

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

26 April 2018 at 19:00

in the St Mary's Church, Church Lane, Lower Heyford

**Councillors present:** - Mr. Macnamara (JJ) (Chair), Mrs. Ball (DB) (Vice Chair), Mrs. Daly (ED), Mr. Eggeling (BE), Mrs. Michaelides (LM) , Mr. Cox (CC)

**Members of the public:** None

**Others in attendance:** None

04.18.01	<b>Apologies:</b> Cathy Fleet had apologized for her absence and had asked BE to act as Clerk for the meeting.
04.18.02	<b>Declarations of interest:</b> none was declared
04.18.03	The Minutes of the last meeting held on 8 March 2018 were read and it was <b>RESOLVED</b> to accept these as a true record of the meeting and they were signed by the Chair.
04.18.04	<b>Clerks Report and actions from prior meetings is set out below:</b>

Ref	Action	Update	By whom
11.17.09.1	BE/LT to clean SID sensors and pass the computerised part to ED BE noted at the meeting that he did not wish to undertake this task as it involved ladders and proximity to the road. BE to provide paperwork relating to the SIDs to CC Clerk to seek to find out who could service the SIDs to ensure that they worked correctly in future		BE CF
11.17.09.2	ED to obtain list of Dorchester's tenants required to sign the Routing Agreement	Done	ED
02.18.13	BE/CC to obtain filing cabinet	Done	BE
03.18.06	1. CF to escalate the matter of the state of Portway to Cllr Ian Corkin 2. CF to report potholes on B4030 on Fix My street	Completed	CF
03.18.08	1, CF to research powers under which payment to the CoM could be made and to call an extra - ordinary meeting of the PC on 14th March to discuss 2. CF to respond to Liz Goodwin indicating the PC's agreement to appoint Atlanta Kyte to remain on the Committee.	Completed	CF
03.18.10	Clerk to obtain further information about the service provided by LCPAS with regard to Data Protection	Completed	CF
n/a	Clerk to obtain notice board quotes for next meeting	O/S	CF

04.18.05	<b>Minutes</b> It was noted that not all minutes were being received by all councillors from the Clerk and it was RESOLVED that she be asked to investigate why this was happening. <b>Action: CF</b>
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04.18.06	<p><b>Resignation of Councillor:</b> the meeting noted with regret the resignation of Mr. Leigh Thompson as a parish councillor. It was also noted that he had resigned as a trustee of both the Lower Heyford Relief in Need Charity and of the King George Field Trust. The meeting asked that the Clerk acknowledge Mr. Thompson's resignation in writing and express the profound thanks of the Council for his enormous service to the Parish for many years. <b>Action: CF</b></p> <p>The meeting resolved that the 3 positions be advertised by the Clerk in the Valley News, on the noticeboards and on the village website, with a view to filling them at the first available opportunity. <b>Action: CF</b></p>
04.18.07	<p><b>Highways</b> The state of the Portway from Kirtlington to the cross roads was noted again as inadequate and may have been contributory to the recent fatality. The clerk to be asked to write to Highways to apply for a speed limit to be introduced and also to widen the carriageway. <b>Action: CF</b></p> <p>It was noted that there is a blocked drain in South Street, Caulcott, adjoining Caulcott Farm buildings which causes problems in heavy rain. <b>Action CF to report</b></p>
04.18.08	<p><b>KGF Lease</b> BE reported that the lawyers had written to ask if the PC had the title Deeds. BE advised that he had written back to say that we did not and what was to happen. To date no reply.</p>
04.18.09	<p><b>Bus Stop on Kirtlington Road at end of Greenway at junction with Portway:</b> no information : C/f to next meeting</p>
04.18.10	<p><b>KGF CoM / Lower Heyford Village Hall Fund / Lower Heyford PC</b> The meeting noted a request from the KGF CoM that a tri-partite memorandum of understanding whereby with the imminent disbanding of the Village Hall Fund the PC would in future appoint two representatives to the KGF CoM one being its own representative and another maintaining the same brief as the Village Hall Fund had hitherto. It was <b>RESOLVED</b> that this should be signed by the Chair.</p>
04.18.11	<p><b>MCNP</b> ED reported that work was underway to establish which village should be used as the demo site for traffic calming and that on current evaluation LH was not favourite. After discussion it was agreed that the Clerk should be asked to formally represent that LH wished to be the demo/pilot site and requesting that in any event a detailed plan be published as to the total quantity of S.106 monies being spent on traffic calming along with an outline plan. The concern was that no funds would be available in the end to LH. <b>Action: CF</b></p>
04.18.12	<p><b>Playground:</b> It was noted that with LT departure that the PC required a new lead for Health and Safety compliance for the Playground. It was noted that the current regime in place was working and that this needed to be addressed in the future.</p>
04.18.13	<p><b>Website:</b> the website was discussed and CC noted that it was still intended that his son-in law develop the site time allowing. CC also noted the existence of various means of communication including a website called 'nextdoor.co.uk' and possible Facebook pages. The issue of a requirement to monitor was discussed and it was decided that the matter required to be re-visited</p>
04.18.14	<p><b>Archives:</b> BE reported that the archive material was now in the vestry but that many documents appeared to be missing. It was decided that a complete inventory should be prepared noting what was present and what was not and a sustained effort was required to bring all documents up to date and present. It was suggested that Peter Deeley be approached to see if he would be interested in preparing such an inventory which would permit him to consider creating a history of the PC for publication at some time in the future. <b>Action: BE to enquire of Peter Deeley</b></p>

04.18.15	<b>Planning</b> The following planning applications were considered: 18/00493/F College Farmhouse: new handrail 18/00472/LB College Farmhouse: repairs to perished window frames No objections were raised for either matter
04.18.16	<b>GDPR</b> The proposal received regarding guidance on data protection was decided to be of no merit to the Pc and so no further action at present.
04.18.17	<b>Telephone Box</b> It was noted that this listed telephone box was in great need of maintenance and the Clerk was asked to bring the matter to the attention of CDC listing authority. <b>Action: CF</b>
04.18.18	The following payments were authorised and signed:

Payee	Detail	Amount	Cheque no.
Community First	Subscriptions	£55.00	500433
CDC	Dog bins emptying	£96.10	500434
Oxford Office Furniture	Filing cabinet (VAT recoverable)	£36.00	500435
TP Jones & Co	Payroll servicing (VAT Recoverable)	£54.90	500436
Alex Moss	Bench balance payment	£975.00	500437
Cathey Fleet	Clerk expenses	£32.50	500438

04.18.19	<b>Accounts:</b> The Parish Council accounts for the period ending 31 March 2018 were considered and approved for signature by the Chair.
04.18.20	The dates for the Annual meetings were discussed and agreed to be: Annual Parish Meeting: 31 May 2018 Annual meeting of the Parish Council: 21 June 2018

**Date of next meetings: 17th May, 21st June, 19th July, 20th September, 18th October, 15th November. 2018 Annual Parish meeting 31st May 2018. 2018 Annual meeting of the Parish Council 21st June**

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

#### ACTION LIST SUMMARY

NO	ACTION	Action by :
11.17.09.1	BE to provide paperwork relating to the SIDs to CC	BE
11.17.09.1	Clerk to seek to find out who could service the SIDs to ensure that they worked correctly in future	CF

-	Clerk to obtain notice board quotes for next meeting	CF
04.18.05	Clerk asked to investigate why not all minutes and matters are being received by all councillors	CF
04.18.06	Clerk acknowledge Mr. Thompson's resignation in writing and express the profound thanks of the Council for his enormous service to the Parish for many years	CF
04.18.06	The meeting resolved that the positions (PC, LHRINC, KGFT) held by LT be advertised by the Clerk in the Valley News, on the noticeboards and on the village website, with a view to filling them at the first available opportunity.	CF
04.18.07	Clerk to write to Highways to apply for a speed limit to be introduced on the Kidlington to Portway/Lower Heyford Road Junction and also to widen the carriageway.	CF
04.18.07	Blocked drain in South Street, Caulcott, adjoining Caulcott Farm buildings causing problems in heavy rain.	CF
04.18.11	Clerk to formally represent that LH wished to be the demo/pilot site for spending of S.106 monies and requesting that in any event a detailed plan be published as to the total quantity monies being spent on traffic calming along with an outline plan.	CF
04.18.14	BE to approach Peter Deeley to see if he would catalogue the PC records and consider producing a brief history of the Parish	BE
04.18.17	Clerk was asked to bring the matter of the state of the telephone box to the attention of CDC listing authority	CF