

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

11th January 2018 at 7.00 pm in the Church

Present: - Mr Macnamara (JJ) (Chair), Mrs. Ball (DB) (Vice Chair), Mr. Eggeling (BE) , Mrs Michaelides (LM), Mrs Daley (ED), Mr. Cox (CC)

Members of the public : Cheryl Pike, Anthony Alder

In attendance: Cathy Fleet, Clerk

01.18.01 Apologies: Apologies had been received from Leigh Thompson

01.18.02 Declarations of Interest : There were no declarations of interest

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

01.18.04 Public Participation

Members of the public present were attending to discuss the KGF lease (Item 8)

01.18.05 Clerk's Report and actions from previous meeting

NO	ACTION	Update	To be Actioned by
11.17.07	Clerk to draft letter for JJ to send to Graham	Outstanding	CF
11.17.08	Clerk to send out newsletter	Completed	CF
11.17.09	BE/LT to clean SID sensors and pass the computerised part to ED	Outstanding	BE/LT
	ED to obtain list of Dorchester's tenants required to sign the Routing Agreement	Outstanding	ED
	ED to circulate map of proposed traffic calming areas	Completed	ED
11.17.10	ED to feed back LHPC's views regarding the buffer zone to MCNP/Dorchester	Completed	ED
11.17.12	Clerk to provide LT with playground equipment inspection sheet and invite members of the playground sub-committee to the PC meetings	Completed	CF
11.17.14	Payroll arrangements, Database and Archive material to be on next agenda	Completed	CF

01.18.06 Co-Opted of Councillor

Chris Cox was formally welcomed as a new councillor.

01.18.07 Highways/footpaths

The 40mph sign near the recycling bins outside Caulcott has again been knocked down

The Footpath from South Street to the B4030 is impassable and requires clearance.

**ACTION : Clerk to report knocked down sign to OCC
ED to provide clerk with footpath number**

01.18.08 KGF Lease

It should be noted that the parish council is content that the Management Committee's restructure and organisation complies with all the terms of the extended lease.

The lease has been received for signing from the solicitor by both the Clerk and Cheryl Pike for the Management Committee. The parish council approved the proposal that it be signed and Cathy Fleet duly signed it, witnessed by JJ Cheryl Pike will obtain signatures from the trustees and both copies will be returned to the solicitor for finalisation. There was considerable discussion and it was agreed that the lease should be held by the solicitor until :

- There is confirmation in writing that the PC will be able to reclaim the VAT payable on the building work. Advice will be sought from accountants and a written statement received.
- Written confirmation from funders that funds are available
- Receipt of a balanced financial statement for the project

Upon confirmation of the above the solicitor will be instructed by BE to release the final lease to whose order the lease is to be held by the solicitor.

01.18.09 Meetings

No meetings had been attended

01.18.10 MCNP

The traffic assessment maps had been circulated indicating areas where traffic mitigation action will be taken, i.e. Upper Heyford, Middleton Stoney, Lower Heyford and Ardley. S106 money will be used in part payment. JJ will find out amounts available.

At a recent meeting when voting of the Forum took place the location of the Buffer Zone between Heyford park and Caulcott was agreed and will be up to the hedge by Cheeseman's Barn

ACTION : JJ to find out about S106 money in relation to traffic calming

01.18.11 Website

CC is working on a new website and has cloned the existing one in order to make changes. It was agreed that they layout and content requires changing and CC requested that all comments and suggestions be sent to him.

ACTION : All to consider improvements to the website and let CC know

01.18.12 Database

This item was deferred to the next meeting

01.18.13 Data Protection Officer

Clerk had been advised of a Legal Topic note issued by NALC regarding the appointment of a DPO. It appears that Clerks are not permitted to be appointed DPO and therefore it was agreed that the function will be outsourced as recommended by OALC. Clerk to advise when further information is available from OALC

01.18.14 Archive material

All archive material is in the possession of BE, and it was decided that a filing cabinet will be purchased for storage of the archive material, to be housed in the church.

**ACTION : LM to purchase filing cabinet
Clerk to find out about County Records Office**

01.18.15 Playground

In the absence of a representative from the playground committee, no update was available.

ACTION : BE to speak to Atlanta Kyte regarding representation at future PC meetings.

01.18.16 Planning

The following planning documents had been received :

Approval : 17/01500/F White Horse Cottage

Approval 17/00422/TCA Oakmead Granary

Approval 17/01890/F 70 Freehold Street

Approval 17/01732/LB Cobblestone Barn

11.15.13 Finance - The following accounts were approved for payment

Payee	Detail	Amount	Cheque No
TP Jones	Payroll	54.90	500421
HMRC	PAYE	146.20	500422
Cathy Fleet	Clerk expenses	27.82	500423
Viking direct	stationery	67.34	500424

A spreadsheet regarding the proposed precept request had been previously circulated, and this was examined line by line, amendments made and it was agreed to request the sum of £8113 from CDC for 2018/19.

The possibility of exemption from a Limited Assurance Review (external audit) was discussed as the PC is below the threshold and it was decided that accounts would continue to be submitted to an external auditor.

Clerk informed the PC that the printer provided to her by the PC has broken and requires replacement. It was agreed that the Clerk should purchase a new printer.

Date of next meetings :

8th February, 8th March, 26th April, 17th May, 21st June, 19th July, 20th September, 18th October, 15th November

Annual Parish meeting and Annual meeting of the Parish Council to be confirmed

The meeting closed at 8.55pm

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

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
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11.17.07	Clerk to draft letter of thanks to Graham Wilson for JJ to send	CF
11.17.09.1	BE/LT to clean SID sensors and pass the computerised part to ED	BE/LT
11.17.09.2	ED to obtain list of Dorchester's tenants required to sign the Routing Agreement	ED
01.18.07.1 01.18.07.2	Clerk to report knocked down sign to OCC ED to provide clerk with footpath number	CF ED
01.18.10	JJ to find out about S106 money in relation to traffic calming	JJ
01.18.11	All to consider improvements to the website and let CC know	All
01.18.14.1 01.18.14.2	LM to purchase filing cabinet Clerk to find out about County Records Office	LM CF
01.18.15	BE to speak to Atlanta Kyte regarding representation at future PC meetings.	BE
01.18.16	CF to purchase new printer	CF