

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

8th February 2018 at 7.00 pm in the Church

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

Members of the public : Carol Pook

In attendance: Cathy Fleet, Clerk

02.18.01 Apologies: No apologies had been received

02.18.02 Declarations of Interest : There were no declarations of interest

02.18.03 Minutes of the last meeting held on 11th January were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

02.18.04 Public Participation

Mrs. Stoddart had attended specifically to discuss the Playground, covered in Item 10 of the agenda which was moved up the agenda.

02.18.10 Playground

Members of the Playground Committee had been invited to attend parish council meetings in order to update councillors on the maintenance etc of the playground. Carol Stoddart (CS) attended this meeting and had agreed to carry out regular checks on the playground equipment. Clerk to supply CS with a checklist which will be completed and returned to the Clerk fortnightly. CS pointed out that she will be carrying out visual checks to the best of her ability but has had no training and cannot be held liable for any errors. It had been reported that the Playground Committee has funds of some £3700 which it is prepared to hand over to the parish council for future maintenance of the playground. Clerk will write to the members of the playground committee requesting that a formal meeting of the committee is held to agree this decision and inform the PC in writing that all members are in agreement to hand over the money. There was some discussion as to whether the money should be handed to the Management Committee for use on the building project (this is covered in more detail in Agenda Item 8) but it was agreed that the money should be retained by the PC specifically for playground requirements. The PC currently pays for insurance of playground equipment . ROSPA reports had been paid for in 2015 and 2016 by the PC and responsibility was then handed over to the playground committee but it is not known if a report was carried out in 2017. The PC will now take over this responsibility.

ACTION : Clerk to provide SC with playground equipment checklist.

Clerk to write to playground committee members requesting that the decision of the playground committee regarding remaining funds be given in writing to the PC

02.18.05 Clerk's Report and actions from previous meeting

		Update	
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	outstanding	BE/LT

11.17.09.2	ED to obtain list of Dorchester's tenants required to sign the Routing Agreement	On-going	ED
01.18.07.1 01.18.07.2	Clerk to report knocked down sign to OCC ED to provide clerk with footpath number	Completed completed	CF ED
01.18.10	JJ to find out about S106 money in relation to traffic calming	Date fixed for meeting	JJ
01.18.11	All to consider improvements to the website and let CC know	On-going	All
01.18.14.1 01.18.14.2	LM to purchase filing cabinet Clerk to find out about County Records Office	Outstanding completed	LM CF
01.18.15	BE to speak to Atlanta Kyte regarding representation at future PC meetings.	completed	BE
01.18.16	CF to purchase new printer	completed	CF

02.18.06 Highways/footpaths

The 30mph sign has still not been reinstated - Clerk to chase.
ED has provided the map of footpaths - clerk to report blocked footpath
Information had been received regarding the Litterblitz run by CDC. Peter Stoddart has agreed to again coordinate the Litterblitz.
JJ reported that as Rose Todd, the Conservation Officer for CDC has now resigned, a new Conservation Officer has been appointed who he will contact with regard to the weight limit on the Bridge.

02.18.07 Meetings

No meetings had been attended

02.18.08 KGF Lease

The signed Lease is currently lodged with the solicitor awaiting release. Advice has been sought from accountants Hillier Hopkins with regard to reclaiming VAT, the only outstanding issue being the responsibility for maintenance and repair of the new facility reverting to the PC and this is currently being clarified. The contractor, John Varney has revised his estimate, made in 2016, which is now £169,125 + VAT + 5% contingency with work to commence in April 2018. BE had provided a cash flow forecast. Confirmation is awaiting of the grant from Viridor as there was some concern on their part that John Varney was a Director of the Football Club and therefore had an interest - this to be confirmed. Confirmation is also awaited from the Village Hall Fund who are awaiting the go-ahead from the Charities Commission - DB to chase. Payments of approximately £20K monthly will be required with VAT claims being made immediately. Clerk expressed concern as to financial liability should there be problems and will seek advice from OALC. There was discussion regarding the funds from the Playground Committee to be returned to the PC and whether this should become part of the building fund if the terms of the lease include the playground which would be managed by the Management Committee. It was agreed that the funds would be retained by the PC who will be responsible for insurance and maintenance of playground equipment and for the annual ROSPA report.

02.18.09 MCNP

A meeting of the Forum will take place on 13th February in order for a re-vote on the zone of non-coalescence at the request of Paul Silver of Dorchester Living. Each member will have 2 votes and ED and Peter Stoddart will vote on behalf of LHPC as before.

02.18.11 Website

CC continues to maintain and update the website and requested that any updates/suggestions are passed to him.

02.18.12 Database

The PC does not have a database and BE confirmed his view that there should be one In the light of the changes in Data Protection laws in May and the lack of anyone to maintain a database no action to be take at this stage.

02.18.13 Archive Material

BE is currently holding all the archive material. CF had obtained information from the County Archive regarding housing archive material with them, but it was agreed that Lower Heyford archive material should stay in Lower Heyford. Permission had been obtained from the PCC to house a filing cabinet in the church.

ACTION : BE/CC to obtain filing cabinet.

02.18.14 Risk Assessment

The Risk Assessment had been updated by LT and it was agreed that this should be adopted for the forthcoming year.

02.18.15 Planning

Application: 18/00027/TCA treework Manor Farm House - no objections
Application : 17/02576/F 19 Freehold Street - no objections

02.18.16 Finance - The following accounts were approved for payment

Payee	Detail	Amount	Cheque No
Viking direct	Printer	58.78	500425
Cathy Fleet	Clerk expenses	10.62	500426

Date of next meetings: **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

Signed Mr J J Macnamara Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
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
02.18.06	<ol style="list-style-type: none"> 1. The 30mph sign has still not been reinstated - Clerk to chase. 2. ED has provided the map of footpaths - clerk to report blocked footpath 3. JJ to contact conservation Officer regarding the weight limit on the bridge 	CF CF JJ
02.18.10	<ol style="list-style-type: none"> 1. Clerk to provide SC with playground equipment checklist. 2. Clerk to write to playground committee members requesting that the decision of the playground committee regarding remaining funds be given in writing to the PC 	CF CF
02.18.13	BE/CC to obtain filing cabinet	BE/CC