

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

16th January 2020 at 7.00 pm in the Church

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

**In attendance:** Cathy Fleet, Clerk

**01.20.01 Apologies:** No apologies had been received

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

**01.20.03** Minutes of the last meeting held on 21st November 2019 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

### 01.20.04 Public Participation

There were no members of the public present

### 01.20.05 Clerk's Report and actions from previous meeting

NO	ACTION	To be Actioned by :	Update
9.19.07	<b>Canal Fence</b> - BE to liaise with CoM	BE	On-going with CoM Application to be made to Community Priority Fund.
	BE to give dog bin to CoM <b>Verge &amp; road surface in Caulcott</b> - CF to report on FixMyStreet and escalate to Cllr Ian Corkin CF to find out how to become a Superuser on FixMyStreet	BE CF CF	Completed - awaiting installation Completed - Cllr Corkin engaged
11.19.08	CF to forward slides from the parish liaison meeting when received	CF	completed
11.19.09	<b>Removal of Station phone box</b> -CF to write in support of Peter Stoddart's letter		completed
11.19.14	CF to send BE all LHPC policies	CF	completed
11.19.15	ED to obtain prices for various fruit trees.	ED	See below *
11.19.16	JJ will write to the head of CDC Planning regarding the breach at Caulcott Park	JJ	Completed - CDC monitoring situation
11.19.17	CF to set up standing order for clerk's salary CF to confirm to CDC that LHPC councillors do not claim an allowance	CF CF	Completed Completed

\* ED reported that she had visited both The Fruit Tree Company in Adderbury and Nicholsons. Nicholsons are cheaper and provide a better service. Merlin Brook-Little is the

Head of trees at Nicholsons and advised that trees will cost in the region of £30-£40 each and recommended the purchase of 12 trees for an allotment 10x30m. All councillors were in favour of purchasing various trees (types to be decided) in pots for planting in Autumn 2020 with funds to be taken from reserves. Merlin will be asked to visit to advise on preparation of the ground.

Trees were planted for the Millennium on Station Road which have become overgrown and neglected. CC will label trees once leaves start appearing and identify any gaps.

The matter of the number of grasscuts required throughout the village this year to be an Agenda item for March.

#### **01.20.06 Highways/footpaths**

Thanks will be passed on to Cllr Ian Corkin for his support on Highways issues throughout the village.

The matter of the verges and state of the road in Caulcott was discussed.

Thames Water have agreed to reinstate the verges but the road will remain the responsibility of OCC. Richard Bennett has engaged with Cllr Corkin who will progress the matter.

**SIDs** - OCC will fund the bases. Funding will be applied for the purchase of SIDs and poles from the Community Priority Fund.

**Speedwatch** - Linda Robinson is leading on setting up a Speedwatch group and has already got 5 volunteers, It is estimated that setup costs will be in the region of £1500 and it was agreed to include this in the budget for 20/21.

**Lights** - some street lights have been replaced with LED bulbs which are very bright and out of keeping in the village. BE has discussed with OCC and they are attempting to source less bright LED lights.

**The Lane** will be closed for resurfacing on 16th April

Due to recent heavy rain the road outside the Horse & Groom, Caulcott is severely flooded and dangerous with no signage or lighting. **CF to report on Fix My Street.**

#### **01.20.07 Meetings**

ED attended the MCNP meeting and reported that the postponed training session on policies will be rescheduled.

MCNP will be objecting to the Great Wolf resort proposal.

It was confirmed that there is no requirement for parishes to pay administration costs to MCNP for 20/21

#### **01.20.08 Phone Boxes**

No progress has been made on the Freehold Street phone box. It has been confirmed that the phone box in the station car park will be removed.

#### **01.20.09 Noticeboards**

A revised quote will be obtained for 2 x oak framed noticeboards larger than the previously quoted for. It was agreed to approve up to £650 for each notice board to be spent in the current financial year. **BE to obtain quote and order noticeboards**

#### **01.20.10 Mobile Phone signal**

No responses had been received to the survey regarding poor mobile phone signal in the village and therefore Lower Heyford cannot join with Steeple Aston in their appeal to service providers to improve the service.

**01.20.11 Defibrillator responsibilities**

BE will obtain costs for pads/batteries and continue to regularly check the condition of the defibrillators.

**01.20.12 Areas of Responsibility**

Deferred to the next meeting

**01.20.13 Review of Standing Orders, Financial Regulations and Risk Assessment**

Freedom of Information, Child Safeguarding and Complaints Procedure policies have been updated but not circulated. These will be circulated and all policies and documents will be reviewed and approved at the next meeting.

**01.20.14 Playground**

Nothing to report

**01.20.15 Communications**

RF has set up Google drive for document storage. CF handed over the USB stick containing all the PC data which RF will upload to the drive. All are encouraged to access Google Drive in order to view/upload documents.

**01.20.16 Community Emergency Plan**

Work on the plan is on-going

**01.20.17 Planning**

The following planning documents had been received :

**Scottish & Southern** - Proposed refurbishment of wooden pole at King George Field. BE had spoken to workmen carrying out this work and had agreed that the poles supporting the transformer will be re-sited. SV will obtain a price for digging a trench for this and it will be funded from reserves this financial year.

**Notice of making of public footpath extinguishment and definitive map and statement modification order to Footpath No 6.**

**19/02827/F 5 South Street Caulcott** - Construction of dwelling with garage.

ED and SV to meet to discuss wording for objection to the proposal. ED to submit.

**01.20.18 Finance**

The following accounts were approved for payment, signed off by JJ and will be authorised online at Unity Bank by JJ and BE

Payee	Detail	Amount	VAT	Notes
TP Jones	payroll	54.90	9.15	
Cathy Fleet	clerk salary	242.91		SO
HMRC	PAYE	168.80		
Cathy Fleet	Clerk expenses	24.39		
Viking direct	paper etc	31.22	6.20	

The quarterly accounts had been circulated and were signed and approved.

There was discussion regarding the budget and precept request for 2020/21.

The current bank balance is £24148 with £3602 ringfenced for the playground. It was agreed that spending for 20/21 would largely be taken from reserves with a precept request of £8000. **CF to inform CDC of precept request.**

Date of next meeting :

**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**

\* This meeting will be an informal meeting for councillors to update Standing Orders, Financial Regulations and Risk Assessment

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

### ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
01.20.06	CF to report flooding outside the Horse & Groom on Fix My Street.	CF
	Number of grasscuts to be Agenda item for March meeting	CF
01.20.09	BE to obtain quote for noticeboards and order up to the value of £650 each	
01.20.15	All to access Google Drive	All
01.20.18	CF to inform CDC of precept request	CF
01.20.17	5 South Street, Caulcott ED/SV to meet to agree wording of objection to planning application	ED/SV