Heyford Park Parish Council

Minutes of the meeting of the Parish Council held in the Community Centre on Wednesday 06th October 2021 at 7.00pm

Present: Cllrs Steve Cook (Chair) Alan Harris (Vice Chair), Brian Moss, Dave Riley, and Grant Lucas.
Not Present: Cllrs Tim Coggins and Kate Henderson
Also in attendance: The Parish Clerk, a representative from Dorchester Living and six other members of the public.

45/21	**Apologies for Absence:** Cllrs Tim Coggins and Kate Henderson.
46/21	**Declarations of Interest, dispensations or use of delegated powers:** None.
47/21	**Minutes:** The Council received and considered the draft minutes of the meeting of the Parish Council held on 21st July 2021. Cllr Lucas proposed, Cllr Riley seconded the motion and the Council **RESOLVED** (unanimously by those who had attended that meeting) that the minutes were approved. The Chair then signed the minutes.
48/21	**County and District Cllr Update:** Cllr Corkin was not at the meeting but had sent the Chair his report beforehand which was read out and the following points noted: - Having given evidence to the pharmacy appeal, a decision was pending. - The adjustment to structures over the stream, as well as some routine maintenance to the attenuation pond at Heyford Leyes had satisfied CDC that the system was much more robust. Cllr Corkin noted that this had been helped by the very substantial maintenance work done by Dorchester, downstream, at Lime Hollow. - The village wide 20mph was now with Dorchester – *Simon Fry was at the meeting and noted that he needs 2 weeks' notice to move this forward* - The school crossing had been completed - The Port Way issues were on Dorchester's side so OCC would be meeting with them during the following week. - There will be a meeting with OCC on 2nd November to discuss new village signs. - There was nothing new to report on the rail freight plan.
49/21	**Update from Dorchester Living:** Simon Fry from Dorchester Living (DL) was at the meeting and noted the following: - Master Plan: 175 unites were approved in November 2021 - S106 negotiated: could include bus services, cycle links, new primary school and sports pitches - Phase 9: work starting, including work on the show home. They are starting work on the affordable homes on the area outside Dorchester's Offices - Play Areas: Delays: parts missing due to supply chain issues. - Cycle paths: Residents advised DL that a cycle path was needed along the length of Camp Road and between the Nursery and Heyford Leys. DL was asked if the cycle path currently proposed would run around the whole site. DL said that this was beyond DL's control. **Action:** Clerk to ask OCC if it is possible to have some combined, footpaths/bridle ways and cycle paths to maximise their use. - 20mph speed limit: the Chair clarified the areas that would be covered by the 20mph speed limit. He clarified that any current 10mph and 15mph limits would remain. - Allotments: not progressed yet and probably a couple of years away. The PC notified that there was a clear demand for these amongst residents. - Cemetery: negotiations underway with New College. The PC asked for a timescale, noting that they had originally raised the need for this more than 2 years ago. The PC reminded DL that the cemetery required a 1.5-acre site with road access and needed to be owned and managed by the PC so that the charges to residents would just cover its costs. Simon noted that discussions were being undertaken at a high level and should be concluded soon. - Camp Road: a resident said that the path along Camp Road was a dual usage path but required some proper signage as people were not currently aware that it was a cycle path. - Rubbish around Sainsbury's: DL were advised that complaints about rubbish around Sainsburys were being received. The PC noted that three units were now occupied and

	suggested that a lack of bins might be contributing to the problem. It was noted that there were a lot of costa coffee cups littering the area and that more bins might help reduce the problem. - Bottle Banks: It was noted that the bottle banks will be moved. The Chair asked when this would happen but was not given a timeline.
50/21	**Complaint About Valley News:** It was noted that the PC had received a complaint from a resident about some recent content in Valley News (VN). A VN representative was present at the meeting. The Chair and VN representative will work together to find an acceptable solution to the complaint. This matter will be B/F to the next meeting.
51/21	**Valley News Grant Application:** The Council agreed to take Agenda item 7 e) next in order that the VN representative could then leave the meeting if they wished to do so. It was noted that the Valley News is delivered to all households in the parish, is funded through grants from all PC's from the parishes it is delivered to, other grants, and income raised from advertising. The VN committee was seeking a contribution proportionate to the number of households at Heyford Park. There had been some discussion about the current number of households and therefore the amount that should be requested. The PC agreed that it would be happy to approve an annual donation towards its production and publication. **Actions:** 1. The VN to send the Clerk confirmation of the amount that it was requesting. 2. The Clerk will add payment of this donation to the agenda for formal approval by the PC at the December meeting.
52/21	**Discussions with Residents at the Meeting:** a) **Aardvarks Running Club:** Two members of the Aardvarks running club were at the meeting. They explained that the running club at Heyford Park had been established three years ago and was fully licensed and insured. They were self-financing and raised money for local charities. b) **Christmas Events:** The Chair noted that the CDC had given the PC a Covid Recovery grant which included £1,500 for events. As these events were being managed by the RA the funding had been passed to them. One of the events had already been organised in the summer and several would be held. The Chair suggested that there needed to be a Christmas calendar of events organised by various groups at Heyford Park e.g. the RA, Community Garden, Scouts, etc. using the funding passed to the RA by the PC on behalf of CDC. c) **Christmas Tree:** The Chair of the PC has discussed this with Paul Silver and DL will supply a tree. There is a budget line for Christmas in the PC budget, and the Council agreed that the Chair could offer a contribution of approximately £550 towards the community Christmas tree, lights etc. Last year personalised baubles were used to decorate the tree, in return for a small donation and DL were happy to allow this again. Any money raised from donations will be given to a local charity, so the Chair asked that suggestions for suitable charities be sent to him. d) **Meet and Greet Event in 2022:** It was noted that the PC will be organising a meet and greet event in 2022 to help introduce new residents to their neighbours, and to the various clubs and groups that they can join within the parish. This will be a family event during the day on a Saturday so although there will be light refreshments laid on, there will be no alcohol. e) **Youth Club:** The trustee from the Youth Club was at the meeting and noted that current committee members wished to resign due to the lack of facilities at Heyford Park. He asked whether anybody from the RA would like to help the Youth Club, noting that it met once a week. f) **Bungalow Tenants Gas and Electricity Bills:** Cllr Harris noted that tenants were becoming increasingly upset about their gas and electricity bills. Although metres were being read their appeared to be discrepancies. g) **DL Office:** DL were asked when their site office would be manned. Residents had been told that it would be open on 1st July so queried the hold-up.

	The Council agreed to take planning matters next.
53/21	**Planning Matters:** (i) **Planning Applications:** Two tree applications had come in: 03363/TCA and 03364/TCA. The Parish Council agreed to make no comment about either of these applications. (ii) **Breach of Planning Conditions:** This refers to planning application 16/02446/F / 21/00177/ENF. No response had been received so Cllr Moss will email Cllr Corkin to try to progress this. (iii) **MCNP Training:** The offer of training offered by MNCP members still stood but no date had been agreed. **Action:** The Clerk will resend the email about this to all Cllrs. (iv) **Any Other Planning Matters:** None
54/21	**Financial Matters:** a) **Payments:** Cllrs received and noted the payments made since the last meeting and approved those that are due before the next meeting. Proposed by Cllr Riley, seconded Cllr Harris and **RESOLVED** (unanimous). b) **Bank Statements and Reconciliation:** Cllrs received and noted the bank statements and reconciliation for Sept 2021. c) **Containing Outbreak Management Fund:** It was noted that the grant must be spent and reported to CDC by end of Feb 2022.The following updates about the use of the grants by community organisations were received: (i) The Heyford Park Community Pantry – grant for £1,000.00 using Power LGA 1972 s137 for long-life food for use during a community emergency or at the two planned community events in 2021. The provisions have been agreed and now need to be purchased. (ii) Residents Association – grant for £1,500.00 using Power LGA 1972 s137 for arranging two community events – this matter was discussed earlier in the meeting. d) **Emergency Generator:** (i) The Cllrs were given details of three mobile generators. The recommendation from the Emergency Planning Working Group was to purchase a Hyundai DHY8000SELR Diesel Generator Long Run at a cost of £1,603.99 including VAT. The Covid recovery grant towards this was £600. The additional funding will come out of the PC budget. (ii) Some Cllrs had not seen the quotes before the meeting, and the cost was more than the Covid recovery grant, therefore the proposal to purchase the recommended generator, and the authorisation of the expenditure required for this will be on the agenda and formally considered and approved at the next Parish Council meeting. **Action:** The Clerk will include this on the December agenda. e) **Weatherproof Community Event Signage:** Cllrs received and noted four signs recommended by the Emergency Plan working group. The PC had already received £600 towards the purchase of waterproof Covid/Emergency signage. Two of the proposed signs will be purchased from the £600 Covid Grant money that had already been received. The other two will need to be purchased from Council funds. The signs will double sided metal signs on A frames and will cost £156 each ex. VAT. Two additional signs are yet to be designed and purchased from the Covid grant. The Council approved and authorised the signage and additional PC expenditure of £336.00 required to purchase a total of six signs. f) **Application for Funding from Valley News:** This was discussed earlier in the meeting at minute 51/21. g) **Audit: Update** (i) **External Audit:** The Council noted the external audit 2020-21had been completed and that the reporting requirements had been actioned. (ii) **Internal Audit:** - **Review of the Effectiveness of Internal Auditor - 2020-21:** The PC is required to routinely review the effectiveness of the internal audit (annual review).

	Action: The Clerk will prepare a draft review of the internal audit for approval consideration and approval at the December PC meeting. - **Appointment of the Internal Auditor 2021-22:** The Council formally noted the reappointment of the Internal Auditor - the PC appointed IAC for a three-year period in 2020 so no action was required this year. h) **Budget:** All Cllrs were asked to notify the Clerk of anything that they want considered for inclusion in the 2022-23 budget by the end of October. **Ear Marked Reserves**: Cllr Cook proposed, Cllr Harris seconded the motion and the Council Resolved (unanimous) to transfer £30k into the Cemetery EMR.
55/21	**Emergency Plan Working Group**: Cllr Riley had previously circulated the draft Emergency Plan. He noted that there was still some contact information to add to the draft and various people at the meeting offered to send him information that he could include. Cllr Harris proposed, Cllr Lucas seconded the motion and the Council **RESOLVED** (unanimous) to approve the draft Emergency Plan. **Action:** All Cllrs to review the emergency plan and send Cllr Riley any missing information that they can supply.
56/21	**Farmers Market:** It was hoped that the first Farmers Market might be held on Saturday 4th November, hopefully at the school.
57/21	**Bungalows Refurbishment Working Group:** Cllr Harris gave a bungalows WG update. He noted the following: - The bungalows that will be put up for sale will be upgraded to a higher spec than those that will not, so anyone wishing to buy their bungalow wish to discuss this with DL. - The bungalows are not in the conservation area so they can be a variety of colours. - The replacement of the doors and windows may take longer than originally expected. - There is no longer a need for the fence to remain in situ, so DL have been asked to take it down. - There are issues relating to the new heating systems that have been installed. Some tenants now have flow issues, whilst others have lost cupboard space. - It was queried whether tenants would be able to buy their bungalows after they had been refurbished. Cllr Harris noted that as they are prefabricated structures without fire breaks residents might have problems getting a mortgage. **Action:** Simon Fry offered to try and find out more about this potential issue.
58/21	**Update from the Cllr liaising with the Residents Association** It was noted that the RA had provide updates by email and at minute 52/21 (b). The PC Chair reminded the RA of the timeframes for grants to be considered. The Chair will ask Cllr Henderson to help with the Christmas events if she is available to do so. The Clerk suggested that it might be useful if a table of events be prepared and published in Valley News so residents will know what is going on in the run up to Christmas.
59/21	**Dorchester Living:** Simon Fry was thanked for attending the meeting and providing an update from DL.
60/21	**Land Registry Searches:** There were no updates available at this meeting. This item will be bought forward to the next meeting.
61/21	**Any Other Matters** (no decisions can be taken under this item) Cllr Riley noted that he had attended a very interesting course about Cloud IT.
	Dates of next meetings: The next informal meeting of the PC will be via zoom on 3rd November 2021 at 7pm. The next meeting of the Parish Council will be held on Wednesday 1st December 2021 in the Community Centre at 7.15pm.

The meeting closed at 8.50pm.

Signed: Date:

Action Check List

Minute Ref	Action	Actioner	Action Status
118/20	(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?	Chair at next liaison mtg	Ongoing
134/20	(i) 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 Chair	Ongoing Ongoing
153/20	Financial Matters (iv) PC Zoom account to be set up	Clerk	Ongoing
27/21	Financial Matters d) Containing Outbreak Fund: Cllrs to send details of the mobile generator and signage that they wish the Clerk to purchase.	Cllrs on the Emergency Plan WG	Completed
28/21	Emergency Plan Working Group: Meeting to be called to progress the writing of the plan.	Chair	Completed
36/21	Planning: (v) CDC Planning Policy Consultation: Cllrs to send comments to Cllr Moss so he can compile a response.	All Cllrs	Ongoing
37/21	Finance (c) Community Outbreak Fund (vi) The Chair of the Residents Association will be asked to provide copies of any receipts associated with the summer event. (d) The type and model of the mobile generator that is to be purchased will be confirmed. (e) The weatherproof Covid safety signage to be purchased to be confirmed. (f) Wall Mounted lockable notice board to be purchased.	Chair Emergency Plan WG Emergency Plan WG Clerk	Ongoing Ongoing will be discussed next meeting Completed Superseded – DL installed a new NB by Sainsbury's
42/12	Public Transport Representatives Meeting Most recent minutes to be circulated.	Cllr Harris	Completed
43/12	PC's Strategic Policies List To be updated and circulated	Clerk	Done – needs to be reviewed.
49/12	OCC to be asked about combining bridleways/footpaths/cycle paths in the parish to make them more accessible to residents	Clerk	New
51/21	Valley News Grant Donation: 1. Total revised sum requested to be confirmed to the Clerk by the VN Treasurer 2. The Clerk will then put this matter on the December agenda for formal approval by the PC	VN Treasurer Clerk	New New

53/21	Planning Matters: (iii) The offer of MCNP training to be recirculated to all Cllrs	Clerk	New
54/21	Financial Matters d) The consideration of the quotes and selection of the emergency generator to be purchased will be included on the December agenda. g) Review of the Effectiveness of the Internal Auditors work 2020-21 – draft report to be produced. h) Transfer of £30k into the Cemetery EMR	Clerk Clerk Clerk	New New New
55/21	Emergency Plan – missing information t be sent to Cllr Riley.	Clerk and Cllrs	New
57/21	Bungalows – information to be sought to try to clarify whether residents will be able to get mortgages if they wish to buy their refurbished homes.	Simon Fry DL	New