

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

21st November 2019 at 7.00 pm in the Church

Present: Mr Macnamara (JJ) (Chair), Bruce Eggeling (BE), Ric Fowles (RF), Sarah Varney (SV), Emily Daly (ED). Chris Cox (CC),

Members of the public : Denise Ball

In attendance: Cathy Fleet, Clerk

11.19.01 Apologies: No apologies had been received

11.19.02 Declarations of Interest : there were no declarations of interest

11.19.03 Minutes of the last meeting held on 19th September 2019 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

11.19.04 Public Participation

The only member of the public wished to discuss a Highways matter which was dealt with under item 7

11.19.05 Clerk's Report and actions from previous meeting

NO	ACTION	To be Actioned by :	Update
09.19.06	ED to contact OCC requesting the raw data from the speed survey	ED	Completed
09.19.07	RF to contact Land Registry to ascertain ownership of the canal fence	RF	See below*
09.19.08	RF to obtain a log of calls made from the box from BT and contact the conservation officer at CDC regarding its upkeep as it is currently in a dilapidated condition.	RF	Agenda Item 9
09.19.09	RF to investigate any available grants for a mast possibly to be sited on the church. CF to draft letter to be sent to all major service providers	RF CF	
09.19.13	CF to circulate Standing order, Financial Regs and Risk Assessment for updating	CF	completed
09.19.14	SV to find out exactly where the dog bin should be sited on the playing field CC and RF to inspect and fix the playground fence if possible.	SV CC/RF	Agenda Item 7 completed
09.19.15	CF to set up a google documents folder	CF	RF/CF to arrange convenient time to meet to set up google documents folder

* The matter of the canal fence was further discussed and it was agreed that this is a matter for the CoM not the PC and that the CoM will be asked to obtain quotes for fencing. The PC will contribute up to £2K for the fencing. BE to liaise with CoM

11.19.06 Appointment of CoM Representatives

Bruce Eggeling and Ric Fowles had agreed to stand as representatives on the KGF CoM as representatives of the PC and the now disbanded Village Hall Fund respectively. This was agreed unanimously and the paperwork completed.

11.19.07 Highways/footpaths

- The dog bin (currently in the Church) will be sited by the gate to KGF. CoM to be asked to install it and it was agreed the PC would fund it and arrange for CDC to empty it once the precise location is known.

BE to take bin and pass to CoM

- Due to recent heavy rainfall there have been a constant flow of tankers in Greenway and South Street, Caulcott for the last 5 weeks to deal with the excess water. This is a regular occurrence and happens every year, but due to current weather conditions the tankers have caused considerable damage to the verges and road surface. The verges need reinstating and the road resurfacing.

CF to report on FixMyStreet and escalate to Cllr Ian Corkin.

- **CF to find out how to become a Superuser on FixMyStreet**
- A great deal of patching work has been done on Freehold Street, the Lane, Church Lane and Station Road. Thanks to BE for his persistence with the matter.
- Point Restriction on the bridge - The ANPR carried out in conjunction with Middleton Stoney and Hopcrofts Holt survey shows that there are 119 HGVs a day travelling over the bridge. A bypass at Middleton Stoney is also being considered. OCC are holding a traffic meeting in the near future and ED will ask Ben Smith (Senior Traffic Planner) to keep her informed and obtain invitations to the meetings if possible. Advice will also be sought from Cllr Ian Corkin
- The next allocation of housing is due by the end of the year. There is a traffic calming plan but this has not yet been costed. Speedwatch schemes and SIDS are being considered. OCC will fund SIDS at 8 locations. The plan for Lower Heyford which was drawn up some months ago will be reviewed by BE and CC and submitted to Andrew Lewis before the end of the year. There is funding of £50K from the Ben Hamilton Bailee plans which has not been spent - where is this money now ??

11.19.08 Meetings

The parish liaison meeting had taken place but no representative was able to attend. **CF to forward slides when received.**

11.19.09 Phone boxes

- Peter Stoddart has written on behalf of FoHS to the Chief Executive of CDC objecting to the proposed removal of the phone box at the Station on safety grounds.
CF to write on behalf of the PC to fully support Peter Stoddart's letter

- Consideration is still being given to the use of the phone box in Freehold Street, although it has been confirmed that the phone does not work.
- CF reported that Steeple Aston Parish Council are actively fighting for better mobile phone signal and that the Chair of SAPC will be contacting JJ and chairs of other nearby villages suffering from poor mobile phone signal for support.

11.19.10 Playground

The fence has been fixed. Thanks were given to Nicholsons for repairing the post supporting the gate to the childrens playground

11.19.11 Communications

No problems with the website, facebook or WhatsApp

11.19.12 Areas of Responsibility

The list originally compiled by BE of councillor responsibilities for tasks has been expanded and allocated. Areas have been broken down and tasks allocated to each councillor. This document will be finalised by RF and will be available on the website in due course.

11.19.13 125 anniversary update

Work on the proposed book documenting 125 Years of Lower Heyford Parish Council is almost completed but requires editing. All were asked to consider anyone they might consider suitable to edit the document.

11.19.14 Updating of Financial Regs, Standing Orders, Risk Assessment

BE will re-draft these documents and circulate. **CF to send BE all remaining policies**

11.19.15 MCNP Climate Change Initiatives

Details from MCNP had been circulated regarding the planting of trees/wildflowers to combat climate change. It was thought that LHPC's contribution could be to plant fruit trees on the allotments. CC confirmed that this would be permitted within the terms of the lease, but that the PC would need to rent the allotment space at a charge of £20pa using the Clerks address for the formalities.

ED to obtain prices for various fruit trees.

11.19.16 Planning

The following planning documents had been received :
 19/02208/TCA Heyford End, Church Lane - Approved
 19/02107/TCA Station Road, Rousham - Approved
 19/01698/F 86 South Street Caulcott - Approved
 19/01826/F 93 Freehold Street Approved

A possible breach of planning regarding Caulcott Park Lower Heyford has been reported to Planning Enforcement. Planning permission was granted for up to 5 mobile dwellings to be sited on the site. There appears to be only 1. It appears that numbers of skip lorries are delivering items which are either being burned or subsequently removed from the site and that a business is being run from there. The items being burned are causing large amounts of smoke to drift

across the road. There is also a digger working on the site and there appears to be a swimming pool.

JJ will write to the head of CDC Planning

11.19.17 Finance - The following accounts were approved for payment by JJ and will be authorised online by BE & CC

Payee	Detail	Amount
Nigel Prickett	Grasscutting	342.00
TP Jones	Payroll	54.90
CDC	Dog bins	240.24
Moore	Audit	240.00
Cathy Fleet	Clerk salary	242.91

It was agreed that CF should set up a standing order for Clerk salary to be paid monthly.

An email had been received from CDC regarding Councillor Allowances and it was unanimously agreed that Lower Heyford parish councillors would not claim an allowance but would be entitled to reimbursement of expenses where applicable. CF to confirm to CDC.

Items for next Agenda

Noticeboards
Bench on Freehold Street

Other matters

It had been reported that there has been a considerable amount of anti-social behaviour in a particular area of the village. Although not an agenda item it was agreed that in view of the urgency of the matter JJ should write to various authorities involved requesting assistance and will report back at the next meeting.

Date of next meetings :

Proposed dates for 2020

16th January, 20th February, 19th March, 16th April, 14th May, 18th June, 16th July, 17th September, 15th October, 19th November

Dates in RED are fixed dates , those in BLACK may be cancelled if no urgent business

Signed Mr J J Macnamara Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
9.19.07	Canal Fence - BE to liaise with CoM	BE
	BE to give dog bin to CoM	BE

	Verge & road surface in Caulcott - CF to report on FixMyStreet and escalate to Cllr Ian Corkin CF to find out how to become a Superuser on FixMyStreet	CF CF
11.19.08	CF to forward slides from the parish liaison meeting when received	CF
11.19.09	Removal of Station phone box -CF to write in support of Peter Stoddart's letter	
11.19.14	CF to send BE all LHPC policies	CF
11.19.15	ED to obtain prices for various fruit trees.	ED
11.19.16	JJ will write to the head of CDC Planning regarding the breach at Caulcott Park	JJ
11.19.17	CF to set up standing order for clerk's salary CF to confirm to CDC that LHPC councillors do not claim an allowance	CF CF