Heyford Park Parish Council

Minutes of the remote meeting of the Parish Council held on Wednesday 06th January 2021 at 7pm

Present: Cllrs Steve Cook (Chairman), Alan Harris (Vice Chairman) and Brian Moss.
Also in attendance: The Parish Clerk, District & County Cllr Corkin, the new Residents Association liaison person for the Parish Council, the Manager of the Heyford Park Pantry, and another resident.
Apologies: Cllr Tim Coggins

130/20	**Apologies for Absence:** Apologies were received and noted from Cllr Tim Coggins.
131/20	**Declarations of Interests, Dispensations or use of Delegated Powers:** None.
132/20	**Minutes:** The Council received and considered the draft minutes of the remote meeting of the Parish Council held on 9th December 2020. Cllr Harris proposed, Cllr Cook seconded the motion and the Council **RESOLVED** (unanimously) that the minutes were approved. The Chairman then signed the minutes remotely. The action list was reviewed and updated.
133/20	**Public Participation:** The Chairman welcomed the resident who will be the PC's Residents Association contact from now on. He also welcomed the resident who will be managing the Heyford Park Pantry and the other resident. No resident wished to address the Parish Council at this meeting, so Cllrs moved on to the next item on the agenda.
134/20	**District and County Cllr Corkin's report:** Cllr Corkin gave a report to the meeting and noted the following: (i) **Covid:** The situation is becoming increasingly serious with the figures increasing for both infection and hospitalisation, so compliance is key. Some good news is that although the number of people in hospital is increasing, the number in ICU or on ventilators is not following this curve. Patients are now a lot younger so more resilient, and medical interventions are now much more effective than before so their chances of making a recovery in hospital are better. The temporary mortuaries at Heyford Park were stood down before Christmas and are not needed at present. The vaccination process is being rolled out. A hub has been set up at the Bicester Heritage Centre which will go on-line tomorrow. Cllr Corkin was not aware of the current plans for Deddington. Cllr Cook suggested that if needed, the Community Centre at Heyford Park could be used as a vaccination centre. Its design was ideally suited to a one-way system. (ii) **Flooding:** The recent flooding was widespread in Oxfordshire. One months' rain had fallen in a ribbon across the county, with 60ml at its centre but only 6ml on either side. Amongst the places affected were Duvall Park at Heyford Park, and Middleton Stoney. OCC is taking the following three actions: a) It has established a team of officers to look at the flooding problem. b) The points of failure in the drainage systems will be confirmed and addressed. c) Local communities will be helped to help themselves through local Emergency Planning e.g. could a couple of local people assume responsibility for checking the detailed weather forecasts daily? Are landowners responsibly managing any streams/water courses on their land? The team needs to know what help communities need to produce and/or implement their local emergency plans. It was noted that the recent flooding had affected 8 or 9 properties at Heyford Leys. Concerns about potential flooding at Heyford Leys had been raised when the planning application for the site had been considered by the District Council but was not considered to be a problem. In the more recent planning application the consultants had realised that the flooding problems experienced by residents were due to surface run-off and could affect properties sited downhill at the park. The Parish Council had been notified by residents that planning conditions, attached to the application, to resolve this problem, have not yet been implemented and are amongst their current outstanding complaints. The recent floods had affected one or two of these properties particularly badly. The permission of these residents to send evidence of the recent problem to Cllr Corkin/CDC will be sought. It was noted that flood concerns at Heyford Leys had previously been investigated by CDC Development Control officers and will be investigated again. The most senior of these officers is now part of the County Emergency

	Planning team. It was noted that the PC had discussed emergency planning with Dorchester Living, but they did not want to produce a joint emergency plan with the PC. The Parish Council was therefore encouraged to produce its own plan. It was noted that the emergency phone numbers of senior people within Dorchester Living might need to be included in the PC plan, to enable them to be contacted if required during a local emergency. The PC agreed to set up a working group to produce its own local emergency plan to address events such as snow, floods, fire, power cuts and other electrical outrages, building or sewer collapses, major accidents or incidents etc. The working group will comprise Cllr Alan Harris, Ed Fraser from the RA, and Dave Riley a resident from Heyford Leys. It will appoint someone to work with the County's flood response team. **Actions:** 1. The Parish Council working group will work with the County flood response team and produce a local emergency plan for Heyford Park. 2. The Clerk will circulate terms of reference for the working group 3. The Clerk will circulate information about parish council emergency planning. 4. The PC's emergency planning will be reported at the next meeting with Dorchester Living. (iii) **Great Wolf Development Planning Inquiry:** The planning inquiry into the Great Wolf proposed development at Chesterton will start in February. (iv) **Complaint about the proposed recreation ground at Heyford Leys** The resident who has made the complaint to CDC had circulated an update before the meeting. Cllr Corkin noted that nothing more could be done whilst CDC investigated the complaint.
135/20	**Financial Matters – 7(iii):** The Council agreed to take agenda item 7 (iii) s137Grant Application for the Food Larder next. The grant application previously submitted by the Food Larder was withdrawn by the applicant as it was no longer needed at this time. The representative at the meeting and explained that a Board of Trustees had been established for the organisation. In the constitution they have included the option for a nominated trustee. It was envisaged that this might be a PC representative. They will send the constitution to the PC. The long-term aim is for it to become a community larder based on monthly subscriptions which would enable subscribers to use the larder weekly. Cllr Ian Corkin has given them a grant to cover the cost of insurance and Dorchester Living are giving them free use of the Community Centre. It was noted that during the pandemic more families are needing help. Cllr Corkin said that he had recently met with the group of CDC officers who administer many of the local community interventions across the region e.g. food banks, etc. The CDC team would be very pleased if the officer from Community First Oxfordshire joined their group. He noted that the winter hardship grants were still available. Cllr Harris reported that money raised through his 'just giving' page will be donated to the Food Larder. It was noted that it was very important to distribute information about the facility within the local community. People do not need to do anything beforehand – they just need to turn up. A poster about the Food Pantry will be sent to the Clerk for inclusion on the PC's web site.
136/20	**Financial Matters: continued** (i) **Bank Statement & Reconciliation:** Cllrs received and noted the latest bank statement and bank reconciliation. (ii) **Payments:** Cllrs noted the December payments made at the beginning of January. (iii) **S137 Grant:** Taken earlier in the meeting at minute 135/20 (iv) **Unity Trust Bank Card:** There were no updates since the last meeting. (v) **Post Office Post Box Application:** The Post Box has now been set up. (vi) **Speeding Signs Purchase:** The purchase of these is being processed.
137/20	**Dorchester Living:** Dorchester Living had been sent the agenda for this Parish Council meeting but were not in attendance.

	(i) **Updates:** There had been no further updates received since the last meeting. (ii) **Bungalow Improvements:** Cllr Harris had asked residents to report any issues to him via Face Book. There are no residents living in the bungalows who are currently without heating. There had been a few issues over Christmas but these have been sorted out now. It was noted that the bungalow boilers are only condemned when the annual checks are done. If a problem is identified at that time the boilers are condemned and disabled. A floor plan of the bungalow is then produced and sent to Dorchester Living who then forward this to their asbestos team. After the asbestos team have done their checks the heating engineers are instructed to fit a replacement boiler. The process takes 4 weeks to work through and then it takes a further 5 days to fit the replacement boiler so typically a total of 5 weeks from start to finish. Nobody should still be using temporary heating after 6 weeks. In one week the engineers can install a new boiler in two bungalows. It was queried why the annual checks were not being undertaken in the summer before the heating was needed. Cllr Corkin left the meeting at this point. (iii) **Sign requiring visitors to register their vehicles:** There had been no further updates received since the last meeting.
138/20	**Planning Matters:** (i) **Planning Applications:** Three planning applications had been received since the agenda had been issued. These were discussed at the meeting: a) Ref: 20/03619/F – Construction of attenuation basin including associated infrastructure and landscaping. This planning application will be reviewed by the Planning Working Group and they will then submit a response before the deadline of 25th January 2021. b) Ref: 20/03590/F – Variation of condition 3 (erection of buildings [police portacabins]) of 20/00883/F. The Clerk will notify CDC that the PC had no objection to this planning application. c) Ref: 20/03603/F – Single storey side extension. The Clerk will notify CDC that the PC had no objection to this planning application. (ii) **Heyford Park Proposed Traffic Order:** There had been no further updates received since the last meeting. (iii) **Heyford Park Pharmacy**: There had been no further updates received since the last meeting. (iv) **Planning Matters at Heyford Leys:** Taken at minutes134/20. (v) **Any other Planning matters:** None were discussed at this meeting.
139/20	**Residents Association (RA):** The representative of the RA reported the following: - There will be a meeting of the RA on 27th January 2021. It's AGM will be on 27th Feb 2021. This is when the Chairman, officers and other committee members will be appointed. - The RA's previous role in the Food Bank was continued – this will continue until 01/01/2021. The Food Larder was recognised as being more sustainable in the long term and will be able to broaden its remit. The RA supports this initiative. - The provision of allotments was discussed. It was noted that Dorchester Living had reported that here was substantial problems with the original plot of land that they had

	identified for allotments. Allotments are on the 'Blue Print' for the site but it is not known when they might be established. The allotment provision in other parishes was explained by the Clerk. It was noted that establishing and maintaining an allotment site would require a significant contribution of time from a core committee of plot holders.
140/20	**Duvall Park:** This item had been taken earlier in the meeting at minute 134/20.
141/20	**Schools Liaison:** There were no updates at this meeting.
142/20	**Community Garden Lease:** The new lease has been signed by representatives from Heyford Park Parish Council.
143/20	**Monthly Market:** The market has been delayed due to the latest restrictions associated with the Covid pandemic.
144/20	**Training:** The Clerk reminded Cllrs to let he have any training requirements quickly as the courses are very popular.
145/20	**Items to be noted by Cllrs:** None.
146/20	**Date of next remote meetings:** There will be a meeting of the Parish Council on Wednesday 03rd February 2021.

The meeting closed at 8.55pm.

Signed: Date:

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 – Dorchester to be asked for contribution.
169/19 (d)	The OALC Model Staff Handbook is to be modified to reflect the situation at Heyford Park PC.	Clerk/Cllr Cook	Ongoing
40/20 (c)	Unity Trust Bank Card. The application for a PC bank card will be progressed.	Clerk	Ongoing
40/20 (h)	Purchase of metal post box for installation in the CC.	Chairman	superseded
58/20	Financial Matters: PO Box to be set up for Heyford Park PC.	 Clerk	 Completed
76/20	(v) c) Complaint from a resident about plans for recreation near Duvall Park: PC will raise some concerns with CDC Planning Committee via a letter.	Planning WG to draft letter for Clerk to send.	Ongoing
95/20	Dorchester Living: (iii) Update on Bungalow Improvements: Dorchester Living to be asked to confirm if the improvements also apply to the occupied bungalows. Discussions will be had with Cllr Corkin about the exteriors of the bungalows.	 Chairman at next liaison mtg Cllrs Harris	 Ongoing Completed
118/20	(i) Traffic Advisory Group: CDC to include the Heyford Park PC on the new group that is to be established (iv) Bovis Play Area: Dorchester Living to be asked for confirmation about decisions regarding the play area - Bovis decision at the regional or national board level?	Clerk to ask Andrew Lewis Chairman at next liaison mtg	Ongoing Ongoing
119/20	Planning Matter Heyford Leys: Details of the current planning issues to be sent to Cllr Corkin along with a request to bring this to the Planning Committee.	Cllr Coggins	Ongoing
120/20	Finance: (ii) Budget & Precept: Precept request to be submitted to CDC. The 2021/22 budget to be put into Alpha. (x) Signs: A variety of signs to be ordered.	 Clerk Clerk Clerk	 Completed Ongoing Ongoing
121/20	Complaints Procedure: New procedure to be posted on the PC's web site	Clerk	Completed
123/20	Dorchester Living: Bungalow Improvements a) Cllr Harris will compile a list of the bungalows with condemned boilers and pass this to the Chairman. b) The Chairman will then speak to Dorchester Living to try and get these replaced ASAP.	 Chairman	 Ongoing
134/20	(iii) Flooding. 1. A PC local emergency plan will be produced. 2. The terms of reference for the working group will be circulated. 3. Information about local council emergency plans will be circulated. 4. The PC's emergency planning will be reported at the next meeting with Dorchester Living.	 Emergency Planning WG Clerk Clerk Chairman	 New New New New