Heyford Park Parish Council

Minutes of the remote meeting of the Parish Council held on Wednesday 14th April 2021 at 7.00pm

This meeting had been rescheduled from 7th April as that meeting had not been quorate.

Present: Alan Harris (Vice Chairman), Brian Moss, Dave Riley (from 19.14) Kate Henderson and Grant Lucas.

Also in attendance: The Parish Clerk, the Manager of the Heyford Park Pantry, and the Community First Oxfordshire Officer.

In the absence of the Chairman, the Vice Chairman was in the Chair.

189/20	**Apologies for Absence:** Cllrs Steve Cook (Chairman) and Tim Coggins, and County/District Cllr Ian Corkin.
190/20	**Declarations of Interests, Dispensations or use of Delegated Powers:** None.
191/20	**Minutes:** The Council received and considered the draft minutes of the remote meeting of the Parish Council held on 3rd March 2021.Cllr Moss proposed, Cllr Harris seconded the motion and the Council **RESOLVED** (unanimously by those who had attended that meeting) that the minutes were approved. The Vice Chairman then signed the minutes remotely.
192/20	**Public Participation:** The Community First Oxfordshire officer noted that PCs/ TC's had been sent details of the Community Review. It was noted that four people had attended the Larder launch.
193/20	**Planning Matters:** (i) No planning applications had been received since the previous meeting. (ii) There were no other planning matters discussed. Cllr Riley had experienced problems joining the meeting, but did so at this point
194/20	**Financial Matters:** (i) **Bank Statement & Reconciliation:** Cllrs received and noted the latest bank statement and bank reconciliation. (ii) **Payments:** Cllrs noted the payments made in March 2021. (iii) **End of Year Summary 202-21:** The financial position on 31st March was noted. (iv) **Cemetery Ear Marked Reserve.** Cllr Harris proposed, Cllr Riley seconded the motion and the Council **RESOLVED** (unanimous) to establish an ear marked reserve for a cemetery (or another asset) and to transfer £20k into this. (v) **Internal and External Audit:** The Clerk provided an update about the annual audits. (vi) **Containing Outbreak Management Fund.** The PC's application had been successful, and the grant money received.
195/20	**Training Policy:** Cllr Harris proposed, Cllr Riley seconded the motion and the Council **RESOLVED** (unanimous) that the Training Policy was approved.
196/80	**Emergency Plan Working Group:** Work is progressing on the emergency plan for the parish. The Vice Chairman explained the initiative to new Cllrs. A meeting had recently been held between Cllrs Riley, Harris, and Ian Ridley. Ian Riley was elected Chairman of the WG. If there is an emergency the Community Centre will act as the main reception centre. The Containing Outbreak Management Fund will enable a new portable emergency generator to be purchased. Space blankets, bedding and transport had been discussed. The group will compile emergency service contact details. Cllr Lucas offered to join this WG, and this offer was gratefully accepted.
197/20	**Elections Update:** The three new Heyford Park Cllrs were elected in a non-contested election and were warmly welcomed to the PC by the Vice Chairman.
198/20	**Date of the Annual Parish Meeting:** The date for this will be set after the RA meeting.
199/20	**Items to be noted by Cllrs:** None. The Clerk will circulate details of the traffic plan proposals to all new Cllrs to get them up to speed.
	Date of next meeting: The next meeting of the Parish Council will be held remotely on Wednesday 5th May 2021 – this will be the Annual Parish Council Meeting.

The meeting closed at 8.22pm.

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. Superseded	Clerk/Cllr Corkin	Completed Dorchester has agreed to make a contribution.
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
134/20	(ii) Flooding. 1. A PC local emergency plan will be produced. 2. The PC's emergency planning will be reported at the next meeting with Dorchester Living.	 Emergency Planning WG Chairman	 Ongoing Ongoing
153/20	Financial Matters (iv) PC Zoom account to be set up	Clerk	Ongoing
172/20	(d) Covid: Containing Outbreak Management Fund: £5,400 grant application from HPPC to be submitted before the end of March 2021.	Clerk	Completed
173/20	(i) Cherwell Local Plan Review 2040 – Village services questionnaire to be compiled and submitted to meet the deadline of 31st March 2021.	Cllrs Moss and Cook	Completed
179/20	Emergency Plan Working Group to confirm the Chairman of the WG at the April Parish Council meeting.	Cllr Harris	Ongoing