

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

Thursday 16th June 2016 at 7.00 pm in the Church

**Present:** - Mr Macnamara (JJ) [Chair], Mrs. Ball (DB) (Vice Chair), Mr. Eggeling (BE) Mrs Turner (PT)

**Members of the public :** No members of the public were present

**In attendance:** Cathy Fleet, Clerk

**0616.01** Apologies: Apologies had been received from Mr. Dare (family commitment), Mr. Thompson and Mr. Mortimore

**06.16.02** Declarations of Interest : there were no declarations of interest

**06.16.03** Minutes of the last meeting held 19th May 2016 on were read, amended to reflect Mr. Egging's apology for absence and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**06.16.04 Public Participation**

No members of the public were present

**06.16.05 Clerk's Report and actions from previous meeting**

NO	ACTION	Update	To be Actioned by :
05.16.06	Clerk to contact Mark Probbitts and ensure that Market Square is cut next time.	Completed	CF
05.16.06(2)	Clerk to report damage to the bridge via Fix My Street	Completed Ref 725074	CF
05.16.06(3)	Clerk to request suggestions as to where to place the stone seat.	Note placed on website	CF
05.16.06(4)	Clerk to obtain quotes for a suitable seat	In hand	CF

**06.16.06 Highways/Footpaths**

The matter of the seat removed from around the tree in Market Square was discussed and JJ reported that as there had been no response from the note placed on the website, it will be put to the PCC that it be permanently placed in the churchyard and the relevant faculty permissions sought if necessary. There was then discussion as to the type of replacement seat to be purchased. Clerk had circulated details of some seats available and it was decided that BE would research metal seats and PT would research ones made out of recycled materials. **ACTION BE/PT to research seats**

BE had received a quote from a Highways Consultant to investigate the problems of speeding in Lower Heyford & Caulcott with a view to making recommendations to OCC. It was decided that this quote was prohibitively expensive and would not be pursued. BE had been unable to source additional quotes.

**Grass cutting**

Mark Probbitts had contacted the Clerk on 16/06/16 whilst cutting in the village to say that he was unable to continue due to the length of the grass and the fact that his machine could not cope with it. He had offered to get an alternative machine in which would incur an additional charge of £60 (total of £345). This was not accepted at the time but after considerable discussion it was decided that he would be asked to carry out this work as soon as possible at the increased price. He will be asked to do a further 2-3 cuts this year at a cost of

£285 per cut. It was noted that there is no signed grasscutting contract in place with Mark Probbits for this year. The maps supplied are inaccurate and hard to decipher and some areas previously marked up do not require cutting as individuals cut areas adjacent to their own properties. DB and PT will update the maps which will be passed to Mark Probbits and a new contract negotiated for next year. Clerk to inform Mark Probbits of these decisions.

**ACTION : DB/PT to update maps and Clerk to inform Mark Probbits of decisions.**

**06.16.07 Meetings**

JJ had attended the Parish Liaison Meeting and reported that it was a very informative meeting with discussion on Community Co-operatives, Community pubs, the Policy on Planning Enforcement, CDC online services. There will be an additional parish liaison meeting in July to review the Devolution proposals. He also reported that there are grants available from OALC to enable parish councils to comply with the new transparency code. It was felt that as LHPC has a page on the Lower Heyford website the council would not qualify for any grant funding. **ACTION : Clerk to ensure the relevant documents are available on the website.**

JJ had also attended the MCNP meeting held in Steeple Aston and reported that the meeting chaired by Martin Lipson was well attended and informative. Martin Lipson updated the meeting on progress of the MCNP and reported that the questionnaire which had recently been circulated to all villages has had a good response. Details of all local community engagement meetings have been publicised and most villages now have banners displayed advertising the Plan.

**06.16.08 Database**

The database which was created as a result of the 'Great Heyford' proposals had been circulated to councillors prior to the meeting. It consists of names, addresses, email addresses, skills and interests of people in the village. It will require continual updating and will be used to communicate with members of the village, not only for future development proposals but for parish council activities in general, with an opt-out option for anyone who does not wish to receive such information.

**06.16.09 Playground**

Members of the Sports & Social Club have offered to take over the grasscutting in the playground. They do not want any payment for this but have asked that the parish council purchase them a new lawnmower. This was agreed and PT will find out exactly what they require and arrange purchase

**ACTION : PT to liaise with Sports & Social Club regarding purchase of lawnmower**

**06.16.10 Planning**

The following planning applications had been received :  
16/00116/TCA 83 Freehold Street Notice of Intent of Treework

**06.16.11 MCNP**

This item is covered under 06.16.07

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

Payee	Detail	Amount	Cheque No
Cathy Fleet	Reimbursement for Audit fee	100.00	500359
Community First (was ORCC)	Subs	55.00	500360
Thirsk	Payroll	45.75	500361
Viking Direct	Office Supplies	86.80	500362
Cathy Fleet	Clerk expenses	10.44	500363

**Other matters**

- *JJ reported that the planning application 15/01967/F for the building of a new dwelling on land to the rear of May House has been rejected at appeal*
- *The appeal for development at Kirtlington by Gladmans has been rejected at appeal*
- *BE suggested that a 2nd Newsletter should be written to follow up the one sent out regarding the threat of development by Bonnar Allen*
- *BE requested that when the clerk circulates emails to councillors, links to relevant information should be provided*
- *BE expressed disappointment in responses received from councillors to his emails regarding setting up 'friendly faces' around the village*

**Date of next meeting : 21st July 2016**

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

**ACTION LIST SUMMARY**

<b>NO</b>	<b>ACTION</b>	<b>To be Actioned by :</b>
06.16.06	BE/PT to research seat options	BE/PT
06.16.06	DB/PT to update maps and Clerk to inform Mark Probbits of decisions.	DB/PT/CF
06.16.07	Clerk to ensure the relevant documents are available on the website.	CF
06.16.09	PT to liaise with Sports & Social Club regarding purchase of lawnmower	PT