

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

Thursday 16th May 2013 at 7.00 pm in the Church

Present: - Mr Macnamara (Chair), Mrs. Ball (Vice Chair), Mr Mortimore, Mr Dare, Mr Eggeling, Mr. Thompson

Members of the public : Hayley Brown

In attendance: Cathy Fleet (Clerk)

Apologies: No apologies had been received

Election of Officers : Mr. Dare proposed and Mrs Ball seconded the proposal that Mr. Macnamara be re-elected as Chairman .

Mr. Eggeling proposed and Mr. Thompson seconded the proposal that Mrs Ball be re-elected as Vice-Chair

Declarations of Interest : Mr Dare declared an interest in the boat yard and Station Road; Mr. MacNamara declared an interest in Heyford House

Minutes of the last meeting held on 25th April were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

05.13.01 Public participation - Hayley Brown wished to discuss the matter of the recent accident at the crossroads and progress made following letter to OCC

05.13.02 Clerk's Report

- Letter written re accident at crossroads to OCC cc Cllr Rose- response discussed under Highways
- Meeting re Lease - separate Agenda item
- Letter written to owner of 20 Bromeswell re hedges - response discussed under Highways

05.13.02 Highways/footpaths - Mr. Dare and Mr. Eggeling had met on 15/05/13 with Peter Egawhary of OCC Highways regarding changes which could be made to the Freehold Street crossroads following the recent accident. The outcome of the meeting is reported and follows these minutes. After much discussion it was **RESOLVED** that the Clerk should write to the new County Councillor, Mrs Catherine Fulljames requesting that she consider using some of her allocated Community Fund budget for villages to finance chevrons (£712) and chicanes ((£10K) at the junction and to make a further contribution to allow Highways to carry out additional measures. It was also agreed to invite her to attend the next PC meeting.

ACTION : CLERK

Heyford Bridge and Station Road are to be closed at the end of May for repairs to the road surface. During the 2nd week of work Highways are proposing to divert traffic down Freehold Street. Mr. Dare proposed that a flyer be delivered to every household urging residents to contact OCC Highways to ensure that traffic (particularly lorries) does not get diverted down Freehold Street. Clerk to contact OCC and Police making them aware of how dangerous and unsatisfactory this would be. Mr. Eggeling to create flyer Mr. Dare and Mr. Mortimore to deliver them.

ACTION : BE/DD/CM/CLERK

The Boat Yard has again flooded during recent heavy rain. The drainage system has not been finished. The Canal and River Trust have had no contact from OCC. Clerk to report on-going problem

ACTION : CLERK

Heyford House, Church Lane, has recently undergone considerable building work and it is believed that it is intended to run the property as a small hotel with 6 letting bedrooms and catering for weddings etc. There was considerable discussion and concern was expressed that there would be inadequate parking on an already narrow lane and that no permission had been applied for Change of Use. Clerk to contact Planning Enforcement.

ACTION : CLERK

Dogs on the Playing Field - email had been exchanged with Lisa Davies regarding dogs being permitted on the Playing Field and the amount of mess left behind. The PC is not responsible for putting up notices, which would be ineffective, and it was suggested that the matter be referred back to the dog warden.

Hedge Bromeswell Close/ Station Road - Clerk had spoken to the owner concerned and it was agreed that as she intends to cut the hedge alleged to overhang near the bus stop

opposite Kingdom Hall annually to monitor the situation and contact again if the overhang appears to be getting out of hand.

05.13.03 - Meetings - No additional meetings had been attended

05.13.04 Correspondence - Correspondence lists were circulated and discussed , in particular the email exchanges between Clerk and Lisa Davies, Hayley Brown and Mr., Cantelli which had all been copied into councillors and is covered elsewhere in these minutes.

05.13.05 - LHRNC - An email had been received from Tom Clayton regarding progress on the Charity. There are a number of missing documents. A draft copy of the lease has been given to Howard Meakin of Trumans Solicitors as has the Deed of Trust dated 1963. Dr Clayton is anxious to progress the matter although is away until 26th May and requested that correspondence be by email. The refurbishment of the Reading Room is almost complete but need Charities Commission approval to the change of scheme which can only be done once the lease is agreed. Dr Clayton requested that a sub-committee be empowered to sign any documents as necessary in between PC meetings and it was agreed that Mr. Eggeling, Mr. Thompson and Mr. Dare all be given the authority to sign such documents. It was also agreed that the Parish Council use the same solicitors as the Charity in order to keep costs down.

ACTION : DD/BE/LT/CLERK

05.13.06 - Parish Plan - Mr. MacNamara supplied the Parish Plan to the Clerk who will print off copies to be placed in the Boatyard, The Bell, Sports Club, Church, Horse and Groom and a notice to be put in boards advertising it's availability from the Clerk if required.

ACTION : CLERK

05.13.07 - Website - Clerk continues to supply Graham Wilson with items for the website but it is still very much under used for advertising businesses etc. Clerk to send out email to distribution list

ACTION : CLERK

05.13.08 - King George Field - Following a meeting between Mr. Leigh Thompson, Clerk and Mr. Gregory (Trustee) Mr. Gregory's signature was obtained on the lease and a further meeting took place between Clerk and Mr. Pete Thompson (Trustee) to obtain his signature. The lease has now been sent to Cantelli & Co solicitors who has also been instructed to register the freehold of the land (valued at £0).

05.13.09 - Councillor's resignation - Following the resignation of Miss Hawkins as Councillor at last month's meeting Clerk has received nothing in writing. Clerk to request letter from Miss Hawkins and will have the necessary paperwork at the next meeting to begin the process of seeking a replacement councillor.

ACTION : CLERK

05.13.10 Planning

- Notice of Intent - Felling of Acacia Kingsclere Cottage, Station Road
- Notice of Intent - felling of Leylandii 108 Freehold Street
- Notice of Intent - Tree work - Church Cottage, 15 Church lane

05.13.11 Finance -

Clerk had available a bank mandate to enable Mr. Eggeling to become a signatory, but in the light of further changes following Miss Hawkins resignation it was agreed to postpone this action.

The PC had been awarded £202 from CDC to be spent on community facilities. There was discussion as to what to spend it on but no decision made

The Accounts to y/e 31/03/13 were approved and signed

The Annual Return and governance statement were approved and signed

The following accounts were approved for payment

Payee	Detail	Amount	Cheque No
Cantelli & Co	legal fees	£240	500184
Cathy Fleet	Claerk salary	£178.20	500185
Cathy Fleet	Clerk expenses	£50	500186
Cathy Fleet	reimbursement for audit fee	£100	500187

The internal auditor, Helen White had raised the question of monies held by the Trustees of the Village Hall. Specifically she thought it should be minuted how much money there is, where it is, who are bank signatories and who are Trustees. Clerk to obtain this information from Roger Bowen, Treasures to the Trustees.

Further discussion ensued with councillors asking what the relationship is between the Trustees and the PC and Mr. Dare proposed that a member of the PC becomes a Trustee and that information regarding the Trustees and the monies available (for the benefit of the community) be published on the website and in Valley News. Clerk to invite Roger Bowen to next PC meeting

ACTION : CLERK

AOB - Clerk reported that the small laptop provided to her predecessor which she had used on occasions was broken and now not working at all.

The meeting closed at 8.40pm

Date of next meeting : 20th June 2013

Signed Mr J J Macnamara Date

Lower Heyford Crossroads Proposals 16/5/13

Yesterday Bruce Eggeling and myself met with Peter Eghwary of OCC Highways at the Lower Heyford crossroads

Peter had already assessed the site before our arrival.

There are a list of items that can be done by OCC Highways, and a longer list of those that will cost to have implemented:-

- 1. Measures which OCC Highways can action immediately**
 - 1.1 Cut back overhanging vegetation to 30 signs coming down the hill from Caulcott – during road closure
 - 1.2 Cleaning of existing 30 signs to increase visibility – during road closure
 - 1.3 Change of advance and main Give Way signs to high visibility style i.e with luminous yellow surround – 6 weeks
 - 1.4 Moving out of the Freehold Street stopline approx. 1m into existing Heyford /Station Road to improve sightlines for vehicles exiting Freehold Street – during road closure (possibly)

- 2. Measures which OCC have no funds to carry out but which could be done if funds were made available:-**
 - 2.1 Chevrons increased in size and with high viz yellow border -£712 nett
 - 2.2 Crash barrier across likely crash area £1000 nett *
 - 2.3 Vehicle activated speed signs (solar powered signs like SID) known as VAS, £6000 each or £10000 nett for a pair – for which recommendation was for one on each of the approaches from Caulcott and the Station
 - 2.4 Installation of chicane at 30mph sign point on Heyford Road i.e just beyond bus shelter £10,000 (est) net

- 3. Measures that would not be supported by OCC Highways due to legal issues or extreme cost**
 - 3.1 Realignment of the Caulcott approach to create a staggered junction
 - 3.2 Chicanes at either the Caulcott or Station approaches
 - 3.3 Full STOP signs/ line on the Caulcott approach – DoT would not support or allow this

David Dare
16/5/13