Heyford Park Parish Council

Minutes of the remote meeting of the Parish Council held on Wednesday 5th May 2021 at 7.00pm

Present: Cllrs Steve Cook (Chairman) Alan Harris (Vice Chairman), Tim Coggins, Brian Moss, Dave Riley, Kate Henderson, and Grant Lucas.
Also in attendance: The Parish Clerk, the Manager of the Heyford Park Pantry, the Community First Oxfordshire Officer, and the Chairman and PC liaison person from the Residents Association.
Before the meeting started, the Chairman of the PC congratulated the Chairman and committee of the RA upon their appointment and said that the Parish Council looked forward to working with them.

1/21	**Apologies for Absence:** County/District Cllr Ian Corkin, the Manager of the Community Centre, and the Group Scout Leader.
2/21	**Election of the Chairman:** Cllr Riley nominated, and Cllr Moss seconded the election of Cllr Cook as Chairman. There were no other nominations, and the Council **RESOLVED** that Cllr Steve Cook will be Chairman of Heyford Park Parish Council for 2021-22.
3/21	**Election of Vice Chairman:** Cllr Cook nominated, and Cllr Riley seconded the election of Cllr Harris as Vice Chairman. There were no other nominations, and the Council **RESOLVED** that Cllr Alan Harris will be Vice Chairman of Heyford Park Parish Council for 2021-22.
4/21	**Allocation of Cllr Roles for 2021-22:** The Chairman thanked Cllrs Coggins, Harris and Moss for their hard work and diligence during 2020-21. He noted that the Council should have had seven Cllrs but, because by-elections had been cancelled due to the pandemic, had been running with only four Cllrs for the past year. The Council agreed the following Working Groups and nominated Cllrs for 2021-22 (the Chairman and Vice Chairman are ex-officio on all working groups): Emergency Planning Working Group: Cllrs Harris, Riley and Lucas, and Ian Ridley (Chairman) Planning Working Group: Cllr Moss (Chairman), Coggins and Harris Dorchester Living – Cllr Cook Dorchester Master Plan – Cllr Coggins Environmental Matters – Cllr Lucas Finance – Cllrs Cook, assisted by Cllr Riley Highways & Transport – Cllr Harris MCNP – Cllrs Moss, Coggins and Harris, and Kathleen Hicks as the RA representative Police and resilience – Cllr Harris RA Liaison – Cllr Riley Schools – Cllr Coggins Speed Watch – led by the RA with PC input from Cllr Harris The Chairman will be a Trustee of the Heyford Park Pantry. **Action:** The Clerk will update the website.
5/21	**Register of Members Interest Forms:** It was noted that these need to be completed by new Cllrs and returned to CDC.
6/21	**Standing Orders and Financial Regulations:** The Parish Council **APPROVED** the use of the current Standing Orders (dated 11th March 2020) and Financial Regulations (dated January 2020). Cllrs also agreed to comply with the Code of Conduct.
7/21	**Confirmation of Appointment of Professional Bodies and Advisors:** The Parish Council **RESOLVED** that the following professional bodies and advisors be used in 2020-21: Bank – Unity Trust Bank Internal Auditors – IAC Audit External Auditors – Moore (appointed by the Government) Insurers – Zurich
8/21	**Confirmation of Subscriptions:** The Parish Council **RESOLVED** approval of the following subscriptions: Oxfordshire Association of Local Councils (OALC) Society of Local Council Clerks (SLCC) Mid-Cherwell Neighbourhood Plan Forum (MCNP) – the inclusion of a HPPC representative on the MCNP executive committee will be discussed with the MCNP as soon as an opportunity

	arises, because HPPC is the largest contributor to the MCNP's funding and the largest member council.
9/21	**General Power of Competence:** Heyford Park PC now meets the criteria to be able to use the General Power of Competence, but the adoption of this needs power needs careful consideration. The Chairman proposed, Cllr Coggins seconded the motion and the Council **RESOLVED** (unanimous) that this matter be discussed further at the July meeting.
10/21	**Scheme of Delegation:** At the Extraordinary Parish Council meeting held on 21st March 2020 Heyford Park PC **RESOLVED** that 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 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. The Chairman proposed, Cllr Coggins seconded the motion and the Council **RESOLVED** (unanimous) to i) extend the previously approved delegated powers to the Clerk, by also delegating any Council decisions by way of an Emergency Consultation Panel (EDP) comprising of, the Chairman, Deputy Chairman, a third Cllr and the Clerk during any period of restricted activity declared by the Government to enable the Council to fulfil its responsibilities to its residents. The EDP to come into force when either; a) the Council suspends meetings due to circumstances outside of its control, or b) when an urgent decision is needed due to an emergency and a meeting of Council is not quorate and timescales do not allow rescheduling of the meeting. It will have a delegated spending limit of £7.5k in any one month. ii) approve the amendment to the Standing Orders and Terms of Reference as appropriate.
11/21	**Minutes:** The Council received and considered the draft minutes of the remote meeting of the Parish Council held on 14th April 2021.Cllr Lucas proposed, Cllr Harris seconded the motion and the Council **RESOLVED** (unanimously by those who had attended that meeting) that the minutes were approved. The Chairman then signed the minutes remotely.
12/21	**Public Participation:** No members of the public wished to address the Council at this meeting.
13/21	**County and District Cllr Update:** Cllr Corkin was not at the meeting but had sent a report which had been circulated to Cllrs before the meeting. The following was noted: (i) There was no update about whether Cllr Corkin would consider calling in the planning application for recreational land at Heyford Leys. (ii) It was noted that Cllr Corkin had attended the recent community liaison meeting organised by Dorchester and provided an update about OCC's investigations into the causes of the recent flooding and remedial work required.
14/21	**Planning Matters:** (i) **Planning Applications:** No planning applications had been received since the previous meeting. (ii) **Any Other Planning Matters:** a) A resident had sent some observations about trees to Dorchester Living, copied to the PC, so these were noted. b) The PC discussed planning requirements for solar panel installations. It was noted that planning permission is not usually required if the panels are in keeping with the local area, but applicants should always check with the planning department. c) Cllr Moss will prepare the PC's response to the recent CPRE survey and circulate the draft to the entire council for comment prior to submission. d) The recent correspondence from the MCNF was noted. e) A Telecoms mast planning application. It was noted that this should have been sent to Upper Heyford PC and had a noticeably short response time.

	Action: The Clerk will forward to Heyford Park PC and flag up the short response time.
15/21	**Financial Matters:** (i) **Bank Statement & Reconciliation:** Cllrs received and noted the latest bank statement and bank reconciliation. (ii) **Payments:** Cllrs noted the payments approved and made in April 2021. (iii) **Annual Increment for the Clerk:** It was noted that the employment contract of the Clerk allowed for an Annual increment within the designated pay scale, payable on 01st April each year. Cllr Lucas proposed, Cllr Cook seconded the motion and the Council **RESOLVED** unanimously that the increment is improved and should be back dated to 01st April 2021. **Action:** The S.O for the Clerks salary will be amended to reflect the agreed salary increase and revised tax code which came into effect in April 2021. (iv) **Internal and External Audits:** The progress on the Internal Audit was noted. (v) **Containing Outbreak Management Fund.** It was agreed that the Clerk will write to the Heyford Park organisations listed in the grant application and ask then to submit their account details and commit to keeping accurate and auditable records of all grant expenditure. This will enable the grant to be distributed and used as per the grant application.
16/21	**Update from the Residents Association:** Cllr Dave Riley will be the PC liaison person with the RA. The PC Chairman introduced the new RA Chairman to Cllrs and congratulated him upon his recent appointment. The RA provided an update in which he mentioned the following: • The first committee meeting will be on 19th May. • He thanked those present for their help with the EGM. • There are lots of things to look forward to and the committee will look at priorities. • The RA liaison person with the PC will be Kath Hicks. • The RA will look at the draft roles list suggested by the PC and feedback any comments from the committee as they may want to expand upon the first draft. • The role of the RA on the Mid Cherwell Planning Forum was queried, and it was explained that the Parish Council is a member, and the RA an associate member. The PC noted that as Heyford Park is now the biggest parish represented on, and contributor to, the MCNF it will ask to be included on the executive committee at the next appropriate opportunity. • The RA committee members have email addresses per role.
17/20	**Training:** The fundamental OALC Cllr training has been booked for Cllr Riley. The Clerk will see if there are any spaces available, and if so, book this training for Cllr Henderson as well.
18/21	**Emergency Plan Working Group:** Cllr Riley reported that the Working Group had met recently and made good progress. It now needs to formalise the plan of action and then write the plan up.
19/21	**To Agree the Date of the Annual Parish Meeting:** The Annual Parish Meeting will be held on Friday 21st May and will be kept low key this year due to the pandemic. It was agreed that it should start at 6.30pm and be time limited.
20/21	**Items to be noted by Cllrs:** • The Chairman gave a brief update about the most recent Dorchester Living meeting. He asked people to advise him of where bins are needed, • A Cllr had received a complaint about the poor signage at the loading bay at Sainsbury's. It was suggested that inadequate signage may be contributing to people parking in it. This results in Sainsburys lorries blocking the road as they cannot access the loading bay. If there is a bus coming the other way at the same time the road is completely blocked. It was considered that improved signage was required before there was an accident.
	Date of next meeting: The next meeting of the Parish Council will be held remotely on Wednesday 2nd June 2021 – tbc.

The meeting closed at 9.07pm.

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
179/20	Emergency Plan Working Group to confirm the Chairman of the WG at the April Parish Council meeting.	Cllr Harris	Completed
4/21	Allocation of Cllr Roles for 2021-22. Details to be posted on the PC's web site.	Clerk	Ongoing
14/21	Planning e) Telecoms mast planning application to be forwarded to Upper Heyford PC.	Clerk	New Action
15/21	Financial Matters (v) Containing Outbreak Management Fund. The Clerk will write to the Heyford Park organisations listed in the grant application and ask then to submit their account details and commit to keeping accurate and auditable records of all grant expenditure. This will enable the grant to be distributed and used as per the grant application.	Clerk	New Action
16/21	MCNP Executive Committee to be asked to appoint a representative from Heyford Park PC.	Chair	New Action
17/21	Training. The Clerk will try and book some training for Cllr Henderson.	Clerk	New Action