

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

Thursday 23rd February 2017 at 7.00 pm in the Church

Present: - Mr Macnamara (JJ) (Chair), Mrs. Ball (DB) (Vice Chair), , Mr. Eggeling (BE) , Mr. Thompson (LT), Mrs Turner (PT)

Members of the public : Mr. Scraggs, Emily Daley, Peter Stoddart

In attendance: Cathy Fleet, Clerk

02.17.01 Apologies: Apologies had been received from Carl Mortimore and Lynette Michaelides. JJ had received a letter from Carl Mortimore tendering his resignation as a councillor which he had reluctantly accepted. JJ wished thanks to be minuted to Carl for his invaluable work as a councillor and that he would be welcome back if his circumstances change in the future.

02.17.02 Declarations of Interest : There were no declarations of interest

02.17.03 Minutes of the last meeting held on 26th January 2017 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

02.17.04 Public Participation

Mr. Scraggs wished to discuss parking in Freehold Street, covered under Item 7. Mrs Daley and Mr. Stoddart attended to represent the MCNP forum and updated the meeting under Item 9.

02.17.05 Clerk's Report and actions from previous meeting

| NO | ACTION | Update | Owner : |
|----------|--|--------------------------------------|---------|
| 01.17.06 | 1. clerk to chase Rose Todd and Andrew Vidovic re Rousham Bridge | completed | CF |
| | 2. Emily Daly to contact James Wright regarding weight limit on Station road | completed | ED |
| | 3. Emily Daly to contact Reasons Transport re lorries travelling on Station Road | completed | ED |
| | 4. Clerk to report puddle on Church lane | Ref 966932. reported by OCC as fixed | CF |
| | 5. CM to collect dog poo bin from the Wharf and progress installation | | CM |
| | 6. Clerk to inform Sport & Social Club that she holds a supply of poo bags but no suitable dispenser can be found. She will happily let them have a supply of bags | Emailed Lesley 01/02/17 | CF |
| | 7 Clerk to contact Thames Travel re 25A bus | | |
| 01.17.12 | 1. Clerk to contact planning to ensure all planning applications for Upper Heyford are sent to her | Emailed 27/01 | CF |
| | 2. Clerk to contact CDC regarding listing a Community Asset | Emailed 27/01 | CF |
| | 3 JJ to find out if Planning permission would have been required for alterations to the Swing Bridge | Awaiting response | JJ |
| | 4. Clerk to contact Planning and/or Highways to find out if approval was sought for the steps outside 114 Freehold Street | See email from Petra Turner | CF |

02.17.06 Communication and responses

BE was concerned that some documents received from OCC and CDC (e.g. The Minerals & Waste Local Plan) are extremely lengthy and that no councillors have the time or inclination to summarise prior to circulation and discussion. He proposed that contact should be made with the relevant department requesting that such documents be summarised prior to distribution. It was decided that on this occasion no such action would be taken, but if a similar situation arises a summary will be requested.

02.17.07 Highways/Footpaths

There had been an unsatisfactory response from Rose Todd to an email sent by the clerk regarding the condition of Rousham Bridge which is an English Heritage listed asset.

ACTION : JJ to follow up

Emily Daley is in contact with James Wright (OCC) regarding the weight limit on Station Road and is currently awaiting information from Planning regarding the outcome of the recent scheme in Burford.

The Routing Agreement between OCC and Dorchester dated 2014 has finally been found and is now kept on file by the Clerk.

Emily Daley has been in contact with Reason Transport who were unaware of a routing agreement with OCC and have now agreed to instruct their drivers by signage not to use Station Road.

The matter of the steps outside 114 Freehold Street will not be pursued as the new steps appear to be in the same position as those replaced.

The dog poo bin is still at the Wharf.

ACTION : LT to ask Mr. Brock if he would be able to install the bin on the playing field

Mr. Scraggs, resident of Freehold Street, was concerned and upset at the inconsiderate parking in Freehold Street, particularly of the residents of Nos 47 & 49 who often park preventing Mr. Scraggs' access to his driveway. The obstructions would also prevent access for emergency vehicles. Mr. Scraggs provided photographic evidence of vehicles causing an obstruction.

ACTION : Clerk to email Shaun Sullivan (TVP) asking what action can be taken

BE to provide details of the letting agent of No. 47 to Clerk.

02.17.08 Meetings

No meetings had been attended

02.17.09 CDC/OCC matters

One Oxfordshire - The proposal for One Oxfordshire Council to replace the current 6 is in Consultation phase.

ACTION : Clerk to respond on behalf of LHPC

Minerals & Waste Local Plan - This is now in consultation phase and Clerk had forwarded an email invitation to participate. It was felt that as Lower Heyford is not directly affected and the document is extremely lengthy no response would be made.

02.17.10 MCNP

Green spaces - Emily Daley reported that Dairy Ground, Caulcott had been missed off the list - DB felt it an important area for regular dog walkers and visitors to the village and should be included on the list.

ACTION : Emily to contact Martin Lipson and ensure Dairy Ground is on the list of Green Spaces.

Emily questioned whether there are any identified Rural Exception sites in the village ; JJ replied that as a lot of land is owned by Corpus Christi it has proved impossible to identify any sites in the past.

Clerk had contacted Savilles, Managing Agents for Corpus Christi in an attempt to identify land owned by Corpus Christi and was told that management has now been taken over by Bidwells in Oxford (contact Richard Skeates 01865 797045)

Community Asset

It was agreed that The Bell should be listed as a Community Asset.

ACTION : Clerk to take first steps

02.17.11 Sports & Social Club

Lesley Thompson (S&SC) has confirmed that Public Liability Insurance is held for King George VI Field and will provide a copy of the Insurance Certificate to the clerk.

The S&SC are unable to assist with siting a dog poo dispenser on the field. Clerk to take a supply of bags to the Wharf Shop

02.17.12 Playground

Nothing to report

02.17.13 Planning

No planning applications had been received :

02.17.14 Finance - The following accounts were approved for payment

| Payee | Detail | Amount | Cheque No |
|-------------|-----------|--------|-----------|
| HMRC | Tax & NI | 60.20 | 500385 |
| Cathy Fleet | Backpay | 20.28 | 500386 |
| MCNP | Admin fee | 212.00 | 500387 |
| Cathy Fleet | expenses | 10.44 | 500388 |

Other matters

Denise Ball informed the meeting of the sad passing of Alan Humberstone who had served on the parish council for some years. Condolences are expressed to Alan's family.

Date of next meeting : 16th March 2017

Apologies in advance are recorded from Bruce Eggeling for April, June and July meetings

Apologies in advance are recorded from Petra Turner for the April meeting

Dates for 2017 :

20 April, 18 May (to include Annual Parish Meeting and Annual meeting of the Parish Council) , 22 June, 20 July, 21 Sept, 19 Oct, 16 Nov

Signed Mr J J Macnamara Date

ACTION LIST SUMMARY

| NO | ACTION | To be Actioned by : |
|----------|---|----------------------|
| 02.17.07 | <ol style="list-style-type: none"> 1. Rousham Bridge = JJ to follow up Rose Todd's response 2. Dog Poo Bin - : LT to ask Mr. Brock if he would be able to install the bin on the playing field 3. Parking on Freehold Street - Clerk to email Shaun Sullivan (TVP) asking what action can be taken 4. BE to provide details of the letting agent of 47 Freehold Street to Clerk | JJ LT CF BE |
| 02.17.09 | Clerk to respond on behalf of LHPC to consultation on One Oxfordshire | CF |
| 02.17.10 | MCNP <ol style="list-style-type: none"> 1. Emily to contact Martin Lipson and ensure Diary Ground is on the list of Green Spaces 2. Clerk to take first steps to listing The Bell as a Community Asset | ED CF |
| 02.17.11 | Clerk to deliver supply of dog poo bags to the Wharf Shop | CF |