

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

19th September 2019 at 7.00 pm in the Church

Present: JJ Macnamara (JJ)[chair], Ric Rowles (RF), Emily Daly (ED). Chris Cox (CC), Sarah Varney (SV)

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

In attendance: Cathy Fleet, Clerk

09.19.01 Apologies: Apologies had been received from Bruce Eggeling

09.19.02 Declarations of Interest: There were no declarations of interest

09.19.03 Minutes of the last meeting held on 18th July 2019 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

09.19.04 **Public Participation**
No members of the public were present

09.19.05 Clerk's Report and actions from previous meeting

NO	ACTION	To be Actioned by :	update
05.19.06	CF to provide advert for councillor for noticeboards/website/Valley news	CF	
05.19.13	RF will speak to the landlord of The Bell regarding the siting of the new noticeboard	RF	Completed Action closed
07.19.06	ED will write to Dorchester to complain about Expression Events vehicle flouting routing agreement	ED	
07.19.09	All to compare mobile phone Coverage Checker data with actual coverage	All	On-going
07.19.13	CF to find out how long documents are required to be visible on the website. CC to set up Google Drive	CF CC	Completed Action closed
07.19.14	ED to draft response to Planning application 19/01157/F for CF to submit to CDC	ED/CF	Completed Action closed

09.19.06 **Highways/Footpaths**
CC has analysed the results of the traffic survey and will further analyse results to show volume and speed of traffic. The consolidated results do not give individual speeds of vehicles. **ED to contact OCC requesting the raw data.** The SID is currently not working - believed to be a problem with the battery.

The recent ANPR survey had an impact resulting in slowing down traffic. The results of the survey are not yet available.

09.19.07

Meetings

MCNP training regarding the policies is to take place next week with CF and BE attending. **NB following this meeting the MCNP training was cancelled due to illness and will be rescheduled.**

A paper had been received from John Coley representing MCNP regarding Climate Change and proposals for tree planting within Cherwell District. (*JJ declared an interest in this item as his wife is leading on a similar project*). It was agreed that LHPC supports this initiative and will await further information.

RF had attended the meeting of the Committee of Management and reported that the CoM have requested the purchase of noticeboards by the PC for the use of the Social Club. No decision was made on this request as the PC are in the process of replacing the noticeboards in the village and felt that an additional 2 would be too many.

The matter of fencing along the canal was also raised - it is not known who owns this. **RF to contact Land Registry to ascertain ownership.**

09.19.08

Phone Box

There was discussion as to whether the PC should adopt the phone box and take on responsibility for it for £1 from BT. The door to the box has been mended and the phone appears to be in working order. It is a listed structure.

RF to obtain a log of calls made from the box from BT and contact the conservation officer at CDC regarding its upkeep as it is currently in a dilapidated condition.

09.19.09

Mobile phone signal

Most mobile phone providers show coverage in the village, but this does not take into account thickness of stone walls etc. Service providers recommend the use of signal boosters.

RF to investigate any available grants for a mast possibly to be sited on the church.

CF to draft letter to be sent to all major service providers.

09.19.10

Defibrillator box

The LHRINC has agreed to purchase the Defibrillator box.

09.19.11

Community survey

The Community Survey was carried out 10 years ago and requires updating in order to prioritise the best use of funds. It was agreed that a questionnaire would be sent out to all households in the village, and that RF and BE would lead on this.

09.19.12

Areas of Responsibility

RF will initiate and consolidate the list previously provided by BE.

09.19.13

Review of Standing Orders, Financial Regs and Risk Assessment

CF to again circulate documents to all councillors for review and discussion at the next meeting.

09.19.14 Playground

It has been reported that parts of the fence are wobbly. **CC and RF to inspect and fix if possible.**

A dog bin is needed on the playing field and one previously purchased is stored in the Church. **SV to find out exactly where it should be sited.**

09.19.15 Communications

This is to a standing agenda item and will cover all methods of communication within the PC an village, e.g. website, facebook and WhatsApp. CC suggested that CF should set up a LHPC google documents folder and invite councillors to share as a means of sharing parish council documents.

09.19.16 Emergency Plan

The Emergency Plan requires updating. CF to source the original one and send to RF.

09.19.17 Planning

Applications

19/01698/F	86 South Street Caulcott SSE to side, part 2 storey part single storey extension to rear - No Objections	
19/01465/F	14 Bromeswell Close	Demolition of existing outbuilding. 2 storey extension to side & rear. Additional parking space
19/01398/TCA	Forge House, 19 Freehold Street	
19/01315/F	8 Bromeswell Close	Notice of Intent for tree work APPROVED
19/00182/TCA	Quince Cottage, 59 Freehold Street	First floor extension to rear
19/01339/TCA	Darville House	Notice of Intent for treework APPROVED
19/01159/F	3-5 South Street, Caulcott	Notice of Intent of treework APPROVED
19/01698/F	86 South Street, Caulcott	Reconfiguration of dwellings - APPROVED Single storey extension to side; part two storey, part single storey extension to rear - ED to examine drawings and draft comment to be made

00.19.18 Finance - The following accounts were approved for payment, set up on Unity by the clerk and authorised by JJ and CC

All councillors were urged to complete their registration on the Unity Bank website in order to be able to authorise payments.

Current Balance of Co-Op account is £23,712.23

In view of the inefficiency of Co-Op Bank to transfer balance and close the account the balance was transferred to Unity Bank by cheque. There are no cheques awaiting clearance on the Co-Op account.

Payee	Bank	Detail	Amount	Cheque No
LHPC	Co-Op	Transfer of Balance	23,712.23	500489

The following payments to be made by BACS once transfer cheque has cleared:

Nigel Prickett	Unity	Grasscutting July	342.00 *
Playsafety	Unity	ROSPA report	90.60 *
Nigel Prickett	Unity	Grasscutting August	342.00*
HMRC	Unity	PAYE	168.80
Cathy Fleet	Unity	Clerk salary	243.11
Cathy Fleet	Unity	Clerk salary shortfall July & August	55.84
Cathy Fleet	Unity	Clerk expenses	26.83
Valley News	Unity	subscription	220.00

* VAT to be reclaimed

Date of next meetings

17th October, 21st November

Proposed dates for 2020

16th January, 20th February, 19th March, 16th April, 14th May, 18th June, 16th July, 17th September, 15th October, 19th November

Dates in RED are fixed dates , those in BLACK may be cancelled if no urgent business

Signed **Date**

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
09.19.06	ED to contact OCC requesting the raw data from the speed survey	ED
09.19.07	RF to contact Land Registry to ascertain ownership of the canal fence	RF
09.19.08	RF to obtain a log of calls made from the box from BT and contact the conservation officer at CDC regarding its upkeep as it is currently in a dilapidated condition.	RF
09.19.09	RF to investigate any available grants for a mast possibly to be sited on the church. CF to draft letter to be sent to all major service providers	RF CF
09.19.13	CF to circulate Standing order, Financial Regs and Risk Assessment for updating	CF
09.19.14	SV to find out exactly where the dog bin should be sited on the playing field CC and RF to inspect and fix the playground fence if possible.	SV CC/RF
09.19.15	CF to set up a google documents folder	CF