

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

Thursday 26th January 2017 at 7.00 pm in the Church

Present: - Mr Macnamara (JJ) (Chair), Mrs. Ball (DB) (Vice Chair), Mr Mortimore (CM) , Mr. Eggeling (BE) , Mr. Thompson (LT), Mrs Michaelides  
Members of the public : Mr. P Stoddart. Mrs E Daly

In attendance: Cathy Fleet, Clerk

**01.17.01** Apologies: Apologies had been received from Mrs P Turner

**01.17.02** Declarations of Interest : DB, as chair of the Village Hall Trust declared an interest in the item regarding the replacement seat in Market Square.

**01.17.03** Minutes of the last meeting held on 17th November 2016 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

**01.17.04 Public Participation**

Mr. Stoddart and Mrs Daly wished to discuss MNCP covered under Item 7. Mr. Stoddart also wished to discuss the Litterblitz covered under Item 6

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

NO	ACTION	Update	To be Actioned by :
11.16.06(1)	Clerk to respond to email from Jamie Briggs asking for details of the date of rent renewal.	completed	CF
11.16.06(2)	Clerk to write to Reason Transport	outstanding	CF
11.16.06(3)	Clerk to respond to Paul Fermer's email re weight limit on Station Road	completed	CF
11.16.06(4)	Clerk to write to Heyfordian requesting that in future the parish council is informed of re-routing of buses during road closures	Completed	CF
11.16.06(5)	Clerk to contact Rose Todd, Conservation Officer at CDC regarding damage caused by Rousham Bridge by lorries	Completed, awaiting update	CF CF
11.16.06(7)	Clerk to respond to consultation regarding phone kiosks	Completed Kiosk at station is to remain. Caulcott kiosk will be removed	CF CF
	Clerk to write to Trustees of the Village Hall with regard to funding the seat in Market Square	Email sent, awaiting response	CF
11.16.08	Clerk to source receptacle for dog poo bags	Outstanding	CF
11.16.10(1)	Clerk to find out how to list a Community Asset	Awaiting response	CF
11.16.10(2)	Clerk to object to the site identified in the Local Plan	Completed	CF
11.16.11	Clerk to contact Martin Lipson regarding holding the MCNP community engagement meeting jointly with Steeple Aston	Completed	CF

**01.17.06 Highways/Footpaths**

- Clerk to chase up Andrew Vidovic (Senior Engineer, Bridges CDC) and Rose Todd (Conservation Officer) regarding damage to Rousham Bridge
- Emily Daly will write to Reason Transport regarding the number of their lorries using Station Road
- Paul Fermer (Highways) has passed the case of the weight limit to James Wright who is awaiting the results of a speed survey in Burford before

progressing Lower Heyford's request. Emily Daly to contact James Wright. All correspondence to be copied to Cllr Corkin and Cllr Mrs Fulljames.

- The large puddle at the end of Church Lane requires attention. Clerk to report to Fix my Street
- CM to collect dog poo bin from the Wharf and progress installation
- 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.
- Cabling work in Station Road has been identified as BT work concerned with broadband.
- Peter Stoddart was thanked for volunteering to co-ordinate the Litterblitz which will take place on 11th March. Leaflets will be distributed to all house and boat owners in the village and volunteers will leave waste bags at Peter's house for collection by CDC on 13th March.
- The Village Hall Trustees will meet at the end of the month, after which they will inform clerk if any funding is possible for the seat in market Square.
- The 25A bus has recently frequently not run with no advance warning - clerk to contact Thames Travel to find out why

#### **01.17.07 MCNP**

The next community engagement meeting is to be held on 28th January and has been well publicised.

The PC had been requested by MCNP to sign a resolution agreeing to the draft policies. There was some discussion with regard to the policies, in particular those which might be added, including Dark Skies, Footpaths etc. All to consider which may be added and to be Agenda Item for February. It was proposed by JJ and seconded by BE and unanimously agreed that the resolution should be signed by the Chair and Clerk and returned to Martin Lipson. The resolutions reads :

*Having had representation on the Mid Cherwell Mid Neighbourhood Forum since its inception in July 2015, and having read and given consideration to the draft policies (December 2016 version) of the Mid Cherwell Neighbourhood Plan, this Parish Council hereby resolves to support the completion of the Neighbourhood Plan on the basis of these draft policies.*

*Further revisions to the Policies may be carried out following local community engagement meetings being held in early 2017, and once such revisions have been agreed by the Forum, this Parish Council gives its support to the commencement of public consultation on the Plan prior to formal submission to Cherwell District Council.*

The matter of additional traffic caused by the Heyford Park development was raised and Emily Daly responded that the Forum had been advised by Pegasus that there cannot be a policy with regard to traffic but that traffic calming measures could be funded by S106 monies.

Andrew Lewis is compiling a 'wish list' of all villages for S106 spending - all to consider and to be Agenda item for February .

#### **01.17.08 Clerk**

The clerk has recently gained the CILCA qualification, and as per her contract and in discussion with the Chair, it was agreed that with councillors' approval her role should be re-graded to Spine Point 22 of the NALC guidelines. All councillors were in agreement. .

#### **01.17.09 Meetings**

JJ had attended a meeting at Heyford Park regarding the Childrens Centre . The Childrens Centre may be able to continue with a grant from the county council and fundraising and it is possible that financial assistance may be requested by the Childrens Centre from parish councils next year.

**01.17.10 Playground**

**01.17.11 Planning**

The following planning applications had been received :

16/00007/TCA treework @ Heyford House - APPROVED

16/00009/TCA treework, Station Road - APPROVED

Discussion took place regarding whether to list the pub as a Community Asset and it was decided Clerk should contact CDC Planning to find out next steps.

**ACTION : Clerk to contact CDC regarding listing a Community Asset**

It seems that not all planning applications for Upper Heyford are being sent to LHPC.

**ACTION : Clerk to contact planning to ensure all planning applications are sent to her.**

Alterations have been made to the Swing Bridge on the canal to allow boaters to easily open it single handed. JJ to find out if planning permission would have been required for this as no paperwork has been seen and the alterations are considered unsightly.

**ACTION : JJ to find out if Planning permission would have been required for alterations to the Swing Bridge**

It was reported that some steps have been installed on Freehold Street (outside No 114) which appear to encroach on the pavement.

**ACTION : Clerk to contact Planning and/or Highways to find out if approval was sought for this as it may set a precedent**

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

Payee	Detail	Amount	Cheque No
Viking direct	Office supplies	£26.45	500378
Thirsk Payroll	payroll services	45.75	500379
HMRC	Q3 PAYE	126.60	500380
SLCC	subscription (50% with SA)	54.00	500381
Cathy Fleet	clerk expenses	17.64	500382

The spreadsheet of the budget and proposed precept request had been circulated to councillors prior to the meeting and was examined line by line at the meeting. Some adjustments were made and it was proposed by JJ and seconded by BE and all were in favour that the request should be made to CDC for £8,310 for 2017/18.

**Other matters**

CM was provided with the Register of Interests which is required to be returned to CDC and will complete and return to Clerk asap. LM returned her completed form which Clerk will forward to CDC.

LM brought up the matter of waiting times for an appointment at Deddington Health Centre, which is now approximately 2 weeks. It is thought that this is largely due to the increase in population at Upper Heyford and the problem will be exacerbated by further house building in Deddington. LM to further investigate.

The matter of Public Liability Insurance had been questioned by the Events Committee and Clerk had confirmed the PC's insurance does not cover King George VI Field as the land is leased to others. Public Liability Insurance cover at all times (not just events) needs to be clarified and the Events Committee will be asked to provide evidence of Insurance. This will be an Agenda item for February's meeting.

**Date of next meeting : 23rd February 2017**

**Dates for 2017 :**

**23 March, 20 April, 18 May, 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 :
01.17.06	1. clerk to chase Rose Todd and Andrew Vidovic re Rousham Bridge 2. Emily Daly to contact James Wright regarding weight limit on Station road 3. Emily Daly to contact Reasons Transport re lorries travelling on Station Road 4. Clerk to report puddle on Church lane 5. CM to collect dog poo bin from the Wharf and progress installation 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 7. Clerk to contact Thames Travel re the missed stops of the 25A bus	CF ED ED CF CM CF CF
01.17.12	1. Clerk to contact planning to ensure all planning applications for Upper Heyford are sent to her 2. Clerk to contact CDC regarding listing a Community Asset 3. JJ to find out if Planning permission would have been required for alterations to the Swing Bridge 4. Clerk to contact Planning and/or Highways to find out if approval was sought for the steps outside 114 Freehold Street	CF CF JJ CF

