Heyford Park Parish Council

Minutes of the meeting of the Parish Council held in the Community Centre on Wednesday 05th October 2022 at 7.15pm

Present: Cllrs Dave Riley, Tim Coggins, Kate Henderson, Grant Lucas, and Brian Moss.
Not Present: Cllrs Steve Cook (Chair), Alan Harris (Vice Chairman)
Also in attendance: The Chairperson and another representative from the RA, the Chairperson of the Community Garden, and two other residents.

75/22	**Apologies for Absence Received and Approved:** Apologies were received and noted from Cllrs Cook and Harris. Cllr Coggins offered to Chair the meeting in the absence of the Chairperson and Vice Chairperson. Cllr Lucas proposed, Cllr Henderson seconded the motion and the council **RESOLVED** (unanimous) that Cllr Coggins chair this meeting.
76/22	**Declarations of Interest, dispensations, or use of delegated powers:** It was noted that there may be a delivery charge for the new flat pack container, so the council agreed to the use of delegated powers by the Chairman and Clerk to authorise any additional expenditure.
77/22	**Minutes:** Cllr Lucas proposed, Cllr Moss seconded the motion and the Council **RESOLVED** (unanimous by those in attendance) that the minutes from the parish council meeting held on 03rd August 2022 were approved. The Chairperson then signed the minutes from the meeting.
78/22	**Public Participation**: Two residents wished to address the council. The first resident: 1. Suggested that the PC should not support the 10mph speed limit proposed for Wellington Road. He did not consider it to be appropriate or necessary. 2. Asked the PC to attend the Remembrance Sunday Parade - he was informed that Cllr Harris would be attending. 3. Considered it important that the PC attend MCNP Forum meetings on a regular basis. He offered to attend if anyone would like him to do so. The second resident was the Chairperson of the Community Garden. She addressed the Council about purchasing pumpkins etc. at an estimated cost was £150. She was advised to complete a grant application and submit this to the Clerk. Due to the date by which these items are required, the Clerk and Deputy Chairperson were delegated authority to process and pay the requested grant when it is received.
79/22	**County and District Councillor Report:** Cllr Corkin was not at this meeting and no report had been received.
80/22	**Planning Matters:** (i) **Planning Applications:** **Ref: 22/02904/F** – Upper Heyford LLP – Building 3030, Heyford Park, Camp Road –Change of Use of existing building from Use Class B8 to B2. Installation of ancillary equipment to support the B2 use. The Parish Council decided that there saw no need to comment upon this application. There had also been a planning application received for a detached garage. The PC saw no reason to object to this application. (ii) **Neighbourhood Plan Working Group:** The Neighbourhood Plan Working Group had met, and their update was noted at the meeting. Cllr Coggins had been unable to attend the meeting so thanked Cllr Moss and the other members of the group for their work on this matter. (iii) **Mid-Cherwell Neighbourhood Plan:** The NPWG had discussed and responded to a recent email from the MCNP Chairperson. A response has been received so the WG now needs to meet and consider it. They will try to do so before the MCNP Forum AGM on 12th October. It was noted that the AGM will consider proposals for funding, and that no other parish council involved in the forum was being asked to fund as much as Heyford Park. The background to the financing of the MCNP was explained. It was agreed that the PC would await the outcome of the AGM before considering this matter further.

	(iv) **Any Other Planning Matters.** It was noted that the loading bays outside Sainsburys are unofficial at present. OCC are being asked to formalise the arrangement and to install appropriate signage. It was noted that the unofficial yellow lines that have been installed by Dorchester Living behind the Sainsbury's are unenforceable. It was noted that Dorchester Living staff are currently parking their vehicles in the Sainsbury's car park and taking up the limited parking that is allocated to shoppers. **Action:** The Clerk was asked to raise the problems associated with parking around Sainsbury's at the next Dorchester Living Community Liaison meeting. It was noted that the double yellow lines down Wellington Road are part of the OCC consultation and so may be a consideration when considering the 10mph speed limit. The REM planning application was discussed This is for the infrastructure associated with a development on the northwest corner of the Master Plan that has already been earmarked for development. Several complaints have been submitted to CDC about this development and the loss of trees. However it was noted that the development is in the Master Plan, the trees were of low value and the houses that will be built include affordable housing. It was noted that nothing had been done to take the traffic off Chilgrove Drive since it had first been discussed four years ago. The PC felt that nothing should be agreed unless this was done. It was noted that the lead planner who had worked on the Master Plan at Heyford Park had left CDC and it was unclear who had replaced him. The Clerk has asked Cllr Corkin to try to confirm. The problems relating to buses parking was discussed. It was also noted that the parking at the hotel will soon become available to everyone with a maximum stay of 3 hours. The temporary car park is also available for everyone to use.
81/22	**Financial Matters:** (i) **Bank Statement and Reconciliation:** The parish council received and noted the September bank statement and reconciliation. (ii) **Payments:** It was proposed by Cllr Coggins, seconded by Cllr Lucas, and **RESOLVED** by the parish council that the payments made since the last meeting were noted and ratified. (iii) **Internal Auditor:** IAC can no longer undertake the PC's internal audit. The Clerk had been contacting various auditors and noted that IAC's customers were doing the same, so the IA's books were filling up. Auditing Solutions are used by other local councils and had provided a quote. Cllr Riley proposed, Cllr Moss seconded the motion and the council **RESOLVED** (unanimous) to engage Auditing Solutions to undertake the Internal Audit 2022-23. **Action:** The Clerk will sign and send the letter of engagement to Auditing Solutions. (iv) **Budget Approvals:** The council received and considered various items of expenditure. Cllr Lucas proposed, Cllr Henderson seconded the motion, and the counci**l RESOLVED** that the following expenditure was approved: (a) PC Wreath for Remembrance Day – maximum budget of £25 (b) Gas Bar-B-Q as previously discussed – maximum budget £400 (c) 3 x 6m marquee as previously discussed – maximum budget £600 plus delivery (d) Replacement fencing behind the new storage container – maximum budget £275. It was noted that the PC Chairperson has asked the Chairperson of the Community Garden to explore the cost of purchasing two Christmas Trees. The cost will be a total of £400. **Action:** The Clerk will include this expenditure will be put on the November agenda for approval.
82/22	**Residents Association:** The RA NPWG representatives will help the PC review whether a separate Neighbourhood Plan may be needed. The proposed Christmas event was discussed and whether it should be held during the afternoon on the same day as the December Farmers Market. The Witney Band has already been in touch to see if the PC would like them to play. **Action:** Cllr Henderson will make a provisional booking and ask the Witney Band to hold the date for us. It was noted that whenever the RA or other community groups wanted to stage an event, they were asked to notify DL, however DL are not reciprocating the arrangement and sharing details

	of their planned events. There was concern that sometimes when DL were notified that a community event was being organised, they then tried to take over or replicate the event. This was causing a problem. The scarecrow event and the annual Halloween party were noted as examples - the Community Garden had already planned their event, but then DL tried to organise something on the same day which would have resulted in a clash. **Action:** The Clerk was asked to raise this at the next Dorchester Living Community Liaison meeting.
83/22	**Dorchester Living:** No representatives from DL were at the meeting and no updates had been received. The Clerk was asked to raise various matters at the next community liaison meeting.
84/22	**Additional Defibrillator Quotes:** Cllr Lucas has finished his investigation. The quotes will be discussed at the November meeting. Dorchester Living and the PC have agreed the installation of three defibrillators. Dorchester Living will pay for one to be installed on Building 101. The PC will pay for the other two. One of these will be installed near the Leys or at Trenchard Circle, the other will be installed at the other end of Camp Road near the gate house. **Action:** The Clerk will include the defibrillators on the next agenda.
85/22	**Items Noted by Cllrs** (No decisions can be made under this item): 1. **Bungalows.** If residents are paying for their gas and electricity separately the gas rate will be reduced for 6 months. The price cap will not apply to electricity, however although there will be an increase in the standing charge the electricity grate will not be increased. There is a rent rise due in January. Disabled residents were reminded to claim the available benefits/extras available to them. After the soffits and facias have been finished in Eady Road the rest of the work on the porches etc will be completed on an as and when basis. 2. **Master Plan Steering Group.** DL will be creating a new working group similar to the bungalow working group. The PC will be invited to appoint a representative to this group. The PC discussed whether this should be the PC Chairman. **Action:** The Clerk was asked to mention this at the next Dorchester Living Community Liaison meeting. 3. **CCTV.** DL are considering whether to install additional CCTV e.g. at the play areas. It was noted that if they do so to record problems DL must check the recordings and act upon them. 4. **PCO Patrols.** It was suggested that the PC might consider asking the police for PCO patrols at problem areas. Cllr Henderson noted that she is currently doing this. It was uncertain whether the local PCO had attended the jubilee event in June. He had contacted the PC and said that he intended to do so, but nobody at the meeting could remember seeing him there. 5. **Notice Boards, Defibrillators and Energy Rebates at Heyford Leys.** Cllr Moss will contact the site owner and Cllr Riley will also do so, so that between them they can try to take these matters forward.
	Dates of next meetings: The next parish council meeting will be held on 2nd November 2022.

The meeting closed at 8.25pm.

Signed: Date:

Appendix 1

Payments over £500 since the last meeting

£0

Action Check List

Minute Ref	Action	Actioner	Action Status
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
55/21	Emergency Plan – missing information to be sent to Cllr Riley.	Clerk and Cllrs	Ongoing
66/22	Planning. Mid-Cherwell Neighbourhood Plan: Response to be sent to the questions sent to the parishes by the MNCP regarding the Review of the Mid-Cherwell Neighbourhood Plan.	Cllr Moss	Completed
67/22	Finance. A letter is to be sent to the bank requesting that the expenditure limits on the corporate card be increased. The following proposed purchases to be included on the next agenda so that the PC can consider and approve the expenditure required: - 1 additional Premium PVC Marquee for use at events sized 3x6m - 1 Gas BarBQ for use at events	Clerk Clerk	Completed Completed
71/22	Defibrillators. Quotes to be obtained for three wall mounted defibrillators.	Cllr Lucas	Ongoing
80/22	Planning and other matters: Various matter will be raised at the next Dorchester Living Community Liaison meeting including - DL staff using the car park behind Sainsbury's - Community groups upset about DL planning similar events to them e.g. Halloween and the scarecrow competition.	Clerk	New
81/22	Finance. - Auditing Solutions to be engaged as the Internal Auditor. - Expenditure for two Christmas Trees to be included on the next agenda	Clerk Clerk	New New
85/22	Asking the site owner of Heyford Leys about notice board, defibrillators, and energy rebates.	Cllrs Moss and Riley	New