

Minutes of the meeting of the Lower Heyford Parish Council held on 18th May 2023 in the KGF Community & Sports Centre

Present: - Ric Fowles (RF) [Chair], Paul Wordsworth (PW) Chris Cox (CC), Sarah Varney (SV), Stu Fox (SF)

Members of the public : James Macnamara, Vicky Stepney, Marc Thielke, Phil Chesser,

In attendance: Cathy Fleet, Clerk

05.23.01 Apologies: No apologies had been received

05.23.02 Declarations of Interest: there were no declarations of interest
Minutes of the last meeting held on 16th March 2023 were read and it was agreed that they should be amended and signed at the next meeting.

05.23.04 Public Participation

05.23.05 Clerks Report and Actions from previous meeting

No	Action	Owner	Update
Mar23.01	Paines Field - , RF to contact Bidwells to find out terms of the Lease	RF	On-going
Mar23.02	Rousham Bridge - RF speak to Oxford Mail	RF	Action closed
Mar23.03	ED to speak to Clara James regarding the oak sapling which had been offered with a view to planting it in the field for the Coronation.	ED	ED proposed that it be sited in the field. SV said that there is a water main in the suggested position and suggested that it would be better sited by the horse chestnut. It is too late to plant now so a decision will be made later.
Mar23.04	Playground fencing - CF to send RF Joe Tosh's details	CF	Completed Quote received – Due to cost of quote, PC financial regulations require a total of 3 quotes. SF to provide additional contact details for quotes.
Mar23.05	CC to submit details of Green Spaces to Martin Lipson for MCNP	CC	completed

05.23.06 Co-Option of Councillor

Pat Owen has submitted a resume and is interested in being co-opted. It was agreed unanimously that he should be co-opted. CF to contact him and provide him with the necessary paperwork and inform CDC

05.23.07 Community Fund Trustee

It was unanimously agreed to retrospectively approve the appointment of Aimee Bron

05.23.08 Highways / footpaths

Rousham Bridge – concrete blocks are on site and will be installed to support the bridge. There are also blocks of imitation stone which it is hoped will NOT be

used. No work has been carried out for a week or more . **RF will contact Cllr Nigel Simpson to find out what is happening.**

Traffic calming - S106 funding available – gates to be replaced and new ones installed in Caulcott. Also investigating resurfacing of Station Road and improvements to junction between Freehold Street and Station Road. The 20mph limit is scheduled to be implemented in 2024. RF has a meeting with Rebecca McNaught Countryside Access Development Officer at OCC next week to discuss possible funding for footpath upgrades which could include the towpath.

05.23.09 Meetings

No meetings had been attended

05.23.10 Purchase of additional dog bins

The recently purchased dog poo bin has been fixed near the footpath – **SF to send exact location to CF (using What Three Words) so she can inform CDC**

The litter bin in Market Square is often overflowing due to it being used by walkers on the circular route to dispose of dog poo bags. There was discussion as to where to site a new dog bin, Church Lane or Station Road and it was agreed to purchase new bin and agree site at next meeting **CF to speak to CDC for suggestions and get criteria for site.**

05.23.11 Oak sapling

ED had proposed that the donated sapling be sited in the field. SV said that there is a water main in the suggested position and suggested that it would be better sited by the horse chestnut. It is too late in the year to plant now so a decision on the location, and the purchase of a bench and plaque will be made at the next meeting.

05.23.12 Playground

A quote of £2,476.50 had been received for repair of the fence around the playground. Two additional quotes are required and it was agreed in principle to accept the most appropriate quote for fence repairs outside of the meeting.

05.23.13 Communications

The website being updated by Tei Williams. Facebook is being well used with no problems.

The June newsletter will include details of S106 plans, speed data, update on the bridge repairs, and a request that pavements are kept clear of foliage and parked cars. **RF to draft newsletter.**

05.23.14 Environmental matters

The Group is still trying to speak to farmers – a letter was sent to Peter Brown but no response received – PW to follow up. The Churchyard rewilding plan will

be submitted to the church wardens. Lapwings, hobbies and corn buntings have been seen around the village, along with lots of hares.

05.23.15 Parish Plan

The Plan was last updated in 2010. It was agreed that there have been many changes since 1010 and the PC needs to know what residents want the PC to focus on? **RF will develop draft questionnaire**

05.23.16 Planning

The following planning documents had been received and discussed:

Applications

23/00916/DISC	Heyford Park	Discharge of conditions of 18/00825/HYBRID NO OBJECTION
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Decisions

22/03778/F	Horse & Groom	Replacement of chimney pot APPROVED
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05.23.17 Finance

The following accounts were approved for payment

Payee	Detail	Amount	VAT	Notes
Direct 365	defib batteries	458.76	76.46	paid 13/04/23
BHIB	Insurance	£537.89		
TP Jones	payroll	60.40	10.06	
CDC	Dog bins	126.98	21.16	
Helen White	Internal Audit	100.00		
R Fowles	printer cartridges	19.99	3.33	
R Fowles	Paper	4.65	0.78	
Valley News	Grant	224.00		
Nigel Prickett	grasscutting	378.00	63.00	
Cathy Fleet	Clk sal April	279.53		S/O
Cathy Fleet	Clk Sal May	279.33		S/O
Cathy Fleet	Clk expenses	9.99		

The End of Year accounts were approved and signed with the accounts balancing at £13,795.63. £3602.51 is ringfenced for the Playground, £1500 for Speedwatch and £1000 for the Tree Project (of which £539.62 has been spent)

The Internal Auditor's Report was received

The Annual Governance Statement and Accounting Statement were approved and signed.

The AGAR will be submitted to Moore, the external auditor, with the Notice of Public Rights commencing on 5th June 2023.

As James Macnamara and Emily Daily have stood down as councillors, they will be removed as signatories on the Unity Bank account and replaced by Paul Wordsworth and Pat Owen after the next PC meeting

Dates for 2023 3rd Thursday of the month

22nd June (KGF unavailable)

20th July

21st September

19th October

16th November**Dates in RED are fixed dates, those in BLACK may be cancelled if no urgent business****Other matters**

The plaque & bench by the sapling will be discussed at the next meeting.

Signed Ric Fowles (Chair) Date

ACTION LIST SUMMARY

No	Action	Owner	Update
Mar23.01	Paines Field - , RF to contact Bidwells to find out terms of the Lease	RF	On-going
Mar23.03	ED to speak to Clara James regarding the oak sapling which had been offered with a view to planting it in the field for the Coronation.	ED	ED proposed that it be sited in the field. SV said that there is a water main in the suggested position and suggested that it would be better sited by the horse chestnut. It is too late to plant now so a decision will be made later.
Mar23.04	Playground fencing - CF to send RF Joe Tosh's details	CF	Completed Quote received – quite expensive and the whole fence needs re-doing, Further quotes required SF to provide details of people who may quote.
May23.01	CF to inform Pat Owen of the decision to co-opt him	CF	completed
May23.01	RF will contact Cllr Nigel Simpson to find out what is happening to the bridge	RF	
May23.02	SF to send exact location of new dog bin to CF (using What Three Words) so she can inform CDC	SF	
May23.03	CF to speak to CDC for suggestions of where to site additional dog bin and get criteria for site.	CF	
May23.04	RF to draft June Newsletter	RF	
May23.05	RF to draft questionnaire for Parish Plan	RF	
	Bank signatories to be changed after the next meeting	CF	

