

**Minutes of the meeting of the Lower Heyford Parish Council held on  
16th November 2017 at 7.00 pm in the Church**

**Present:** - Mrs. Ball (DB) (Acting Chair) , Mr. Thompson (LT), Mrs Daley (ED), Mr. Eggeling (BE), Mr. Cox (CC)

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

**In attendance:** Cathy Fleet, Clerk

**11.17.01** Apologies: Apologies had been received from Mr. Macnamara (JJ)

**11.17.02** Declarations of Interest : There were no declarations of interest

**11.17.03** Minutes of the last meeting held on 19th October 2017 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Acting Chair.

**11.17.04 Public Participation**

There was no public participation

**11.17.05 Co-option of Councillor**

Chris Cox had agreed via email to be co-opted on to the council and was therefore welcomed and the Declaration of Pecuniary Interest signed.

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

NO	ACTION	Update	Owner
09.17.06	Clerk to send information regarding the role of parish councillor to Chris Cox	completed	CF
09.17.07	LT to ask Carl Mortimore to check electrics of SID and to contact TVP asking them to monitor speed of vehicles at the Freehold Street crossroads	No progress - see below	LT
09.17.10	Clerk to forward Chris Cox's details to Graham Wilson	completed	CF

**11.17.07 Website**

Chris Cox has agreed to take over the administration of the website from Graham Wilson who has been administrator for over 10 years. It was agreed that the website is in need of a complete overhaul and that consideration should be given to what is needed and the matter will be discussed at the next meeting. A letter of thanks to be sent to Graham.

**ACTION : Clerk to draft letter for JJ to send to Graham**

**11.17.08 Newsletter re Great Heyford**

It had been agreed at the previous meeting that BE draft a newsletter on behalf of JJ providing an update on the Great Heyford proposals. This had been circulated and was approved and will be sent out by CF.

**ACTION : Clerk to send out newsletter**

**11.17.09 Highways/footpaths**

The 40mph sign on the B4030 has been knocked down and is lying on the verge. Clerk to report on fix my Street (***NB this has now been done with the OCC reference 1145947***)

CC reported that trees are interfering with the overhead wires on Station Road. clerk to provide him with contact details of relevant department of SSE to report to.

The SID is not working effectively. BE and LT to make arrangements to clean the sensors, remove the computerised part and pass to ED for downloading and analysis

**ACTION : BE/LT to clean SID sensors and pass the computerised part to ED.**

Following the recent incident with a Jamie Briggs driver and a member of the PC, ED will write to Dorchester to obtain a list of their tenants at Heyford Park who are required to sign the Routing Agreement.

**ACTION : ED to obtain list of Dorchester's tenants required to sign the Routing Agreement**

ED reported that MCNP/Dorchester are employing a traffic consultant to design traffic calming measures at Lower Heyford, Ardley, Middleton Stoney and Upper Heyford which are areas identified as most impacted by the development at Upper Heyford which regard to increased traffic. No date has yet been set for the meeting which will take place and ED will circulate the map provided.

**ACTION : ED to circulate map of proposed traffic calming areas.**

#### **11.17.10 MCNP**

A meeting had taken place with MCNP and Dorchester with regard to the zone of non-coalescence in Caulcott. There are 4 options:

1. No buffer and reliance on policies in place
2. A screen of trees or bushes along the boundary
3. The whole area to be a buffer zone
4. The buffer zone to be along the hedge line

All present were strongly in favour of Option 3 and this will be fed back to MCNP/Dorchester in the strongest possible terms.

**ACTION : ED to feed back LHPC's views to MCNP/Dorchester**

#### **11.17.11 Meetings**

JJ had attended the parish liaison meeting. Clerk to circulate report.

#### **11.17.12 Playground**

There is concern that since Petra Turner has left the village, the Playground sub-committee which had been formed is no longer functioning. LT regularly inspects the equipment but there is no reporting mechanism or audit trail. It was agreed that CF will provide an inspection report sheet which should be returned to her for filing weekly and that remaining members of the playground committee should be invited to attend PC meetings.

**ACTION : Clerk to provide LT with playground equipment inspection sheet and invite members of the playground sub-committee to the PC meetings**

#### **11.17.13 Planning**

The following planning documents had been received :

APPROVAL - 17/01353/F Land to the rear of 48 Greenway retrospective change of use

#### **11.17.14 Finance**

The following accounts were approved for payment

Payee	Detail	Amount	Cheque No
Bob Bickley	Weed spraying x 3	200.00	500419
Cathy Fleet	Clerk expenses	19.05	500420

BE had researched the matter of payroll administrators and had sourced someone who will provide a payroll service at a considerably reduced cost. This will be discussed at the next meeting with possible implementation at the end of the financial year.

**ACTION : Next agenda**

**Other Matters**

For the next Agenda : Database  
Archive material

**Date of next meetings**

**11th January 2018 (to include discussion re precept)**

**8th February, 8th March, 26th April, 17th May, 21st June, 19th July, 20th**

**September, 18th October, 15th November**

**Annual Parish meeting and Annual meeting of the Parish Council to be confirmed**

(Advance apologies received from Mr. Eggeling for June, July and September meetings)

**Signed ..... Mrs D Ball Date .....**

**ACTION LIST SUMMARY**

NO	ACTION	To be Actioned by :
11.17.07	Clerk to draft letter for JJ to send to Graham	<b>CF</b>
11.17.08	Clerk to send out newsletter	CF
11.17.09	BE/LT to clean SID sensors and pass the computerised part to ED  ED to obtain list of Dorchester's tenants required to sign the Routing Agreement  ED to circulate map of proposed traffic calming areas	BE/LT  ED  ED
11.17.10	ED to feed back LHPC's views regarding the buffer zone to MCNP/Dorchester	ED
11.17.12	Clerk to provide LT with playground equipment inspection sheet and invite members of the playground sub-committee to the PC meetings	CF
11.17.14	Payroll arrangements, Database and Archive material to be on next agenda	CF