

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

17th May 2018 at 7.00 pm in the Church

Present: Mrs. Ball (DB) (Vice Chair) , Bruce Eggeling (BE). Chris Cox (CC), Lynnette Michaelides (LM)

Members of the public : There were no members of the public present

In attendance: Cathy Fleet, Clerk

05.18.01 Apologies: Apologies had been received from JJ Macnamara and Emily Daly

05.18.02 Declarations of Interest : There were no declarations of interest

05.18.03 Minutes of the last meeting held on 26th April 2018 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

05.18.04 **Public Participation** - No public present

05.18.05 Clerk's Report and actions from previous meeting

NO	ACTION	Update	Action by :
11.17.09.1	BE to provide paperwork relating to the SIDs to CC	completed	BE
11.17.09.1	Clerk to seek to find out who could service the SIDs to ensure that they worked correctly in future	See Agenda Item 6	CF
-	Clerk to obtain notice board quotes for next meeting	o/s	CF
04.18.05	Clerk asked to investigate why not all minutes and matters are being received by all councillors	See below *	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	DB to write to Leigh on JJ's behalf	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.	o/s see below **	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.	o/s	CF
04.18.07	Blocked drain in South Street, Caulcott, adjoining Caulcott Farm buildings causing problems in heavy rain.	o/s	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.	o/s	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	completed	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	LM to follow up	CF

* CF had discovered that due to recent computer problems her distribution list had been affected. This has now been resolved for the PC distribution list but not for the wider distribution list.

ACTION : BE to supply CF with a copy of his list of email addresses. A system of numbering emails sent to councillors by the Clerk to be introduced

** BE agreed that he will stand as representative for KGFT

05.18.06 Highways/footpaths

Neither of the SIDs are working correctly. CC agreed to download any data stored and, in the absence of any service agreement, try and find out why they are not working correctly.

ACTION : CC to find out why the SIDs are not working correctly.

An email had been received from Sarah Moore regarding the lack of a bus stop in Caulcott and the fact that her son has had 2 near miss accidents with vehicles recently. Following lack of response from Thames Travel, it was agreed that the matter would be escalated to Victoria Prentis and Cllr Ian Corkin.

ACTION : Clerk to escalate matter of lack of bus stop in Caulcott to Victoria Prentis.

Potholes on the B4030 continue to cause problems.

ACTION : All to report potholes on Fix My Street

05.18.07 Meetings

BE had met with Peter Deeley who has agreed to go through all the archive material now stored in the Vestry with a view to creating an inventory and subsequently may write a book. Peter has been provided with a key to the filing cabinet. CF holds the other 2 keys and will provide DB with one.

ACTION : Clerk to obtain folders in which to file the archived documents.

05.18.08 KGF Lease

The solicitor had requested documents which are not in the possession of LHPC.

ACTION : BE to chase solicitor

05.18.09 MCNP

The Plan is now out for consultation and a hard copy has been given to the Clerk and will be available for inspection upon request. This copy to be kept in the Vestry and an additional copy is available at The Bell.

05.18.10 Playground

Inspections are being carried out regularly and reports submitted to the Clerk. The ROSPA report will be carried out in July.

05.18.11 Website

It was suggested that a link be set up to Valley News. It was also suggested that Planning applications should be listed on the website.

ACTION : CC to speak to Ian Lough-Scott regarding a link to Valley News Clerk to send planning applications to CC for inclusion on the website.

The following planning applications had been received :

18/00612/F Day Room on Pitch 5, Caulcott Park, Lower Heyford Road

05.18.12 Finance - The following accounts were approved for payment

Payee	Detail	Amount	Cheque No
B Eggeling	Reimbursement	£18.99	500439
Cathy Fleet	Clerk expenses	33.67	500440
B Eggeling	Printer cartridges	49.95	500441

The clerk had received notification from OALC that NALC had agreed a salary increase for Clerks. It was agreed that the increase should be made in line with the NALC guidelines.

ACTION : Clerk to inform the payroll bureau of the increase

The Insurance renewal had been received and it was agreed that the premium will be paid but will be reviewed in conjunction with the Committee of Management as it is thought there may be some duplication of cover.

Other matters

It was agreed that the matter of frequency of parish council meetings should be discussed at the next meeting.

Date of next meetings : **Annual Parish meeting 31st May 2018 6.30pm to include refreshments**

Annual meeting of the Parish Council 21st June 2018

19th July, 20th September, 18th October, 15th November

Signed Chair

Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
11.17.09. 1	Clerk to obtain notice board quotes for next meeting	CF
04.18.05	BE to supply CF with a copy of his list of email addresses. A system of numbering emails sent to councillors by the Clerk to be	BE

	introduced	
04.18.06	DB to write to Leigh Thompson	DB
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
	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
05.18.06	1. CC to find out why the SIDs are not working correctly 2. Clerk to escalate matter of lack of bus stop in Caulcott to Victoria Prentis.	CC CF
05.18.07	Clerk to obtain folders in which to file the archived documents	CF
05.18.08	BE to chase solicitor for outstanding paperwork	BE
05.18.11	CC to speak to Ian Lough-Scott regarding a link to Valley News Clerk to send planning applications to CC for inclusion on the website.	CC CF
005.18.12	Clerk to inform the payroll bureau of the increase	CF
	frequency of parish council meetings to be discussed at the next meeting.	CF