

Minutes of the meeting of the Lower Heyford Parish Council held on

8th March 2018 at 7.00 pm in the Church

Present: - Mr Macnamara (JJ) (Chair), Mrs. Ball (DB) (Vice Chair) , Mrs Daly (ED), Mr. Eggeling (BE), Mr. Cox (CC)

Members of the public : Martin Lipson, Peter Stoddart

In attendance: Cathy Fleet, Clerk

03.18.01 Apologies: Apologies had been received from Leigh Thompson

03.18.02 Declarations of Interest : Bruce Eggeling declared an interest in the matter of the KGF project

03.18.03 Minutes of the last meeting held on 8th February 2018 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

03.18.04 Public Participation

Both members of the public were attending to update on MCNP.

03.18.05 Clerk's Report and actions from previous meeting

| NO | ACTION | Update | Owner |
|------------|---|---|--------------------|
| 11.17.09.1 | BE/LT to clean SID sensors and pass the computerised part to ED | o/s | BE/LT |
| 11.17.09.2 | ED to obtain list of Dorchester's tenants required to sign the Routing Agreement | o/s | ED |
| 02.18.06 | <ol style="list-style-type: none"> 1. The 40mph sign has still not been reinstated - Clerk to chase. 2. ED has provided the map of footpaths - clerk to report blocked footpath 3. JJ to contact conservation Officer regarding the weight limit on the bridge | Completed Completed completed | CF CF JJ |
| 02.18.08 | CC & BE to form sub committee to review all documentation relating to the lease extension and works contract to remodel and rebuild the facility on the KGF and to instruct Cathy Fleet in her role as Parish Clerk to sign a new lease extension, if required, and to contract with John Varney and others as to the rebuild/remodelling | completed | CC/BE CF |
| 02.18.10 | <ol style="list-style-type: none"> 1. Clerk to provide SC with playground equipment checklist. 2. Clerk to write to playground committee members requesting that the decision of the playground committee regarding remaining funds be given in writing to the PC | Completed Completed | CF CF |
| 02.18.13 | BE/CC to obtain filing cabinet | o/s | BE/CC |

03.18.06 Highways/footpaths

There had been a fatal accident on Portway which could have been caused by the adverse camber and deterioration of the road and the speed of the vehicles involved.

ACTION : CF to escalate the matter to Cllr Ian Corkin

There are numerous potholes on the B4030

ACTION : CF to report potholes on Fix My street

03.18.07 Meetings

No meetings had been attended

03.18.08 KGF Lease (see update below)

BE had circulated an update on the progress of the KGF building project. It is looking likely that funding from Viridor will now not be available leaving a shortfall of some £26K and BE requested that the PC consider contributing between £5K and £10K. This was discussed and it was agreed that CF would research the power under which the payment could be made and that an extra-ordinary meeting of the PC would be held on 14th March to discuss and approve any payment agreed.

ACTION : CF to research powers under which payment could be made and to call an extra - ordinary meeting of the PC on 14th March.

A letter had been received from Liz Goodwin, Secretary of the Committee of management of King George V Playing fields . Atlanta Kyte currently represents the Village Hall Fund which is due to be wound up and has expressed interest in remaining on the committee to represent the PC alongside BE who is also on the Committee. All were in agreement that Atlanta Kyte be asked to remain on the Committee to represent the PC.

ACTION : CF to respond to Liz Goodwin indicating the PC's agreement to appoint Atlanta Kyte to remain on the Committee.

03.18.09 MCNP

Martin Lipson and Peter Stoddart attended the meeting to confirm that the MCNP has been submitted to CDC for public consultation commencing next week for 6 weeks after which it will be examined prior to a referendum. They also clarified the issue regarding Policy PD3, the Caulcott buffer zone. The following phrase has been added to the policy :

Any development which is proposed adjacent to the designated strategic area of Heyford Park (as defined by Local Plan policy Villages 5) should not give rise to coalescence with surrounding settlements, to ensure that their separate identity and character are maintained.

In support of this policy, preference should be given to development within the strategic site allocations at Heyford Park, subject to heritage and ecological constraints, in accordance with Local Plan policy Villages 5."

The MCNP AGM will be on 11th April 2018.

Thanks were expressed to Martin, Peter and Emily for their work on the MCNP.

03.18.10 GDPR

Information had been received from the Local Council Public Advisory Service regarding services they provide in relation to GDPR

ACTION : Clerk to obtain further information about the service provided by LCPAS

03.18.11 Councillor Remuneration

It was unanimously agreed that LHPC councillors would not claim allowances.

03.18.12 Playground

At a meeting of the Playground Committee on 26th February it had been agreed that the Playground Committee would be disbanded and all monies handed over to the PC. The first inspection report had been received from Carol Pook and whilst all the equipment is in good condition some maintenance is required. CC offered his services on an ad hoc basis.

03.18.13 Website

CC continues to update the website. It was agreed that it requires further work in order to re-style it which could be carried out by his son-in-law. No decision was reached as to exactly what is required so until this is decided it is not possible to obtain a price. It was agreed to consider a Facebook page as an alternative to a website revamp and to look at Steeple Aston's as an example, Agenda item for April.

03.18.14 Database

Nothing to report

03.18.15 Archive material and purchase of filing cabinet

No progress has been made

03.18.16 Planning

The following planning documents had been received :
Approval: 18/00442TCA treework Oakmead Granary, Freehold Street
Application: 18/00080/TCA Removal of Cedar tree St Marys Church

03.18.17 Finance - The following accounts were approved for payment

| Payee | Detail | Amount | Cheque No |
|-----------------|------------------------------|--------|-----------|
| SLCC | Subs (split with SA and Som) | 42.68 | 500427 |
| Viking direct | Cartridges for new printer | 36.32 | 500427 * |
| OALC | Subs | 135.06 | 500428 |
| Hillier Hopkins | Advice re VAT for KGF | 630.00 | 500430 * |
| HMRC | PAYE | 146.20 | 500431 |
| Cathy Fleet | Clerk expenses | 10.62 | 500432 |

Other matters

BE provided information regarding noticeboards made by John Varney at a cost of £490. the noticeboards in the village are in poor condition and too small. CF to obtain comparables for discussion at the next meeting

Date of next meetings :

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

Signed Mr J J Macnamara **Date**

ACTION LIST SUMMARY

| NO | ACTION | To be Actioned by : |
|----------------|---|------------------------|
| 11.17.09. 1 | BE/LT to clean SID sensors and pass the computerised part to ED | BE/LT |
| 11.17.09. 2 | ED to obtain list of Dorchester's tenants required to sign the Routing Agreement | ED |
| 02.18.13 | BE/CC to obtain filing cabinet | BE/CC |
| 03.18.06 | 1. CF to escalate the matter of the state of Portway to Cllr Ian Corkin 2. CF to report potholes on B4030 on Fix My street | CF CF |
| 03.18.08 | 1, CF to research powers under which payment to the CoM could be made and to call an extra - ordinary meeting of the PC on 14th March to discuss 2. CF to respond to Liz Goodwin indicating the PC's agreement to appoint Atlanta Kyte to remain on the Committee. | CF |
| 03.18.10 | Clerk to obtain further information about the service provided by LCPAS with regard to Data Protection | CF |
| | CF to obtain comparables for noticeboards for next meeting | CF |

Update to Lower Heyford Parish Council regarding the King George Field Lease and associated matters

1. Lease for the KGF

Since the last PC meeting the lease has now been completed and is in process of being registered at the Land Registry;

2. VAT recovery

Following the last PC meeting clarification advice had been received clarifying the situation regarding the recovery of VAT which would permit the PC to legally recover the VAT on the project expense.

At a meeting of the KGF Committee of Management held on 19 February and 26 February it was decided, with regret, that it was not advisable to ask the PC to purchase the refurbishment and rebuild works as the Football Federation had indicated that it would abate its offer £ for £ by the VAT thus recovered and also because, under the terms of the grant by the FF, the PC would be required to enter into joint and several liability with Heyford Athletic Football Club which would not be acceptable to the PC.

The KGF CoM has asked that its profound thanks should be conveyed to the PC and to express to the PC its regret at being unable to take up its very kind offer in full. It is still however hoped that there may be the possibility to still partially use this facility (please see 3 below)

3. Financial situation of the Project

The same meeting of the CoM had been advised that for some reason Viridor was withdrawing funding (originally in the range £17-20k). Despite attempts by the Chair of the CoM and myself it has so far proved impossible to overturn the decision. The operations manager of Viridor Credits has been approached just today and I remain optimistic that the decision will be overturned.

Accordingly the current funding position is that the net shortfall on the project is of the order of £26k as follows:

| | £ | £ |
|--------------------------------------|---------|----------|
| Income | | |
| Football Foundation | 50,000 | |
| Lower Heyford Village Hall Fund | 99,000 | |
| Lower Heyford Sports and Social Club | 19,000 | |
| Heyford Athletic Football Club | 7,000 | |
| Lower Heyford Relief in Need Charity | | |
| (note1) | 4,000 | |
| Viridor Credits | ? | |
| | <hr/> | <hr/> |
| | | £179,000 |
| Costs | | |
| Professional Fees (incl. VAT) | 2,850 | |
| John Varney | 169,125 | |
| VAT | 33,825 | |
| | <hr/> | |

£205,800

Shortfall excluding Viridor

£26,800

Note 1: Although not formally approved by LHRINC informal discussions have indicated a supportive stance is likely

Actions now being taken by the KGF CoM to mitigate the shortfall:

1. Possible phasing of the works to provide more time for further fund raising etc. whilst permitting the works to start on time;
2. Discussions with John Varney to see if we can get him to agree to fix some of his prices and defer some elements of the work to a second phase;
3. Further funding is being sought from other grant giving bodies (Dorchester, Bicester Village, Leader (Defra));
4. The possibility of using volunteer labour for some elements of work is being examined;
5. The possibility of separating some elements from the main contract which will not impact the grant giving bodies and running these through the PC thus saving VAT recovered is being examined.

The King George Field Committee of Management has asked me to make a request for a donation of funds from the Parish Council in order to help ameliorate the financial position and help save the project from potential abandonment.

This is a very pressing matter as there are a number of time critical actions coming up as follows:

- A. The Football Foundation grant letter must be signed by no later than 24 March or it will lapse;
- B. Viridor specify that neither work nor contracts should be signed or commenced until they are committed;
- C. The work must commence no later than end of April in order to have the new changing facilities in place by September 1 for the new football season (a Football Foundation driven matter) and John Varney is holding the 'slot' but cannot do so forever.

Clearly although I wear a PC 'hat' at the KGF CoM it might be viewed by some that I was conflicted in this matter and so I propose that, if the PC meeting thinks appropriate, I should answer any and all questions that I can at the PC meeting on 8 March and then withdraw whilst the matter is further discussed in my absence.

Equally it may be felt that this must be the subject of a separate meeting duly called but if this is the case I would ask that such meeting be held at the earliest opportunity bearing in mind that the KGF CoM meeting is being held on 19 March at which the decision must be made to go ahead or to split into phases or to abandon the project altogether. I am also out of the country from 16 to 19 March (returning 07:20 on 19 March). Therefore the ideal will be that this is considered on 8 March or at latest on 15 March.

Clearly as to quantum of funds the KGF CoM position is optimised by this being as much as possible and I am mindful that we have reserves of around £23k. I would hope that the PC might consider a sum in the range of £5-10k as being appropriate for this truly unique development that will have an enormously positive effect on the whole community here in Lower Heyford for many years, even decades, to come.

Bruce Eggeling
7 March 2018