Heyford Park Parish Council
Minutes of the Meeting held in the Community Centre, Heyford Park on
Wednesday 15th October 2019 at 7pm

Present: Cllrs Dickie Bird (Chairman), Tim Coggins (Vice Chairman), Sally Freeland, Alan Harris, Phil Living and Brian Moss and the Clerk - Lorraine Watling.
Also in attendance: The Chairman of the Residents Association (RA) and one other.

92/19	**Apologies:** Cllrs Steve Cook and Phil Livings and CDC/OCC Cllr Ian Corkin
93/19	**Minutes of the previous meeting:** The draft minutes of the meeting held on 15th October were received and considered. Cllr Coggins proposed, Cllr Freeland seconded the motion and the Council **RESOLVED** (unanimous by those in attendance) that the minutes were a true record. The council agreed to re-organise the agenda and take the Report of the Residents Association next.
94/19	**Residents Association (RA):** The Chairman of the RA gave a summary of the main activities. It was noted that: 1. The RA Chairman was pleased to report that some hedge cutting has been undertaken. 2. Various OCC highways problems are being progressed thanks to Cllr Ian Corkin's assistance and reports on Fix My Street 3. He had a good meeting with Bovis recently where they discussed various things e.g. the broken fence on Izzard Road 4. The RA Chairman and Cllr Living had attended a meeting of the Friends of Heyford Park Free School earlier that day and noted: a) The next scheduled events are a firework display and a 4th July fete b) From now on there will be fewer but larger events c) The chairman of the group will attend the Community Liaison meetings d) The Friends of the Free School have a broader membership that the Parents Teachers Association (PTA) as they can include grand-parents and others e) The current consultation regarding the expansion of the school is open until 4th November. The RA will support keeping everything managed by one trust with expansion to a second site 5. He attended a meeting about a possible location for a new cemetery noted that a) Maps were reviewed b) Concerns were raised about the soil depth and bedrock. The clerk noted that graves are dug in Scotland in areas with shallow soil and granite bedrock and so there should be ways to get around the issues. c) The Clerk has access to advice from the Institute of Cemeteries and Crematorium Management (ICCM), but she would need to be sent details of that issues that have been discussed – surveys, location maps etc. d) The church is going to estimate its cemetery requirements and it was noted that there will be a new vicar before January e) There will be a working group meeting about the cemetery in January – the Clerk requested that this be held after 2.30 pm in the afternoon to enable her to attend. 6. Speed watch is going well but there are still speed related incidents occurring. They would like a VAS but need a proper traffic survey undertaken first. The Chairman of the RA has obtained a quote of £2.5k for a solar operated VAS mounted on a lamp post. The PC suggested that the need for the VAS needed to be confirmed in the first instance, therefore the Chairman of the PC will ask OCC to undertake some speed traffic surveys. 7. The potential opening on Dow Street was discussed. The RA hoped that the PC might be able to help. A Cllr suggested that it might be more useful if Howard Road were opened first. 8. Highways infrastructure issues were discussed. It was suggested that '20 is plenty' will be needed in future. The RA asked the PC to consider installing a planter on a corner at Dacey Drive to protect pedestrians 9. The RA will remain members of the Mid Cherwell Neighbourhood Plan group. 10. There will be a steering group on 21st Oct and a footpaths' meeting 28th Oct.
95/19	**10 Minute Open Forum:** No member of the public wished to address the parish council at this meeting.
96/19	**Oxfordshire County and Cherwell District Council Update:** Cllr Corkin was unable to attend the meeting, so his updates were included under various other relevant agenda items.
97/19	**Parish Council Web Site:** Progress is being made on the web site. A draft of the proposed layout of the site will be circulated to Cllrs for comment. Google analytics will be used on the web site. The council thanked Cllr Coggins for his considerable work on this facility to date.
98/19	**Registering the Parish Council with the Information Commissioners Office:** Cllrs received and considered information circulated by the clerk about the work of the Information Commissioner's Office. Cllr Coggins proposed, Cllr Bird seconded the motion and the council **RESOLVED** (unanimously) to register with the Information Commissioners Office.
99/19	**Planning:**

	(a) Planning applications: There was only one planning application received since the last meeting Ref: 19/01812/DISC. This concerned a fence. The Parish Council **RESOLVED** to support keeping this fence. **(b) Any Other Planning Matters:** The minutes of the Meeting of the Mid-Cherwell Plan Forum meeting of 18th September were received and noted. The Community Action Plan proposals were received from the MCNP Forum and the Council was asked to consider these before the end of November.
100/19	**Finance:** A budget update was received and noted from the Clerk. **(i) Purchase of the Parish Council wreath for Remembrance Sunday from s137 funds:** Cllr Freeland proposed, Cllr Coggins seconded the motion and the PC **RESOLVED** (unanimously) to pay for a wreath at a cost of £48.00 for use on Remembrance Sunday from s137 funds. **(ii) Quote for Spring Bulbs:** A quote for bulbs was received and considered to be very reasonable. The Parish Council authorised Cllr Freeland to purchase the bulbs and submit a claim for reimbursement. Dorchester Living was thanked for their offer to donate funds to the PC to match the cost of the bulbs which are being purchased. **ACTION:** The Clerk will produce an expenses form for the PC. **(iii) Parish Council laptop:** The Clerk has collected the PC's new laptop from CDC and passed it to Cllr Coggins for setting up. The PC **RESOLVED** unanimously authorised Cllr Coggins to spend up to £100 on the additional software that may be required and for a cordless mouse. **ACTION:** The Clerk will add the laptop to the PC's insurance schedule. **(iv) PC Bank Account**: Now that the laptop has been purchased the PC can progress the opening of the on-line bank account.
101/19	**Dorchester Living:** The Chairman met with Dorchester Living the week before and reported the following: (i) The Community Centre and Chapel re-build is going to be delayed as there is no longer going to be a big hotel on this site. The hotel will now be built on the other side of the road with vies of the airfield. (ii) It is intended that there will be a new community asset passed to the Parish Council in five years' time. (iii) There will be a Christmas Tree on the Village Green this year. (iv) The new hotel, pub and Sainsbury's Local should be open by Easter 2020. (v) Local businesses have shown an interest in five of the shop units that will be available. (vi) It is hoped that there may be a GP's surgery within seven years. Three GP's have already expressed an interest in this. A pharmacy has also expressed an interest in coming established at Heyford Park.
102/19	**Updates from Cllrs who have attended meetings or training:** Cllr Harris was thanked for his work on the Community Action Plan. He had spoken to the Fire Service and it was subsequently agreed that if there is a major incident in the parish, the chapel will be the emergency hub where residents will gather.
103/19	**Any other matters for consideration:** The Clerk was asked to obtain a quote for the RBS Alpha package. This is an accounts package that was designed specifically for parish councils and the Clerk already has experience of using it.
104/19	**Date of Next Meeting:** The next meeting of the Parish Council will be at 7pm on Tuesday 12th November 2019 in the Heyford Park Community Centre**.** The meeting closed at **9.00pm**.