

**Minutes of the meeting of the Lower Heyford Parish Council held on  
14th May 2020 at 7pm by Zoom videoconference due to the Coronavirus pandemic  
restrictions.**

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

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

**In attendance:** Cathy Fleet, Clerk

**05.20.01 Apologies:** Apologies had been received from Sarah Varney and Cllr Ian Corkin

**05.20.02 Declarations of Interest :** There were no declarations of interest

**05.20.03** Minutes of the last meeting held on 19th March 2020 were read and amended to reflect the absence of Chris Cox and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

A document regarding the protocol and procedures to be followed during remote meetings had been circulated and was agreed by all present to be adopted as an addition to the Standing Orders of the PC.

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

**05.20.05 Clerk's Report and actions from previous meeting**  
There were no actions outstanding from the previous meeting

**05.20.06 Highways/footpaths**  
It was noted that The Lane and B4030 have been top dressed. The bridge is closed overnight for investigative work and South Street is still closed following sewer repairs.  
**S106 contributions** - a remote Q&A session has been arranged by Cllr Ian Corkin on 19th May at 5.30pm which BE and ED will attend - CF to book them in.

**05.20.07 Update on Covid19 situation**  
Assistance is being offered by Lower Heyford and Caulcott Community Fund. Prescriptions are no longer being distributed by the shop at the Wharf which is now closed. Thanks were extended to Olly and George Daly who have been delivering medication when required.

**05.20.08 Lower Heyford and Caulcott Community Fund**  
It was noted that LHRINC has now been renamed as above. The Annual Report and Accounts for 2019/20 were received.

**05.20.09 Meetings**  
No meetings had been attended

**05.20.10 Grasscutting**  
Following the grass cut in April and some adverse comments received there was considerable discussion regarding how the grass should be cut on Station Road.

As a compromise it was agreed to cut areas within the village signs, including the 40 mph area on Station Road, 1 metre from road edge as far as possible but no further on both sides. Also 15 metres outside the villages signs/gates whichever is the further out.

If the areas are being resident maintained those should be left to them.

**05.20.11 Playground**

The Playground remains closed as per government guidelines. The grass is being maintained and equipment checks are being carried out. The ROSPA inspection will take place in July.

**05.20.12 Website**

This is work in progress

**05.20.13 Planning**

The following planning applications had been received :

20/01075/LB Darville cottage, Station road  
 18/00825/HYBRID Heyford park (consultation deadline extended to 29/5/20)  
 20/01151/TCA 47 Freehold Street treework  
 20/01147/F Greenway View, Caulcott Variation of condition of 65/00315/NE

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

Nigel Prickett	grasscutting	£342.00	57.00
CDC	Dog bins	£120.12	20.02
TP Jones	payroll	£54.90	9.15
Cathy Fleet	clerk salary	£243.11	
Viking direct	office supplies	47.59	7.93
Valley News	Grant	£204	
PCC	Grant	£400	
BHIB	Insurance	£460.72	
Cathy Fleet	Reimbursement for external hard drive	£25.10	

The clerk has taken out a subscription to Zoom in order to facilitate future meetings and it was agreed that the cost of this should be split between the other parish councils which will make use of it i.e. Steeple Aston and Somerton and reimbursed to her.

Information had been received regarding the home working allowance paid to the clerk. clarification is required on whether this is payable by each parish council she works for. Clerk to seek advice from OALC.

**Other matters**

- Insurance to be an agenda item for November
- An email had been received regarding the use of the Poores Land. This is being dealt with by LHCCF

Date of next meetings :

**18<sup>th</sup> June, 16<sup>th</sup> July, 17<sup>th</sup> September, 15<sup>th</sup> October, 19<sup>th</sup> November**

**There will be no Annual Parish Meeting or Annual Meeting of the Parish Council in 2020 due to the Covid19 pandemic**

**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 :
05.20.06	CF to book ED and BE onto the Q&A session organised by Ian Corkin	CF
	Insurance to be Agenda item for November	CF