

**Minutes of the meeting of the Lower Heyford Parish Council held on
19th October 2017 at 7.00 pm in the Church**

Present: - Mr Macnamara (JJ) (Chair), Mrs. Ball (DB) (Vice Chair) , Mrs Daly (ED), Mrs Michaelides (LM)

Members of the public : Cllr Ian Corkin, Chris Cox

In attendance: Cathy Fleet, Clerk

09.17.01 Apologies: Apologies had been received from Leigh Thompson

09.17.02 Declarations of Interest : There were no declarations of interest

09.17.03

Minutes of the last meeting held 21st September 2017 on were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

09.17.04 Public Participation

Chris Cox wished to discuss the Allotments which up until his recent death were run by Ernie Bishop. Chris has volunteered to take over the running of the allotments which are on land owned by Corpus christi and managed by Bidwells. Bidwells have recently taken over from Savilles and now want to see the formation of an Allotments Association which Chris will undertake to do. Chris is keen to promote the allotments as they are under-used and is planning on advertising locally.

Chris also wanted to discuss the matter of speeding in the village and it was explained to him that traffic mitigation plans feature in Dorchester Living's masterplan for Heyford Park and that S106 monies are set aside for that purpose.

There is a meeting on 23rd November at which Ben Hamilton Bailee, Traffic consultant, will discuss traffic calming options.

Cllr Ian Corkin was attending the meeting in his role as County Councillor. He advised the meeting that Highways has undergone a restructure and that Paul Wilson is now Head of Highways and should be the first point of contact for problems. Minor problems should be routinely reported via Fix My Street. He also advised that for minor works such as curbs, signs, overgrown vegetation there is a team at OCC whose time can be bought to carry out such work at £500 per day.

09.17.05 Clerk's Report and actions from previous meeting

NO	ACTION	Update	To be Actioned by :
09.17.07	LT and LM to approach possible candidates for co-option	Completed,	LT/LM
09.17.08	Clerk to contact Rousham Farm Manager requesting pruning on the bridge	Completed	CF
	Clerk to contact Sovereign Housing requesting that the footpath is cleared.	completed	CF

09.17.06 Co-option of Councillor

LT and LM had approached potential candidates, but had drawn a blank. during the course of the meeting Chris Cox expressed an interest and will be provided with further information by the Clerk

ACTION : Clerk to send information regarding the role of parish councillor to Chris Cox

09.17.07 Highways/footpaths

It had been agreed that the SID needs to be cleaned in order to improve its function and LT is to be asked to speak to Carl Mortimore to ask him to check the electrics. LT also to be asked to liaise with TVP requesting that they monitor speed of vehicles at the Freehold Street crossroads.

ACTION : 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

There had been an incident between a resident, who is a councillor, and a Jamie Briggs lorry travelling through the village at speed. Clerk had contacted Jamie Briggs who co-operated fully and interviewed the driver in question and have assured that all drivers will be monitored and if found to be driving through Lower Heyford will receive disciplinary action which could result in job loss. Mike Kennett is their transport Manager and can be contacted with any future problems.

Rousham Bridge has been cordoned off by OCC in order to investigate the damage to it, possibly caused by the large lorries which use it. Cllr Corkin will follow up.

09.17.08 Meetings

No meetings had been attended and JJ will represent LHPC at the upcoming CDC Parish Liaison Meeting and report back.

09.17.09 Data Protection Officer

Information had been received from OALC regarding the need for parish councils to appoint a Data Protection Officer (DPO). The clerk acts as DPO for other PCs she clerks for and volunteered her services which was accepted. She will undertake the necessary training when available.

09.17.10 Website

Graham Wilson has expressed a desire to end his involvement with the website and has asked that a replacement be found. Chris Cox expressed an interest in this and clerk will forward his contact details to Graham.

ACTION : Clerk to forward Chris Cox's details to Graham Wilson

09.17.11 KGF Lease

The agreement to the terms of the lease has been signed by all. A letter of Intent regarding legal costs has been received, signed by HAFC and SSC. Brethertons Solicitors will be instructed to proceed to extend the lease for a new terms of 50 years. Thanks were expressed to BE for all his work in respect of this project.

09.17.12 MCNP

The public consultation has now ended and resulted in 93 responses (66 of which were from Caulcott residents). there is to be a meeting between Dorchester and MCNP regarding the Caulcott non coalescence zone on 6th November at Heyford House. The PC's view is that the buffer should be the wire fence.

09.17.13 Playground

In LT's absence it could not be confirmed, but it is believed there are no problems.

09.17.14 Planning

The following planning applications had been received :
17/01890/F 70 Freehold Street - The PC has no objection

The following notifications have been received :

17/01409/F The cottage adj Mill House - APPROVED

17/00298/TCA 98 Freehold Street - APPROVED

11.15.13 Finance - The following accounts were approved for payment

Payee	Detail	Amount	Cheque No
BDO	Audit fee	156.00	500413
CDC	Dog bins	192.19	500414
TP Jones	payroll	54.90	500415
Cathy Fleet	clerk expenses	20.69	500416
NR Prickett	grasscutting	342.00	500417
Alex Moss	bench part payment	600.00	500418

Date of next meetings : 16th November 2017

**Proposed dates for 2018: 11th January, 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**

Signed Mr J J Macnamara Date

Other matters

BE suggested that the large amount of PC archive material currently in the possession of Roger Bowen be listed and filed, possibly in filing cabinets somewhere in the Church - to be discussed.

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
09.17.06	Clerk to send information regarding the role of parish councillor to Chris Cox	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	LT
09.17.10	Clerk to forward Chris Cox's details to Graham Wilson	CF

