

**Minutes of the meeting of the Lower Heyford Parish Council held by Zoom
Videoconference on 17th september 2020**

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

Members of the public : Peter Stoddart

In attendance: Cathy Fleet, Clerk

09.20.01 Apologies: No apologies had been received

09.20.02 Declarations of Interest : BE declared an interest in Agenda Item 8.

09.20.03 Minutes of the last meeting held on 16th July 2020 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

09.20.04 Public Participation

Peter Stoddart was attending the meeting to discuss the White Paper on Planning submitted to government. This was discussed under Planning and agenda item 14 was moved up the agenda.

09.20.05 Resignation of Chairman and proposal for replacement

JJ had tendered his resignation as Chair of the PC which was reluctantly accepted. JJ then proposed RF as Chair, seconded by ED and all in favour. JJ will be continuing as a councillor.

RF accepted the position of Chair, thanked JJ for his work as chair since 2011, and took the Chair for the remainder of the meeting.

09.20.06 Co-Option of Councillor

Stuart Fox had expressed interest in becoming a councillor and after some discussion it was agreed to co-opt him. He was unable to attend this meeting as he is a paramedic working shifts. **CF to provide him with necessary paperwork.**

09.20.07 Clerk's Report and actions from previous meeting

NO	ACTION	Update	To be Actioned by :
	Insurance to be Agenda item for January	January Agenda	CF
7.20.06	ED to follow up Cyclepath to Heyford Park	Not included on Masterplan	ED
7.20.08	RF to follow up on Co-option of Councillor	Completed	RF
7.20.13	BE and CC to arrange purchase and installation of SIDs	See below	BE/CC
7.20.14	All to seek out suitable volunteer to lead on Speedwatch	No progress	All
7.20.15	125 Yearbook - JJ to finalise and sign off . BE to discuss copyright with Peter Deely	JJ has proof read and signed off. BE has an email from	JJ/BE

		Peter Deely stating that copyright belongs to the PC.	
7.20.17	monies ring fenced for various projects should be itemised in the accounts Clerk/JJ to inform Payroll of work from home allowance increase	In hand completed	C CF/JJ
	proposed changes to format and contributions to Valley News - to be Agenda item next meeting	completed	CF

SID Devices

Quotes have been received from Sussex Fab for the supply of posts at £365+VAT which it was agreed to accept. Two posts will be ordered and sockets installed in 7 locations agreed with Dave Catlin (OCC). CC wants OCC to take responsibility for the locations of the posts and he was asked to obtain a site map of the location of the posts. Quotes have been received for SID devices from Messagemaker Displays at a cost of £1997.50 + VAT each and it was agreed to order 2. Delivery will be to BE's address for storage until such time as they can be installed. CC to send details of quotes to CF who will place the orders.

09.20.08 Proposed changed to format and contributions to Valley News

It is proposed that Valley News be printed in colour in future and that the costs for Lower Heyford will increase from £204 pa to a maximum of £298, sharing costs with Upper Heyford, Heyford Park and Somerton. It was agreed that these costs are acceptable.

09.20.09 To approve increase in clerk's salary in line with NALC recommendation

It was agreed unanimously that the Clerk's salary should be increased in line with NALC recommendations and back dated to April 2020. **CF to inform payroll and inform them of change of Chair.**

09.20.10 Highways/footpaths

Bus Gate/Traffic Re-assessment - ED to further dispute the figures provided in the traffic re-assessment in LHPC's third submission to CDC re Heyford Park Masterplan Application 18/00825/HYBRID

Traffic Calming S106 monies - ED reported that Lower Heyford is due to receive £50,000. ED to repeat request for S106 money for Caulcott in LHPC's submission and request payment from first allocation of money at Heyford Park.

Weight restriction - no response has been received from Andrew Lewis but this is not part of the Masterplan. ED to include in submission to CDC

Great Wolf Application - an appeal has been lodged

Routing Agreements - ED to request list of routing agreements prior to making Fol request

09.20.11 Meetings

RF had attended the CoM meeting at which it was requested that the PC agree to the CoM not holding an AGM this year due to Covid restrictions. This was agreed.

JJ had attended the CDC Parish Liaison meeting at which the main points of discussion were :

- Local Plan
- CDC re-organisation
- The effects of Covid19

09.20.12 Playground

RF has power washed and de-scaled the playground equipment and reported that all equipment is in good order.

09.20.13 Communications

No progress has been made with the website

09.20.14 Planning

The following planning documents had been received :

20/02224/TCA The Old Steam Mill Cottage, Station Road - treework - NO OBJECTION
20/01375/F 5 Bromeswell Close Detached 1.5 storey 2 bed dwelling with associated off street parking and gardens - WITHDRAWN

Peter Stoddart attended the meeting to update the PC on the government White Paper 'Planning for the Future' which is a lengthy 63 page document proposing to radically change the Planning process. He urged all present to read the paper. The paper will be an agenda item at the MCNP AGM on 14th October. Thanks to Peter for an excellent summary of the paper.

09.20.15 Finance - The following accounts were approved for payment

Payee	Detail	Amount	VAT	Notes
Nigel Prickett	Grasscutting Inv 1273	342.00	57.00	
HMRC	PAYE	168.80		
Playsafety	ROSPA Report	90.60	15.10	
Conifer Joinery	Noticeboards	1386.00	231.00	
Cathy Fleet	Clerk salary (Aug)	251.11		Paid SO
Cathy Fleet	Clerk salary (Sept)	251.11		SO
Cathy Fleet	Clk exp		40.60	
CoM	Canal fencing		717.10	invoices not made out to LHPC so can't reclaim VAT

Other matters

ED had discussed the planting of trees in the allotments and will meet with Merlin Brook Little to discuss in the spring.

The issues with Thames Water in Caulcott have now been resolved.

CC has obtained a list of trees planted on Station Road in the 1970s from Roger Bowen and reported that most of the trees are in reasonable condition. However he thought that additional trees could be planted on the B4030 towards Upper Heyford and this is on the agenda for discussion at MCNP.

Environmental matters will be a standing agenda item in future

RF will create a newsletter, perhaps twice yearly, to be circulated to all residents to update on the activities of the PC. **RF to circulate draft.**

Items for next agenda :

- Reading Room - this was a memorial for the fallen of WW1 and it was suggested a plaque might be appropriate

- The trees on the playing field were planted to commemorate the Queen's coronation and it was suggested a plaque there might also be appropriate

Date of next meetings

15th October, 19th November

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

Signed Ric Fowles [Chair] Date

ACTION LIST SUMMARY

NO	ACTION	To be Actioned by :
09.20.06	CF to provide Stuart Fox with necessary paperwork for co-option as councillor.	CF
09.20.09	CF to inform payroll and inform them of change of Chair.	CF
09.20.10	ED to respond to 18/00825/HYBRID	ED
	Environmental matters will be a standing agenda item in future	CF
	RF to circulate draft newsletter	RF
	Insurance to be Agenda Item for January	CF