

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

19th July 2018 at 7.00 pm in the Church

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

Members of the public: Anita Butterfield

In attendance: Cathy Fleet, Clerk

07.18.01 Apologies: Apologies had been received from Chris Cox and Bruce Eggeling

07.18.02 Declarations of Interest: There were no declarations of interest

07.18.03 Minutes of the last meeting held on 21st June 2018 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

07.18.04 Public Participation

Mrs Butterfield was attending the meeting out of general interest and had no specific topic to discuss

07.18.05 Clerk's Report and actions from previous meeting

NO	ACTION	Update	To be Actioned by :
	Frequency of parish council meetings to be discussed at the next meeting	See agenda item below	CF
06.18.06	LM to find out what BT intends to do with the phone box and if the phone is to be repaired or removed	See agenda item below	LM
06.18.11	Clerk to obtain notices for the Playground providing contact details	Notices have been ordered. Post meeting update: Notices have been received and installed in the playground	CF

07.18.06 Highways/footpaths

Bob Bickley will spray the weeds on the Long Bridge in the near future.

The matter of the phone box was discussed, and it had previously been thought that the box is a listed structure, but it does not appear in the list in the Conservation Area consultation document - this to be clarified.

ACTION : CF to speak to Lynnette regarding progress on the phone box

There are currently road works on Station Road being carried out by Thames Water, possibly repairing pipework which may have been damaged by heavy lorries.

ACTION : 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.

It was agreed that a speed survey in September/October is necessary in order to apply for S106 money.

ACTION : CF to arrange for a speed survey

07.18.07 Grasscutting/weedspraying

A complaint had been received regarding the verge on the pavement from the bridge to the boatyard. It has been established that since opting out of the OCC grasscutting schedule, this is the responsibility of the PC, but is not covered by the grant from OCC. If the PC are to have this area cut/strimmed then it will be at the PC's expense. Nigel Prickett has been asked to quote for the work and upon receipt of his quote a decision will be made.

07.18.08 Meetings

Clerk had attended the Parish Liaison Meeting and reported that much of the meeting concerned the recent restructure of CDC.

ED had attended the MCNP meeting and reported that CDC have commented on the plan which will now go to the Examiner.

07.18.09 To discuss frequency of PC meetings

It had been suggested that meetings should be held every other month instead of monthly as at present. There was considerable discussion and it was agreed that meetings should be scheduled for every month with a view to cancelling alternate months if no urgent business e.g. payments or planning applications requires attention.

ACTION: Clerk to schedule meetings for the remainder of 2018 and for 2019.

07.18.10 LHRINC

There is currently a vacancy for a trustee for the Charity and it was suggested by Liz Goodwin that Peter Howlett may be interested. CF had been provided with his email address and has tried to contact him twice but has received no response. Until such time as he responds the adverts for a trustee will remain in place and all to seek further candidates.

07.18.11 KGF Lease

No update has been provided from Bretherton's solicitors regarding the registration of the lease with the Land Registry.

It was agreed that clarification of the name of the Field should be made – King George V or King George VI.

ACTION: Clerk to chase Brethertons

ACTION: Clerk to clarify name of the Field

07.18.12 Playground

The signs for the playground providing contact details for the Clerk will be installed when received. The ROSPA report is due be carried out this month. No problems have been reported.

07.18.13 Rousham & Heyford Conservation Consultation

An exhibition and consultation was held last month but was not well attended so Jenny Ballinger held a further meeting on 19th July ahead of this meeting. Chris Cox has drafted a response to the consultation and it was agreed to adopt this response and submit to CDC. Others are encouraged to respond accordingly.

ACTION: Clerk to respond to CDC before 2nd August

07.18.14 Website

In the absence of Chris Cox, no update was available.

07.18.15 Planning

The following planning documents had been received :
18/00177/TCA The Coach house, Church Lane - felling of Leyland cypress (*JJ declared an interest as a neighbour*) - **No objections**
18/00612/F Pitch 5, Heyford Park - **Approval**

07.18.16 Finance - The following accounts were approved for payment

Payee	Detail	Amount	Cheque No
Nigel Prickett	grasscutting	336.00	500448
TP Jones	payroll	54.90	500449
Cathy Fleet	Clerk expenses	29.68	5600450

It had been suggested that a cheque be signed in favour of the Committee of Management for £10,000 and held in safekeeping by the clerk until such time as it is required (early September). As the building work start date was delayed due to soil sample tests being required, it is unlikely that the cheque will be required before the September meeting of LHPC. If it is required, it was agreed that the payment be approved and the Clerk will obtain the necessary signatures.

It was suggested that the PC's banking arrangements be changed from Barclays to Unity Bank which would enable easier access to the account for the Clerk. This was agreed and JJ will complete the necessary registration forms.

ACTION: Clerk to provide JJ with the link to Unity Bank application forms

Date of next meetings: **20th September 2018, 18th October, 15th November**

Provisional dates for 2019:

17th January, 21st February, 21st March, 18th April, 16th May, 20th June, 18th July, 19th September, 17th October, 21st 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 :
07.18.06	<p>Highways 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.</p> <p>CF to arrange for a speed survey to be carried out by OCC</p>	<p>CF</p> <p>CF</p> <p>CF</p>
07.18.09	Clerk to schedule meetings for the remainder of 2018 and for 2019.	CF
07.18.11	<p>KGF Lease Clerk to chase Brethertons Clerk to clarify name of the Field</p>	<p>CF</p> <p>CF</p>
07.18.13	<p>Rousham & Heyford Conservation Consultation Clerk to respond to CDC before 2nd August</p>	CF
07.18.16	<p>Finance Clerk to provide JJ with the link to Unit Bank application forms</p>	CF/JJ