Heyford Park Parish Council
Minutes of the Remote meeting of the Parish Council held on
Tuesday 2nd June 2020 at 7pm

Present: Cllrs Tim Coggins (Chairman),Steve Cook (Vice Chairman), Brian Moss and Alan Harris.
Also in attendance: The Parish Clerk, the Chairman of the Residents Association (RA) and four other members of the public.

12/20	**Apologies for Absence:** None.
13/20	**Declarations of Interests, Dispensations or use of Delegated Powers:** It was noted that the Clerk had used delegated powers to produce the payments list that was approved remotely at the beginning of May 2020 by the Chairman and Vice Chairman.
14/20	**Minutes:** The Council received and considered the draft minutes of the remote meeting of the Parish Council held on 6th May 2020. Cllr Harris proposed, Cllr Moss seconded the motion and the Council **RESOLVED** (unanimously) that the minutes were approved. The Chairman then signed the minutes remotely.
15/20	**Public Participation:** **(a) Opening of Larsen and Soden Roads:** A resident asked why the Larsen and Soden Roads were still closed. No updates had been received so the Chairman agreed to raise this matter with Dorchester Living. **(b) Speed Limits:** A resident asked that consideration be given to 30mph on Camp Road and 20mph speed limits on all the estate roads. Discussion followed during which it was noted that there was a danger that there could be different speed limits on different roads. It was also noted that some progress is now being made and that it is proposed to make most of Camp Road 20mph in order to improve road safety by the schools. **(c) Trespassing on Farmers Land:** The recent problem with people trespassing on local farmland was noted. **(d) Heyford Park Hybrid Planning Application:** A resident queried whether a further time extension could be secured. The Chairman of the PC confirmed that this would not be possible. **(e) Valley News Contributions from the PC:** The Chairman said that until the Council is back up to full complement a resident had volunteered to try and submit updates. Unfortunately, this resident has no time at present due to work and home commitments. **(f) Heyford Park Newsletter:** A resident mentioned proposals that are being discussed to explore the RA producing a newsletter on alternate months to Valley News and asked whether the PC could contribute towards the cost of this. They were advised to submit a grant application that included detailed costings to the PC for formal consideration.
16/20	**District and County Cllr updates**: Cllr Ian Corkin was not present, and no updates had been received for noting at the meeting. The Council agreed to take Agenda item 9 - Community Garden Lease, next.
17/20	**Community Garden Lease:** It is taking a long time to transfer of the Community Garden Lease to the Heyford Park Parish Council. The Parish Council has emailed Dorchester Living a copy of the 2015 signed lease to try to progress this matter. It was noted that the original breakpoint date in the contract had been changed to 30th June 2020 at some point, but this amendment has not been initialled by all parties to the lease. The Parish Council does not have any correspondence that explains or agrees this amendment. It was noted that the Community Garden lease states that there should be no buildings in the Community Garden. The Chairman of the Community Garden Committee confirmed that Dorchester Living was fully aware of the structures that are currently in the garden e.g. the shed and barbeque. She will check whether she has anything in writing to confirm this and, if so, send this to the PC. If not, the Chairman or Vice Chairman of the PC will liaise with Dorchester Living and ask them to confirm their agreement in writing for the file. The Community Garden Chairman was advised that the Community Garden volunteers needed to ensure that they have insured the shed, and that any type of flammable liquids were not kept in the shed for health and safety reasons. The Clerk confirmed that the Community Garden volunteers will be covered by the Parish Council's Public Liability insurance, on condition that the Parish Council has a list of the names of the volunteers and agrees the activities that are being undertaken. It was noted that the Community Garden is not included in the Dorchester Living Hybrid Planning Application that is currently under consideration.
18/20	**Planning Matters:** The Parish Council considered its formal response to the planning application 18/00825/HYBRID that has been submitted by Dorchester Living Limited. A lot of discussion took place during which the following was noted:

	- The Parish Council had participated in the on-line meeting of affected parishes that had been organised by Cherwell District Council (CDC). - The Parish Council had also held separate one-to one remote meetings with the lead planning officer and with the head of planning policy at CDC - There was not a lot that the Parish Council could object to as Dorchester Living had been in close consultation with Cherwell District Council whilst developing their plans. - The Parish Council agreed to object to the very tall tower that was proposed on the Northern side. It will also object to the proposal to relocate the sports area from the originally proposed site on the edge of the parish to another site next to the sewage works. - The Parish Council will reiterate the urgent need for a cemetery for the parish. A former Parish Councillor from Upper Heyford PC was present on the remote meeting and was asked to confirm the Upper Heyford PC policy relating to Heyford Park residents being buried in the Upper Heyford cemetery. - The Parish Council will ask that the new community building be the same size as the total size of the current facilities, and that it include adequate parking to meet the future needs of this growing community. It will also ask that the current buildings are not dismantled until the replacement facility has been built. - The Parish Council will request a footpath/cycle way link between Heyford Park and Lower Heyford. They will also ask that the currently proposed cycle links between Heyford Park and Bicester be made family friendly. At present they would not be suitable for use by families due to their close proximity to busy roads. - The PC will ask for real time information to be installed at all bus stops, two sets of recycling facilities for the expanding community, an All Weather Court as part of the sports facilities, and priority signs installed on all road chicanes. **Actions:** 1. The Clerk will draft the PC's formal planning response to this planning application on 3rd June 2020 and circulate it to all Cllrs for comment or approval. 2. Cllrs will confirm their agreement or send any amendments back to the Clerk by 4th June 2020. 3. The Clerk will finalise the PC's response and send it to CDC to meet the deadline of 4th June.
19/20	**Financial Matters:** a) **Bank Statements & Bank Reconciliations:** Cllrs received and noted the latest bank statement and the May bank reconciliation. b) **Payments:** Cllrs noted the payments made at the beginning of May as delegated to the Clerk and Chairman/Vice Chairman. c) **Payment of Staff Salaries and Pension Contribution:** Cllr Cook propose, Cllr Coggins seconded the motion and the Council **RESOLVED** (unanimous) to delegate authority to the Chairman and Cllr Responsible for Finance (Vice Chairman) of eth Parish Council to pay, through the Unity Trust Bank, the Clerk's salary and pension contribution on the 1st day of the month irrespective of when the Council meeting falls. **Action:** A Standing Order will be set up to pay the Clerk's basic salary on the 1st day of each month. Any overtime worked during the month before will be paid by BACS on 1st month – authorised by the Chairman/Vice Chairman. The total pension contribution due that month will be paid on 1st month – authorised by the Chairman/Vice Chairman. d) The approval of the LPGS Employer Discretions and Policy List was deferred until the next meeting. e) The Clerk updated Cllrs about the internal and external audits.
20/20	**Parish Council/Resident's Association Communications:** The Chairman reported that there have been a few issues over the last year. He explained how the relationship used to work when he was the Treasurer of the RA and also an Upper Heyford Cllr. He used to produce a monthly report and all other communications were formally channelled through the Clerk. Cllr Coggins suggested that we adopt a similar relationship going forwards. The RA Chairman agreed to submit any questions to the Clerk at least one week in advance of a PC meeting (aiming to do so a week and a half before). Cllrs can then consider them beforehand and confirm whether the PC has the information required in order for it to be able to respond.

21/20	**Meetings and Training:** None due to the coronavirus outbreak.
22/20	**Items to be noted by Cllrs:** 1. A s137 grant application from the Football Club has been given to the Chairman so this will be considered at the next Parish Council meeting. All grant applicants will be advised to email their grant applications to the Clerk in future. 2. The Clerk will ask OALC to confirm the formal position is concerning the Annual Parish Meeting which could not be held due to Covid-19. 3. Cllr Harris asked the Chairman to ask Dorchester Living at the next Liaison Meeting why residents have been given paint to paint rotten facia boards, and to note that the current grass cutting standard is not good.
23/20	**Date of next remote meeting:** 7pm on Tuesday 7th July 2020.

The meeting closed at 8.50pm.

Action Check List

Minute Ref	Action	Actioner	Action Status
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
153/19	Cllr Corkin will clarify the position regarding future possible s106 for the Parish with CDC Officers.	CDC Cllr Corkin	Ongoing
168/19 (ii)	Heyford Park Master Plan – lack of updates from the Planning Department at CDC and Dorchester Living.	Chairman	Completed
(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
(d)	The OALC Model Staff Handbook is to be modified to reflect the situation at Heyford Park PC.	Clerk/Cllr Cook	Ongoing
7/20 (c)	An annual subscription to Zoom will be purchased.	Chairman	Ongoing
8/20	A meeting will be requested with Sainsbury's	Chairman	Ongoing
	Dorchester will be asked for updates about various matters.	Chairman	Ongoing
15/20	Dorchester will be asked when the Larsen and Soden Roads will be re-opened.	Chairman	New
18/20	Planning Application 18/00825/HYBRID. (i) The Clerk will draft the PC's formal planning response to this planning application on 3rd June and circulate it to all Cllrs for comment or approval. (ii) Cllrs will confirm their agreement or send any amendments back to the Clerk before 4th June. (iii) The Clerk will finalise the PC's response and send it to CDC on 4th June (the planning deadline).	Clerk All Cllrs Clerk	New New New
19/20	Financial Matters: (c) Payment of Staff Salaries and Pension Contribution: A Standing Order will be set up to pay the Clerk's basic salary on the 1st day of each month.	Clerk/Chairman/ Vice Chairman	New