

**Minutes of the meeting of the Lower Heyford Parish Council held on 16th July 2020 by
Zoom videoconference**

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

Members of the public : Cllr Ian Corkin

In attendance: Cathy Fleet, Clerk & RFO

07.20.01 Apologies: No apologies had been received

07.20.02 Declarations of Interest : SV declared an interest in a planning application and will therefore leave the meeting for the discussion.

Bruce Eggeling opened the meeting in the absence of JJ who arrived late due to a meeting clash. JJ informed the meeting that it is his intention to stand down as Chair and that RF had expressed interest in taking over. JJ will continue as a councillor. As this was not an agenda item this will be formalised at the next meeting.

07.20.03 Minutes of the last meeting held on 14th May 2020 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

07.20.04 Public Participation

Cllr Ian Corkin reported that OCC are now standing up services as part of their restart/Recover/Renew response to Covid19 and that libraries and other services are re-opening. Use of technology has developed in recent months and will continue to do so. The financial situation is not good and there have been considerable additional costs which will be partly reimbursed by central government.

The traffic assessment submitted by Dorchester living has gone out to consultation again for 2 weeks and will include a weight restriction on Rousham Bridge.

The proposal for 6 additional houses on Greenway, Caulcott is unlikely to be approved.

Highways issues include blockage of the culvert opposite the Horse & Groom and Cllr Corkin has met with residents to identify remedial work required, including cutting back hedges and removing debris which is the land owner's responsibility. **The PC need to write to Mr. Jones requesting that the hedges are cut and debris removed from the ditch.**

07.20.05 Clerk's Report and actions from previous meeting

NO	ACTION	Update	To be Actioned by :
05.20.06	CF to book ED and BE onto the Q&A session organised by Ian Corkin	completed	CF
	Insurance to be Agenda item for November	On-going	CF

07.20.06 Highways/footpaths

The proposed cyclepath to Heyford Park has been previously discussed.
ACTION : ED to follow up.

07.20.07 Meetings

No meeting had been attended. It was confirmed that the CDC Parish Liaison meeting will be a virtual meeting with limited attendance available, but that it will be possible to view by webcam.

07.20.08 Co-Option of Councillor

CF had emailed information to an interested party but had no response.
ACTION : RF to follow up.

07.20.09 Internal auditor's fee

In previous years the internal auditor had requested that her payment should be by way of a £100 giftcard rather than a cheque and this has recently been questioned as the financial regulations state that payments should be made by cheque or BACS. It was suggested that the Clerk should purchase the giftcard and claim back on expenses to be accounted for under S137 in the accounts. This was voted on and agreed with 4:2 in favour. It was noted that payment had not been made last year and therefore £200 is now owing.

07.20.10 Playground

The playground has re-opened following the Government advice re Covid19. A Risk Assessment has been carried out and the playground will be used at individuals' own risk as it is not possible to ensure all equipment is sanitized at all times. CCTV equipment has been installed on the Field, and the suitability of a camera on the playground will be discussed at the CoM meeting. BE is meeting PCSO Louise Beaumont tomorrow and will put her in touch with RF for advice.

07.20.11 Website

The outline re-build is underway but on hold until autumn and remains work in progress.

07.20.12 Garden Open Day

It had been suggested by a resident that the village holds a Garden Open Day and it was agreed that this is a good idea but not PC business although the PC will happily support it next year should it take place.

07.20.13 SID

The SID on Station Road is not working due to problems with the battery and will need to be scrapped. Funding is in place and has previously been approved for the purchase of 2 SIDs and 7 poles (OCC will fund the poles) JJ proposed that 2 SIDS and 2 poles are purchased, seconded by SV and all in favour. The SIDs will be maintained by CC.

ACTION : BE and CC to arrange purchase and installation.

07.20.14 Speedwatch

Linda Robertson can no longer commit to arranging the Speedwatch. £1050 has been approved for the project but it requires somebody to drive it forwards.
ACTION : All to seek out suitable volunteer

07.20.15 125 Yearbook

A copy of the book is currently with JJ for final comment and sign off. There is question over the copyright of the document which needs to be resolved.

ACTIONS : **JJ to finalise and sign off**
 BE to discuss copyright with Peter Deely

07.20.16 Planning

The following planning applications had been received :
20/01374/OUT 22 Greenway, Caulcott - objection submitted
20/01375/F 5 Bromeswell Close - no objection
18/00825/HYBRID objection submitted, residents to be encouraged to comment

07.20.17 Finance - The following accounts were approved for payment

Payee	Detail	Amount	VAT
Nigel Prickett	grasscutting July	342.00	57.00
TP Jones	Payroll	54.90	9.15
Cathy fleet	Clerk expenses	49.68	
Cathy Fleet	June salary	225.11 paid but excludes wfh allowance)	
Cathy Fleet	July salary	242.91	
HMRC	PAYE	168.60	
Cathy Fleet	reimbursement	200.00	

The 20/21 Accounts to date were approved and it was suggested that monies ring fenced for various projects should be itemised in the accounts. **RFO to action**

The 2019/20 Accounts, AGAR, Accounting Statement and Governance Statement were approved and will be delivered to JJ for signature prior to submission to the external auditor.

There had been discussion regarding the Work From Home allowance of £26 to be paid to the Clerk. After clarification from OALC it was agreed that this should be paid. **Clerk/JJ to inform Payroll.**

Date of next meetings :
17th September, 15th October, 19th November

Dates in RED are fixed dates (provisional for 2019) , those in BLACK may be cancelled if no urgent business

Other matters

BE as Treasurer of Valley News had circulated a document regarding proposed changes to format and contributions to Valley News - to be Agenda item next meeting

Signed Mr J J Macnamara **Date**

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
	Insurance to be Agenda item for November	CF
7.20.06	ED to follow up Cyclepath to Heyford Park	ED
7.20.08	RF to follow up on Co-option of Councillor	RF
7.20.13	BE and CC to arrange purchase and installation of SIDs	BE/CC
7.20.14	All to seek out suitable volunteer to lead on Speedwatch	All
7.20.15	125 Yearbook - JJ to finalise and sign off . BE to discuss copyright with Peter Deely	JJ/BE
7.20.17	monies ring fenced for various projects should be itemised in the accounts Clerk/JJ to inform Payroll of work from home allowance increase	C CF/JJ
	proposed changes to format and contributions to Valley News - to be Agenda item next meeting	CF