Heyford Park Parish Council
Minutes of the Extraordinary Meeting held in the Community Centre, Heyford Park on Saturday 21st March 2020 at 09.00

Present: Cllrs Tim Coggins (Chairman),Steve Cook (Vice Chairman) and Alan Harris.
Also in attendance: A representative of the Residents Association (RA).

175/19	**Apologies:** Cllr Moss and the Parish Clerk.
176/19	**Delegation of Powers:** Cllr Cook proposed**,** Cllr Harris seconded the motion and the Parish Council **RESOLVED (unanimous) t**hat the council empowers the Clerk/RFO to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable. This delegation was applied during the current health emergency arising from the coronavirus virus in the UK. **ACTION:** The Chairman will notify the Clerk of the delegation.
177/19	**Date of the next meeting:** To be confirmed.

The meeting closed at **09.01 am**.

Action Check List

Minute Ref	Action	Actioner	Action Status
139/19	Summary of the key H&S issues at Heyford Leys to be produced and sent to Clerk	Planning WG	Ongoing
	Letter reporting the issues to be submitted to CDC	Clerk	Ongoing
	The Valley News s137 payment to be included on the Upper Heyford PC payments list for April 2020.	Clerk	Ongoing
140/19 (e)	The Clerk and all bank signatories to confirm that they can access the Unity Trust Bank Account and are confident that they know how to manage the account.	Clerk/Bank signatories	Ongoing
140/19 (h)	Discuss the possibility of a £3k contribution towards a notice board with Cllr Corkin.	Clerk/Cllr Corkin	Ongoing – Cllr Corkin will ask Dorchester to contribute too
142/19	Discuss the requirements for the PC web site further if required.	Cllrs Cook/ Coggins	Ongoing
	New PC web site to comply with the new requirements before the September 2020 deadline.	Cllr Coggins	Ongoing
147/19	OALC will be asked to: 1. Cancel the two training courses booked for a Cllr that has recently resigned from the PC. 2. Book Cllrs Coggins and Cook on the Chairmanship Skills course that is being held on Weds 15th July 2020. 3. Book the Chairman onto the Roles and Responsibilities training course that is being held on Saturday 7th November 2020. .	Clerk	Completed
148/19	CDC will be advised that Heyford PC would like poll cards.	Clerk	Completed
152/19	Dorchester Living will be asked to speak at the Annual Parish Meeting on 25th March in the Community Centre.	Chairman	Ongoing
153/19	Cllr Corkin will clarify the position regarding future possible s106 for the Parish with CDC Officers.	CDC Cllr Corkin	Ongoing
155/19 (i)	Planning Application 19/02337/F: 1. Recent information received from Dorchester Living will be copied to the rest of the Council and the Clerk. 2. CDC will be notified that the PC has withdrawn its' objection due to new information being received.	 Chairman Clerk	 Completed Completed
155/19 (ii)	The MCNP committee will be notified that Cllr Moss will be representing Heyford Park PC on the MCNP from now on.	Clerk	Completed
155/19 (iv)	A non-material amendment at Heyford Leys will be considered with a view to drafting something for the Clerk to submit to CDC on behalf of the PC.	Planning WG	Ongoing
156/19 (a)	The PC's laptop will be bought to the meeting on 29th Feb so that the bank mandate can be updated on-line.	Clerk	Completed
156/19 (b)	The approved documents will be sent to the Internal Auditor	Clerk	Ongoing
160/19	The Clerk's contract will be amended and signed when Cllrs meet on Saturday 29th February 2020.	Clerk/Cllrs	Completed
165/19 (a)	Cllr Corkin will be asked for an update about the 20mph speed limit by the School	Clerk	Ongoing
167/19	The Clerk will post the PC's priorities on the Parish Council notice board and the Chairman will post them on the PC's web site.	Clerk/Chairman	Ongoing
168/19 (ii)	Heyford Park Master Plan – lack of updates from the Planning Department at CDC and Dorchester Living.	Chairman	Ongoing
(iii)	Satisfactory responses have not been received about Dow Street, the reinstatement of the Eady Road play area and some other specific planning queries. A meeting with Dorchester Living will be arranged and Cllr Corkin will be asked to call in several planning matters for the Planning Committee to consider.	Chairman	Ongoing
169/19 (i)	Standing Order 9 – Motions, will be updated and the amended Standing Orders issued.	Clerk	Ongoing
170/19 (a)	The approved minutes from February 2020 will be sent to Unity Trust Bank	Clerk	Ongoing
(c)	The approved invoice for the OALC Annual Subscription will be sent to CDC for payment.	Clerk	Ongoing

(d)	The OALC Model Staff Handbook is to be modified to reflect the situation at Heyford Park PC.	Clerk/Cllr Cook	Ongoing
171/19	Dorchester Living will be asked for updates on various matters.	Chairman	Ongoing
176/19	The Clerk will be notified of the powers that the Council has delegated to her.	Chairman	New