planning The following planning documents had been received

Applications

22/00272/disc	Daisy Head Farm, South Street, Caulcott
22/00373/TCA	Cobblestone Barn, Freehold street
22/00567/TCA	Follyview, Freehold Street
22/00479/F	11 Bromeswell Close
22/00615/LB	Heyford Manor, Church Street

Decisions

22/00295/TCA	Yggdradill, Freehold Street	APPROVED
--------------	-----------------------------	-----------------

MCNP

A Review of the Neighbourhood Plan is due next year - policies will need to be reviewed. Environment, flooding, etc ED is working on compiling a list of policies requiring revision.

03.22.21 Finance - The following accounts were approved for payment.

Payee	Detail	Amount	VAT	Notes
OALC	Subs	150.00	25.00	
Chris Cox	Tree	24.99		
Cathy Fleet	Clerk sal Feb	257.23		S/O
Elliot Nichol	website domain renewal	18.46		
Valley News	Donation	199.00		

The bank mandate to remove BE from signatory list was signed. It was agreed to postpone amendment of the signatory list until Paul Wordworth has joined the PC and can be included.

Meeting dates for 2022

21st April

Annual Parish meeting (5th May)

Annual Meeting of the Parish Council (19 May)

19th May

16th June

21st July

15th September

20th October

17th November

Annual Parish meeting (5th May)

Annual Meeting of the Parish Council (19 May)

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

Signed Ric Fowles (Chair) Date

ACTION LIST SUMMARY

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 Cheshire (CoM), Gay Hawkins (Events Cttee)
07.21.11	CC to provide grasscutting maps for Nigel Prickett	CC	Completed
01.22.07	Co-option of councillor - all to consider potential candidates	All	
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 On going
01.22.11	RF will re-apply anti-rust solution to playground equipment	RF	On-going
01.22.17	Platinum Jubilee - RF to purchase mugs on behalf of the PC	RF	On going
01.22.18	CF to contact the joiner regarding the noticeboard in Caulcott	CF	On going
03.22.01	Clerk's pay increase - . RF to instruct payroll. CF to change the Standing Order on Unity Bank.	RF/CF	
03.22.02	Village Gates - SF to get quotes for composite gates. Bench in Market Square - . SF has will circulate quote	SF SF	
03.22.03	Website - CF to contact Maria and ask if she will transfer and solve the current issues.	CF	Completed
03.22.04	Environmental matters - . CC to send invoice for webinar to CF. CC to pass posters to CF for lamination. CF to find out costs of dog bins	CC CC CF	
03.22.05	SSE substation - RF to contact solicitors and to get trustees to sign the contract.	RF	
03.22.05	Welcome to new residents - RF to revert to Bruce agreeing and suggest KGF leads and PC will fund up to £10 per head. SV to find out who would run the bar.	RF SV	