

Minutes of the meeting of the Lower Heyford Parish Council held on 13th January 2022 in the King George's Field Community and Sports Centre

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

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

In attendance: Cathy Fleet, Clerk & RFO

01.22.01 Apologies had been received from Sarah Varney

01.22.02 Declarations of Interest : There were no declarations of interest

02.22.03 Minutes of the last meeting held on 18th November 2021 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

01.22.04 Public Participation

There were no members of the public present

01.22.05 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
07.21.11	CC to provide grasscutting maps for Nigel Prickett	CC	On-going
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 Hugh Jones regarding hedge trimming on The Lane	ED ED BE BE SV	Completed Completed Not actioned - RF to pick up Not actioned, CF to pick up Completed
11.21.08	RF to apply anti-rust solution to playground equipment	RF	On-going
11.21.10	RF to re-draft Environmental Committee ToR	RF	Completed
11.21.12	BE to arrange purchase of Speedwatch equipment	BE	ED to email list of volunteers to find leader for the project
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	Completed
11.21.14	RF to set criteria for grading suggestions for spending SSE money	RF	Completed
11.21.16	Councillor Remuneration - CF to respond to CDC	CF	Completed
11.21.17	BE to obtain a quote for a the Caulcott noticeboard from the supplier of the Lower Heyford noticeboards.	BE	CF to instruct joiner. Completed board to be delivered to RF
11.21.18	SF will find out how to arrange defibrillator training.	SF	On-going

01.22.06 Resignation of Councillor

Bruce Eggeling had sent a letter of resignation after the last meeting, and it was reluctantly accepted. Thanks were expressed to Bruce for his considerable work for the PC in the years since he became councillor.

01.22.07 Co-option of Councillor

All were encouraged to consider who might be a suitable candidate to join the parish council.

01.22.08 Highways / footpaths

SID - CC will provide monthly data taken off the SID, put it in the relevant folder on the g-drive and inform RF

The old SID which no longer works will be removed by SF and stored 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 - no further progress has been made; it is thought that OCC may have 'cold feet' due to the outcome of the weight restriction imposed in Burford. ED reported that OCC will monitor HGVs volume and direction of travel and will then go out to consultation but that it will be a long process. RF will revert to Victoria Prentis from whom nothing has been heard.

Traffic modeling - Ed has written to Tim Bearder, cabinet minister for Roads.

Hows Lane, Bicester - ED reported that there are new proposals housing/warehouses which MCNP has not been consulted upon and she will write to CDC requesting further information.

01.22.09 Defibrillator

SF agreed to become the 'guardian' of the defibrillators and make the necessary regular checks.

01.22.10 Meetings

RF had attended the KGF AGM and reported that there are many new members and that the new booking system is working well.

Cross Parish Environmental meeting - The meeting, hosted by LHPC, was well attended by representatives from Somerton, Souldern, Weston on the Green and Steeple Aston. A useful exchange of information took place and it seems that most parishes have set up environmental groups or are in the process of doing so and have future plans.

CC had attended a meeting with Treescape and reported that data from DEFRA was discussed. Lower Heyford is one of the local parishes where there is opportunity for improvement as there is little woodland in the surrounding area.

01.22.11 Playground

RF had applied anti-rust solution to the equipment but will need to re-apply.

01.22.12 Communications

Both the website and Facebook are working satisfactorily.

01.22.13 Environmental matters

The amended ToR will be approved at the next meeting.

CC reported that the orchard on the Allotment is now planted with 11 trees - pears, apples and plums and encouraged councillors to visit the allotment. There was discussion as to how to deal with the produce and this will be decided in due course.

01.22.14 Speedwatch

ED will email all volunteers on the list compiled by Bruce Eggeling and encourage them to form a group and appoint a leader. Equipment has not yet been ordered.

01.22.15 Declaration of Climate Emergency

Liz Goodwin had sent RF proposed wording for the Declaration of Climate emergency which he will forward to all councillors.

01.22.16 Suggestions for spending of SSE money

RF had circulated a document establishing grading criteria for the suggestions of spending the money from SSE. CF to anonymise the suggestions and circulate to all councillors along with the grading criteria.

01.22.17 Platinum Jubilee

The Events Committee are planning an event for the Platinum Jubilee celebrations in June and it has been suggested that all children under 16 resident in the village be presented with a commemoration mug. This will probably be for around 60 children which the PC has agreed to fund. RF will purchase the mugs on behalf of the PC.

01.22.18 Caulcott Noticeboard

It has been previously agreed that LHPC will provide a new noticeboard.

CF to contact the joiner,

It was noted that SF now has keys to the Lower Heyford noticeboards as well as RF.

01.22.19 Community Emergency Plan

It was noted that there is now a supply of sandbags at the Horse & Groom.

01.22.20 Planning - the following planning documents had been received:

Applications

None received

Decisions

21/03890/TCA

32 Freehold Street NOI

21/03783/F

Brocton House APPROVED

It was noted that no enforcement action has been taken in respect of 19/00515/ENF , the Traveller site at Caulcott and that activity can still be seen. JJ continues to chase. CF to also chase.

01.22.21 Finance - The following accounts were approved for payment

Payee	Detail	Amount	VAT	Notes
Kelly Wrought Iron	KGF gates	1832.70		paid 7.12.21

TP Jones	Payroll	54.90	9.15	
HMRC	PAYE	173.40		
Cathy Fleet	Clk Sal Dec	257.23		S/O
Cathy fleet	Clk Sale Jan	257.23		S/O

It should be noted that a receipt of £517 was incorrectly paid to LHPC. It should have been paid to SAPC and will show as such on the accounts. Payment has now been made to SAPC.

The proposed precept request was discussed at length and the spreadsheet amended. It was agreed that the amount of £8000 would be requested from CDC. **CF to inform CDC of the amount required.**

Other matters

JJ proposed and SF seconded that Emily Daley be vice-chair - all were in agreement.

Meeting dates for 2022

17th February

17th March

21st April

19th May

16th June

21st July

15th September

20th October

17th November

Annual Parish meeting and Annual Meeting of the Parish Council dates tbc

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
07.21.11	CC to provide grasscutting maps for Nigel Prickett	CC	On-going
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	CC	
	SF will remove the old SID and store in his garage until a decision is made as to what to do with it	SF	
	CC to provide SF with the padlock key	CC	
	Weight restriction - RF will revert to Victoria Prentis	RF	

	from whom nothing has been heard.		
01.22.11	RF will re-apply anti-rust solution to playground equipment	RF	
01.22.16	Spending of SSE money - CF to anonymise the suggestions and circulate to all councillors along with the grading criteria	CF	
01.22.17	Platinum Jubilee - RF to purchase mugs on behalf of the PC	RF	
01.22.18	CF to contact the joiner regarding the noticeboard in Caulcott	CF	
01.22.20	CF to chase CDC Enforcement regarding 19/00515/ENF	CF	
01.22.21	CF to inform CDC of the precept request of £8000	CF	
	ITEMS FOR NEXT AGENDA <ul style="list-style-type: none"> • To agree Environmental Committee ToR • To note apologies from JJ 		