

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

20th September 2018 at 7.00 pm in the Church

**Present:** - Mr Macnamara (JJ) (Chair), Denise Ball (DB) (Vice Chair) , Emily Daly (ED).  
Chris Cox (CC), Lynnette Michaelides (LM)

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

**In attendance:** Cathy Fleet, Clerk

**09.18.01** Apologies: Apologies had been received from Bruce Eggeling

**09.18.02** Declarations of Interest : CC and LM both declared an interest in Planning applications as owners of the properties.

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

**09.18.04 Public Participation**

There were no members of the public present.

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

NO	ACTION	Update	To be Actioned by :
07.18.06	<b>Highways</b> CF to speak to Lynnette regarding progress on the phone box CF to write to Thames Water to see if this is the case and if they would add weight to the possibility of a weight limit on the road being applied.  CF to arrange for a speed survey to be carried out by OCC	Completed - see below * Completed  In hand	CF CF CF
07.18.09	Clerk to schedule meetings for the remainder of 2018 and for 2019.	completed	CF
07.18.11	<b>KGF Lease</b> Clerk to chase Brethertons Clerk to clarify name of the Field	Chased 03/08/18 King George V Field	CF CF
07.18.13	<b>Rousham &amp; Heyford Conservation Consultation</b> Clerk to respond to CDC before 2 <sup>nd</sup> August	completed	CF
07.18.16	<b>Finance</b> Clerk to provide JJ with the link to Unity Bank application forms	completed	CF/JJ

\* LM had spoken to BT regarding the phone box which is a listed structure, and they have accepted responsibility for it. The phone line will be repaired as soon as possible and BT will undertake external repairs in due course.

**04.17.06 Highways/Footpaths**

- The road sign on Portway has blown over
- The sign by the Horse & Groom has blown over
- Potholes by Portway still have not been repaired.

**ACTION : Clerk to report all these issues on Fix My Street**

**NB SHORTLY AFTER THE MEETING IT WAS NOTED THAT THE POTHOLES ON BOTH THE B4030 AND PORTWAY HAD BEEN FIXED**

CC had downloaded data from the SID by Kingdom Hall and will send to CF to pass to TVP

The SID on Station Road was covered in vegetation which has now been removed, but the unit containing the data cannot be removed as it appears to have seized up.

**ACTION : CC will continue to attempt to remove the unit.**

DB had spoken with Cllr Ian Corkin about changing the position of the 30mph sign to nearer the bridge in an attempt to slow down traffic.

**ACTION: CF will contact Cllr Corkin to action the moving of the 30mph sign**

**04.17.07 Meetings**

At the CDC Planning meeting the application for 297 houses at Heyford Park has been approved. JJ and other District Councillors will be meeting with Andrew Lewis in the Planning Department regarding the allocation of S106 monies.

**04.17.08 Co-Option of Councillor**

There has been no interest in the vacancy for a councillor.

**ACTION : Clerk to write an advert for the website and Valley News and also put something on Facebook**

**09.18.09 Trustee for Charity**

The PC had been asked by the Liz Goodwin (chair of the charity) to nominate a trustee for the charity. JJ expressed willingness to become a Trustee, providing it was not thought to be a conflict of interest, and Cf will inform Liz Goodwin.

**ACTION : Clerk to inform Liz Goodwin that JJ has been nominated as Trustee for the Charity.**

**09.18.10 Trustee for KGF CoM**

Bruce Eggeling had expressed willingness to be nominated as trustee for KGF.

**ACTION : Clerk to inform the CoM that Bruce Eggeling has been nominated to stand as PC Rep**

**09.18.11 KGF Lease**

No progress has been made on the completion of registration with the Land Registry despite Clerk having chased Brethertons on 13th August.

**ACTION : Clerk to chase Brethertons again**

Building work had been approximately 3 weeks behind schedule but good progress has been made and is now back on schedule. There is a shortfall of £5200 due to, amongst other things, unexpected Structural Engineer fees. Cllr Corkin will donate £2000 from his councillor fund, Tesco will donate £1000 and it is hoped that the Football Club Raffle will realise £1500.

**09.18.12 MCNP**

Richard High has been nominated as the Examiner. He has experience of multi parish plans and his comments will be available in due course.

**09.18.13 Playground**

Carol Pook has said that she can no longer carry out playground inspections. Thanks were expressed to her for her work.

**ACTION : Clerk to contact ex-members of the old playground committee to see if anyone would be prepared to do the inspections.**

An email had been received from Pete Thompson requesting that he be reimbursed for petrol used in the lawnmower for cutting the grass in the playground - £70 pa. This was agreed and he will be sent a cheque.

**09.18.14 Website**

CC continues to update and maintain the website.

**09.18.15 Planning**

The following planning documents had been received :

**Approval 18/00177/TCA The Coach house**

**Approval 18/00180/TCA 70 Freehold Street**

**Approval 18/001362/TCA Water Works**

**Approval 18/00211/TCA Kingsclere Cottage**

**Application : 18/00235/TCA The Old Steam Mill - no objection**

**Application : 18/01562/F 25 Freehold Street - no objection**

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

Payee	Detail	Amount	Cheque No
HMRC	PAYE	154.60	500451
Playsafety	ROSPA report	82.20 *	500452
Cathy Fleet	Clerk expenses	19.26	500453
Pete Thompson	Playground grasscutting	70.00	500454

The quarterly accounts had been circulated and were approved.

JJ is in the process of completing the application to Unity Bank to transfer all the PC's banking to them.

Date of next meetings : 18th October, 29th November

Provisional dates for 2019:

**17<sup>th</sup> January, 21<sup>st</sup> February, 21<sup>st</sup> March, 18<sup>th</sup> April, 16<sup>th</sup> May, 20<sup>th</sup> June, 18<sup>th</sup> July, 19<sup>th</sup> September, 17<sup>th</sup> October, 21<sup>st</sup> November**

**Annual Parish meeting and Annual Meeting of the Parish Council tbc**

**NB: Elections for LHPC will be held in 2019**

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

Signed ..... Mr J J Macnamara Date .....

### ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
09.18.06	Clerk to report all Highways issues on Fix My Street CC will continue to attempt to remove the unit from the SID CF will contact Cllr Corkin regarding moving the 30mph sign nearer the bridge	CF CC CF
09.18.08	Clerk to write an advert for the website and Valley News and also put something on Facebook	CF
09.18.09	Clerk to inform Liz Goodwin that JJ has been nominated as Trustee for the Charity	CF
09.18.10	Clerk to inform the Com that BE will stand as PC representative	CF
09.18.11	Clerk to chase Brethertons again regarding the Land Registry	CF