

**Minutes of the meeting of the Lower Heyford Parish Council held on 21st January  
2021 by Zoom videoconference**

Present: - Ric Fowles (RF) [Chair], Bruce Eggeling (BE) (Vice Chair) , Emily Daly (ED).  
Chris Cox (CC), Sarah Varney (SV)

Members of the public : Cllr Ian Corkin, Dr Nicky Elliot

In attendance: Cathy Fleet, Clerk

**01.21.01** Apologies: Apologies had been received from Stu Fox (SF). JJ had difficulties with the Zoom connection and offered his apologies after trying to connect for 40 minutes.

**01.21.02** Declarations of Interest : BE and RF declared an interest in Agenda Item 9

**01.21.03** Minutes of the meetings held on 17th September (amended minutes) and 19th November 2020 were read and it was **RESOLVED** to accept these as a true record of the meetings and they were signed by the Clerk (pp'd for RF)

In future draft minutes will have a watermark on them until approved at the following meeting. CF to be given website login and will publish draft minutes approved by RF, and replace with approved minutes without the watermark once approved at the meeting.

**01.21.04 Public Participation**

Cllr Corkin was attending regarding various Highways issues. Dr Elliot was attending regarding speeding on Station Road.

**01.21.05 Clerk's Report and actions from previous meeting**

NO	ACTION	To be Actioned by :	Update
	Insurance to be Agenda Item for January Gigabits to be Agenda item for January	CF CF	Actions closed
11.20.06	<b>Caulcott Flooding</b> Clerk to revert to Artur Mielczarek, Drainage Officer for OCC Highways for further advice. BE to speak to OCC Highways.	CF BE	completed
11.20.06	<b>Rousham Bridge</b> - RF to email Cllr Ian Corkin expressing the PC's dissatisfaction with not being informed and ask the reason why and to ask him for confirmation of the application for a weight limit on the bridge.	RF	completed
11.20.06	<b>Road resurfacing</b> - BE to provide a list of remaining drains to be cleared to Highways. SV to ask Barry to liaise with the maker of the bench to re-set it deeper in concrete.	BE SV	Completed  Bench maker is currently not working due to Covid19
11.20.06	<b>Traffic calming</b> - . CC to draw up a plan of movement of SIDS and a log of locations.	CC	pending

11.20.06	<b>250 Bus</b> - ED to write to Dorchester to register disagreement with the proposal to discontinue the bus in Upper and Lower Heyford	ED	Completed, awaiting response.
11.20.09	<b>Defibrillators</b> - BE to ensure the defibrillator at the Social Club is registered with the NHS immediately. CF to send checklist used in another village to BE.	BE CF	completed completed
11.20.10	<b>Facebook</b> - RF to find out how responses can be made from the PC BE to purchase 4 suitable gift for Elliott Nichol	RF BE	completed
11.20.11	CF to send details of the snow plough owner to all	CF	completed
11.20.12	CC to submit a paper regarding environmental Matters for the next meeting	CC	completed
11.20.13	<b>125th Anniversary Book</b> - CC to investigate digital and print options and costs.	CC	Completed
11.20.14	ED to send letter of objection to the Inspector regarding the Great Wolf proposal	ED	completed

#### 01.21.06 Highways/footpaths

- The SIDs have been sited around the village but appear not to be working. CC has contacted supplier and will continue to attempt to resolve the issues.

Cllr Ian Corkin reported:

- There is no issue with pursuing the 7.5tn weight limit on Rousham Bridge and work will be carried out on renovations to the bridge for which a working group has been formed.
- Microasphalting in the village is currently taking place.
- Dr Elliott reported that her young son was recently involved in an incident on Station Road involving a possible speeding vehicle. At the time the driver said he would report the incident to the police, but no report has been found. It is important than any incident is reported in order that a picture can be built of the area.

#### 01.21.07 Meetings

No meetings had been attended

#### 01.21.08 Playground

It was reported there are a number of molehills in the area and that the molecatcher has been employed to deal with them.

#### 01.21.09 KGF Gates

4 quotes had been received for replacement gates for KGF. BE recommended accepting the quote from Kellys of £2618. £2K is being requested as a grant from the OCC Councillor Priority Funding. The shortfall will be split between the PC and KGF with the amounts to be decided at a later date. Due to BE and RF's involvement in KGF no decision could be made at this meeting.

**01.21.10 Caulcott flooding**

- Flooding in Caulcott was caused by a blockage in the pipe. There was surface water on the B4030 - the culvert will be investigated. The pond at Heyford Park is inadequate and not built according to planning. Lime Hollow is Dorchester's responsibility.
- Cllr Corkin wants emergency flood planning to be on the website with information regarding where to obtain sandbags and who to contact in the event of flooding.
- The clearance of Gallos brook is the responsibility of Riparian owners. **RF will write to all owners.**

**01.21.11 Clerk's contract**

It was agreed that the clerk's contract, originally created and signed in 2010 should be updated in accordance with the NALC model. **RF to action**

**01.21.12 Insurance**

The Insurance renewal is due in June and there is some concern that parts of the policy may overlap with other organisations, e.g. KGF and/or Social Club. All Insurance documents are on the shared Googledrive, **RF to send link to BE so he can examine them prior to the renewal.**

**01.21.13 Gigabits**

A resident of the village, Hugh Spencer, is working on researching the use of Gigabits and will report to the PC in due course.

**01.21.14 Defibrillators**

BE has confirmed that the defibrillator at the social Club is registered with the NHS. The defibrillators at The Bell and Horse & Groom have had replacement pads fitted.

**01.21.15 Communications**

**Website** - no further progress has been made

**Newsletter** - the next newsletter will be sent out in May

**Facebook** - A profile for LHPC will be created with RF and CF to moderate. **RF to set up profile**

**01.21.16 Community Emergency Plan**

To be worked on by RF and SF.

**01.21.17 Environmental matters**

CC had circulated various documents all of which are available on the shared Googledrive. There was discussion as to how to take suggestions forward and ED will discuss at MCNP. RF recommended that an environmental sub-committee be established. BE highlighted the requirement to have balanced representation on any committee to capture all views.

**01.21.18 125 Anniversary Book**

CC had circulated details of online digital printers. **BE will speak to Bicesterprint and obtain a quote.**

**01.21.18 Speedwatch**

£1500 was ringfenced in 2020/21 budget and has not been spent to date. BE has spoken with TVP who are unable to fund but are happy to provide training. It

was suggested that registration with Community Speedwatch would be beneficial. Funding has been requested from Cllr Ian Corkin's fund. Information and/or equipment could be shared with Deddington or Upper Heyford PC.

**01.21.19 Planning**

The following planning documents had been received :

**Decisions**

20/02829/TCA	Garden House, Station Road	Notice of Intent of Treeworks
20/03492/TCA	Overmead, Station Road	Notice of Intent of Treeworks

**Applications**

20/03539/LB	Restoration of Heyford Bridge	ED to submit comments
19/02550/F	Great Lakes UK Ltd	Notice of Appeal (Great Wolf)

**01.21.20 Finance** - The following accounts were approved for payment

Payee	Detail	Amount	VAT	Notes
Four Square	Defib pads	148.32	24.72	paid 27/11/20
Cathy Fleet	clk sal (Dec)	257.23		s/o
Moore	External Audit	240.00	40.00	
Cathy Fleet	clk sal (Jan)	257.23		s/o
Nigel Prickett	grasscutting	342.00	57.00 *	
TP Jones	payroll	54.90	9.15	
Valley News	contribution	214.00		
Metaweld	SIId posts	379.20	63.20	
B. Eggeling	reimbursement	25.99	4.33	
HMRC	PAYE	182.80		
Cathy Fleet	clk exp	8.80		
Bruce Eggeling	reimbursement (gift for Elliot Nichols)	59.00	9.83	

\* outstanding invoice from May (not received)

A meeting had been held in early January to discuss the budget and precept request for 2021/22. The current accounts balance as of 30th December was £19823.28 with £3602 ringfenced for the playground, £1500 ringfenced for Speedwatch and £1000 ringfenced for groundworks and removal of the pole on King George Field. It was proposed and agreed by all that a precept request of £8000 be submitted to CDC. Clerk to action.

**Other matters**

Training to be agenda item for next meeting

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

, 18 February, **18 March**, 15 April, **20 May**, 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**

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

### ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
11.20.06	<b>Traffic calming</b> - . CC to draw up a plan of movement of SIDS and a log of locations once the SIDs are operating	CC
01.21.10	Caulcott flooding - RF will write to home owners pointing out their Riparian Responsibilities	RF
01.21.11	RF will update Clerk's contract	RF
01.21.12	BE will examine insurance documents to avoid overlap with other organisations in the village	BE
01.21.18	BE will speak to Bicesterprint and obtain a quote for the 125 Anniversary Book .	BE
01.21.20	CF to submit precept request to CDC	CF