Heyford Park Parish Council
Minutes of the Meeting held in the Community Centre, Heyford Park on
Wednesday 11th March 2020 at 7pm

Present: Cllrs Tim Coggins (Chairman),Steve Cook (Vice Chairman), Alan Harris, Brian Moss and the Clerk - Lorraine Watling.

Also in attendance: A representative of the Residents Association (RA).

161/19	**Apologies:** All Parish Cllrs were in attendance. Apologies were received from CDC/OCC Cllr Corkin.
162/19	**Declarations of interests, dispensations or use of delegated powers:** None.
163/19	**Minutes of the previous meeting:** The draft minutes of the meeting held on 12th February 2020 were received and considered. Cllr Cook proposed, Cllr Harris seconded the motion and the Council **RESOLVED** (unanimous by those in attendance) that the minutes were a true record. The Chairman then signed the minutes.
164/19	**PC Vacancies:** It was noted that that there will be an election to fill the three current PC vacancies.
165/19	**Public Participation** (a) **To receive an update from the Residents Association:** The RA Chairman updated the PC as to the activities of the RA since the last meeting. His oral report highlighted the following matters: - **RA Facebook Page:** The RA has a Facebook page for community outreach which the PC can use if it wishes to do so. - **Valley News:** The RA asked how the PC will send updates to Valley News. The Chairman said that it was hoped that one of the new Parish Cllrs would take on responsibility for keeping Valley News updated about PC activities, but that a contingency was in place if required. - **Speed watch:** The next speed watch will be held on 24/25 March. The rural police will provide a sign for use by the speed watch team. The RA are intending to submit a proposal to Heyford Park, Upper and Lower Heyford PC's asking them to co-fund one of these signs. It was agreed that the speed watch team will try and collect data by the school in support of a 20mph speed limit. It was noted that a 20mph speed limit is now mandatory outside schools and that Cllr Corkin was meant to be trying to progress this at Heyford Park. **ACTION:** The Clerk will ask Cllr Corkin for a progress update. - **Mid-Cherwell Neighbourhood Plan (MCNP) and MCNP training:** The background to the MCNP was explained. The recent training attended by the Chairman of the RA and Cllr Moss was considered useful and recommended to other Cllrs. The RA asked that at the next MCNP AGM someone from the Parish Council join the MCNP executive. It was noted that each PC was entitled to have two Cllrs representing them on the forum. Dorchester Living and the RA are associate members. There will have to be a future Mid-Cherwell Neighbourhood Plan, and it was noted that Heyford Park currently has no non-coalescence space (separation zones/no-man's land) between it and neighbouring parishes. It was also noted that the steering group was funded entirely by s106 funds and is due to expire in 2021. - **Highways Signs:** OCC has provided some signs which Cllr Harris will help the RA Chairman put up in the parish. - **Kirtlington Road:** The RA will be writing to parishes to ask that they support the installation of 'No HGV' signs on the Kirtlington Road. It is only 4.5 metres wide and therefore too narrow for this type of vehicle. - **Footpath matters:** The RA is still trying to get a better footpath and bridge to address the problem of the culvert over the brook. The solution needs to be something that would last for at least 3-5 years. He is currently liaising with OCC and suggested that one type of suitable bridge could cost £350. **(b) 10 Minute Open Forum:** None
166/19	**Oxfordshire County and Cherwell District Council (CDC) Updates:** None as Cllr Corkin was not at the meeting.
167/19	**Parish Council Priorities for the next year:** The Parish Council met informally on Saturday 29th February to identify and agree the PC's priorities for the short to medium term. This will be a rolling plan reviewed at 6 monthly intervals. It was noted that a cemetery needed to be added to the list as a short-medium term measure. Cllr Harris proposed that the list of priorities, as amended, be adopted. This motion was seconded by Cllr Cook and **RESOLVED** (unanimous) by the Council. **ACTION:** 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.
168/19	**Planning Matters:** (i) **Planning Applications:** No applications had been received since the last meeting. (ii) **Heyford Park Master Plan:** No updates have been received. **ACTION:** The Chairman will follow this up with the Planning Department at CDC and Dorchester Living. (iii) **Any Other Planning Matters:** Satisfactory responses have not been received from CDC or Dorchester about Dow Street, the reinstatement of the Eady Road play area and some other specific planning queries. **ACTION:** The Chairman will arrange a meeting with Dorchester Living and ask Cllr Corkin to call in several planning matters for the Planning Committee to consider.
169/19	**Standing Orders:** The Parish Council considered amendments to the following two Standing Orders:

	(i) S.O. 9 Motions - b): Cllr Cook proposed, Cllr Harris seconded the motion and the PC **RESOLVED** (unanimous) that the 6 days clear notice that is required includes weekends and Bank holidays. **ACTION:** The Clerk will update and re-issue the Standing Orders to reflect this resolution. (ii) S.O. 7 Previous Resolutions - a) The PC discussed reducing the number of Cllrs required to reverse a motion. Cllr Cook suggested that it should still be an odd number. The Clerk explained the policy adopted by another council that she had previously worked for. At that council when there were equal votes for and against a motion and the Chairman was required to use a casting vote, the policy was that the Chairman would usually maintain the status quo and uphold the council resolution that had already been made. Cllr Harris proposed that no amendment to the Standing Orders was required and that if there is a tied vote the usual policy will be for the Chairman to maintain the status quo. This motion was seconded by Cllr Cook and **RESOLVED** (unanimous).
170/19	**Financial Matters:** a) **Progress update - Amendments to the Bank Mandate**: The Clerk noted that the bank required a copy of the approved minutes that confirmed that former Cllrs Bird and Freeland be removed from the bank mandate and Cllrs Cook, Harris and Moss added to it. **ACTION**: The Clerk will send a copy of the approved minutes from February 2020 to the bank. b) **Bank Statement:** The council noted the most recent bank statements that the Clerk had already circulated to Cllrs. c) **Approval of Payments:** The following matters were proposed by Cllr Harris, seconded by Cllr Moss and **RESOLVED** by the parish council (Unanimous): (i) **OALC Annual Subscription:** The annual OALC subscription of £354.43 was approved for payment. **ACTION:** The Clerk will ask CDC to pay this invoice (ii) **Authorising Payments:** The Chairman and Vice Chairman were given delegated powers to authorise any payments that are required to be made through Unity Trust Bank e.g. the Clerks monthly salary. d) **Staff Handbook:** The Clerk had previously circulated the OALC model staff handbook. The model is modified to reflect the situation at the different Parish/Town Councils. **ACTION:** The Clerk will work with Cllr Cook to amend the model handbook to reflect the needs of Heyford Park PC.
171/19	**Dorchester Living:** No updates had been received since the last meeting. **ACTION:** The Chairman will contact Dorchester Living and request updates on various matters.
172/19	**Meetings and Training** **Updates from Cllrs who have attended meetings or training:** Cllr Moss had attended the MCNP training and noted that: (i) There is a policy about green spaces that currently applies to all Forum members except Heyford Park PC, so he will raise this matter at the next MCNP meeting. (ii) The current Neighbourhood Plan expires in 2031. (iii) A further training course will be arranged by the MCNP for Cllrs. (iv) There are policies within the NP about a new cemetery and a health facility.
173/19	**Items to be noted by Cllrs** (No decisions can be taken under this agenda item)**:** The Chairman noted that he will purchase a copy of the land registry documents associated with allotments.
174/19	**Date of the next meeting:** The Annual Parish meeting will be held at 7pm on Wednesday 25th March 2020 in the Heyford Park Community Centre. The next Parish Council meeting will be at 7pm on Wednesday 15th April 2020 in the Heyford Park Community Centre.

The meeting closed at **8.40pm**.

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	New
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	New
168/19 (ii)	Heyford Park Master Plan – lack of updates from the Planning Department at CDC and Dorchester Living.	Chairman	New
(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	New
169/19 (i)	Standing Order 9 – Motions, will be updated and the amended Standing Orders issued.	Clerk	New
170/19 (a)	The approved minutes from February 2020 will be sent to Unity Trust Bank	Clerk	New
(c)	The approved invoice for the OALC Annual Subscription will be sent to CDC for payment.	Clerk	New

(d)	The OALC Model Staff Handbook is to be modified to reflect the situation at Heyford Park PC.	Clerk/Cllr Cook	New
171/19	Dorchester Living will be asked for updates on various matters.	Chairman	New