Heyford Park Parish Council

Minutes of the meeting of the Parish Council held in the Community Centre on Wednesday 17th May 2023 at 7.15pm

Present: Cllrs Tim Coggins (Chair), Kate Henderson, Brian Moss, Steve Cook, Lynne Fraser (elected Cllrs), and Alan Harris and Catherine Mullineux (after they were co-opted at the meeting).
Not Present: N/A
Also in attendance: The Parish Clerk, a representative from Dorchester Living and one other resident.

1/23	**Signing of the Acceptance of Office:** The five elected Cllrs signed their acceptance of Office forms in front of the Proper Officer.
2/23	**Election of the Chairperson for 2023-24:** Two Cllrs were considered for the position of Chairperson (known as the Chair) for 2023 – 24. Cllr Tim Coggins was elected as the Chair for 2023-24 and signed of the Acceptance of Office form in front of the proper officer.
3/23	**Election of the Vice Chairperson for 2023-24:** Only one Cllr put themselves forward to be the Vice Chairperson (known as the Vice Chair) for 2023-24 and was duly elected. Cllr Henderson then signed the Acceptance of Office form in front of the Clerk.
4/23	**Declarations of Interest and Expenses:** The Clerk reminded all Cllrs to send their Declarations of Interest forms, and election expenses forms to CDC.
5/23	**Councils Standing Orders and Financial Regulations:** Cllr Coggins proposed, Cllr Henderson seconded the motion and Heyford Park Parish Council **RESOLVED** (unanimous) to use the current Standing Orders and Financial Regulations (both based upon the NALC model).
6/23	**Council Policies:** Cllr Fraser proposed, Cllr Moss seconded the motion and Heyford Park Parish Council **RESOLVED** (unanimous) to reaffirm the council policies for Training, Health & Safety, and Internal Audit.
7/23	**Working Groups:** Cllr Coggins proposed, Cllr Cook seconded the motion and Heyford Park Parish Council **RESOLVED** (unanimous) to reaffirm the existing Planning and Bungalows working groups and their membership.
8/23	**Allocation of Cllr Roles for 2023-24.** The Council agreed to carry this item forward to the June Parish Council meeting.
9/23	**To confirm the appointment of the following Professional Bodies and Advisors.** Cllr Cook proposed, Cllr Moss seconded the motion and Heyford Park Parish Council **RESOLVED** (unanimous) to reaffirm the following professional providers: Insurers – Zurich Bank – Unity Trust Internal Auditor – Auditing Solutions Ltd
10/23	**To confirm the following subscriptions.** Cllr Cook proposed, Cllr Moss seconded the motion and Heyford Park Parish Council **RESOLVED** (unanimous) to reaffirm the following subscriptions for 2023-24. Oxfordshire Association of Local Councils (OALC) Clerks' membership of the Society of Local Council Clerks Mid-Cherwell Neighbourhood Plan Forum (MCNP) Community First Oxfordshire Information Commissioners Office
11/23	**General Power of Competence:** The Parish Council discussed whether it wished to adopt the General Power of Competence at this stage - there are sufficient elected Cllrs, and the Clerk is CiLCA qualified. Following discussions Cllr Coggins proposed, Cllr Cook seconded the motion and Heyford Park Parish Council **RESOLVED** (unanimous) that it would not adopt the General Power of Competence at this time.
12/23	**Co-option of two Councillors:** Following the recent local elections there were two vacancies for Parish Cllrs to be co-opted onto Heyford Park Parish Council. Two residents had applied to be co-opted and where at the meeting. Cllr Coggins proposed, Cllr Fraser seconded the motion and Heyford Park Parish Council **RESOLVED** (unanimous) to co-opt Alan Harris and Catherine

	Mullineux to the Heyford Park Parish Council. They both signed their acceptance of office forms in front of the Proper Officer and joined the parish council.
13/23	**Receipt and Approval of Apologies for Absence:** There were no apologies from Cllrs to approve at this meeting as all Cllrs were in attendance. Apologies had been received from District Cllr Nigel Simpson and County Cllr Ian Corkin.
14/23	**Declarations of interests, dispensation requests, dispensations, or use of delegated powers:** It was noted that there had been no new dispensations, or use of delegated powers since the previous meeting.
15/23	**Minutes:** Cllr Henderson 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 19th April 2023 were approved. The Chairperson then signed the minutes from the meeting. It was agreed that going forwards a review of the actions check list will be undertaken after the approval of the minutes.
16/23	**Public Participation**: A resident who was at the meeting thanked the Parish Council for the Coronation Medal that had been given to his child. The Chair thanked Cllr Henderson for the work that she had put in to successfully deliver this initiative. Cllr Henderson said that 569 children had registered to receive medals, 10 medals had been given to the Chair for him to issues at his discretion and 21 were left. **Action:** At the next meeting, the parish council will confirm the final position and decide what to do with the spare medals. Discussion followed about the number of households at Heyford Park, and it was considered that the Valley News distribution numbers were the most accurate estimation. The Valley News is currently delivered to 1,210 houses.
17/23	**County and District Councillor Reports:** None **(i)** **County Cllr Report:** Apologies for absence had been received from Cllr Corkin before the meeting. **(ii)** **District Cllr Report:** Apologies for absence had been received from Cllr Simpson before the meeting.
18/23	**School Bus Service:** It was agreed that, as this matter was being considered by the County Council, it should no longer be an agenda item on future PC agendas.
19/23	**Planning Matters:** (i) **Planning Applications:** The PC considered the following planning applications received since the last meeting: a) **Ref: 23/01142/TEL56,** Three UK Ltd – Proposed installation of 15m high Phase 8 monopole, 2no. ground-based equipment cabinets, 1 no. meter cabinet and ancillary development thereto at Street Record, Camp Road. It was noted that some residents supported, and others opposed, this planning application. It was also noted that there were no material grounds on which the PC could object to the application. Cllr Mullineux proposed, Cllr Henderson seconded the motion and Heyford Park Parish Council **RESOLVED** (unanimous) that it would not submit any comments about this planning application. b) **Ref: 23/01308/TCA,** 11 Hart Walk. Heyford Park Parish Council **RESOLVED** (unanimous) that it would not submit any comments about this planning application. (ii) **Parking Spaces**: Carried Forward to June meeting. (iii) **MCNP Update:** Cllr Mullineux updated the PC. The development team is still working on sites. They are also working on reviewing the policies within the MCN Plan, but it will take more time for them to be fully developed. (iv) **Any Other Planning Matters.** None.
20/23	**Financial Matters:** (i) **Bank Statement and Reconciliation:** The parish council received the April bank statement the bank reconciliation. The Alpha software was updated at the beginning of the year and the reconciliation report now requires to be approved by two Cllrs. Cllr

	Coggins proposed, Cllr Henderson seconded the motion and Heyford Park Parish Council **RESOLVED** (unanimous) that the bank statements and reconciliations are correct. The Chairman and Vice Chairman then signed the bank reconciliation report at the meeting. It was agreed that the Clerk will distribute quarterly budget updates from now on. (ii) **Payments:** The payments made since the last meeting were noted. The Parish Council **RESOLVED** (unanimous) that the payments requiring authorisation at this meeting were approved and will be authorised on-line by Cllrs Coggins and Cook. (iii) **Grant Request from Valley News for 2023-24:** A request for a grant of £1,340.00 from the Valley News was discussed. Cllr Coggins proposed, Cllr Cook seconded the motion and Heyford Park Parish Council **RESOLVED** (unanimous) that this grant application was approved. (iv) **Any other urgent Financial Matters:** There were no urgent financial matters to consider.
21/23	**Residents Association:** A report was received about the AGM of the Residents Association (RA) that had recently taken place. The RA has been running for 20 years, but its future is currently unclear due to the limited interest that is currently shown in it by Heyford Park residents. Only 20 families were represented at the AGM, and insufficient people were willing to stand for the key roles, or to join the committee. It was not possible to fill the various posts at the AGM meeting, so RA members were asked to request an EGM if they were interested in its continuation, after the meeting. No such request had been received before the update that was provided at the PC meeting. The RA is therefore dormant at present, and if no EGM has been requested and the posts filled before 01st August 2023 it will be wound up. Within the RA's constitution there is a provision for any funds that it has to be distributed. The old standing committee of the RA has delegated the authority to do this to a working group. It was noted that Valley News has organised the delivery of the Valley News and so this would have to reviewed. Since the Heyford Park PC was formed, the cost of delivering Valley News has been shared between CDC and the PC. The channels for delivering the Valley News to households was discussed, and it was noted that the Valley News ethos was that it be delivered in hard copy. Delivery options was discussed, including the idea that they might be delivered by the post office, but it was thought that this would probably be too expensive. It was suggested that Valley News could still receive the donations from CDC and the PC towards the cost of delivery if both parties agreed to continue these donations. The PC Chairman noted that the RA had been going for 20 years and had had some great Chairman' during this time.
22/23	**Dorchester Living:** The representative from Dorchester Living reported that Dorchester would like to present the new vision for the site and asked the PC for its input as to how this should be done. The Chair suggested that the new vision be presented to the Parish Council before it is rolled out more generally. It was also suggested by Cllrs that this be an informal closed meeting that would be held one evening. It will be separate from the PC monthly meetings, to allow plenty of time for the presentation to be made and for discussions afterwards. DL were asked when Dow Street, Howard Road, Gordon Road, etc. will be re-surfaced. **Action:** The Clerk will send an email to DL asking for a target timescale for the resurfacing of Dow Street, Howard Road, Gordon Road, Walker Road etc. The Clerk will notify DL of the name of the PC Chairman for 2023-24 and advise them that the PC representatives invited to the Community Liaison meetings should therefore be: Tim Coggins, Kate Henderson, Lynne Fraser, Catherine Mullineux, and the Clerk.
23/23	**Defibrillators: Update** There were no quotes or updates to consider. This matter will be brought forward to the June meeting.
24/23	**Items Noted by Cllrs** (No decisions can be made under this item): 1. Cllr Henderson asked if there were any updates from OCC about the possibility of bins being installed in the bus shelters. 2. Cllr Harris asked for an update about distributing and installing the 'Hedgehog Highways.'

	3. Cllr Henderson told the Council about the Oxfordshire Play Association Play Days. She has asked for details about the funding requirements and will submit this to the Clerk for inclusion in the discussions about the 2024-25 budget in October and November. 4. A parish sign was discussed, but this was considered to be a matter for Upper Heyford and OCC to resolve. Cllr Henderson will report this back via the Community Liaison meeting.
	Exclusion of the Public and Press: In view of the nature of the business to be transacted members of the public and press will be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1)
25/23	**Discussion that may include commercial sensitivities**. The PC discussed an issue that might have commercial sensitivities.
	Date of the next meeting: The next parish council meeting will be held on Wednesday 14th June 2023 at 7.15pm in the Community Centre.

The meeting closed at 9.15pm.

Signed: Date:

Appendix 1

Payments over £500 made since the last meeting.

None £0

Action Check List

Minute Ref	Action	Actioner	Action Status
134/20	(i) Flooding. 1. A PC local emergency plan will be produced.	Emergency Planning WG	B/F to 2023/24
94/22	Notice Boards: To order 2 wall mounted lockable notice boards (revised to 1 as the owner of Heyford Leys has agreed to allow the NB there to be used by the PC).	Clerk	B/F to 2023/24
105/22	Planning Applications: Letter to be sent to OCC about several highways matters	Cllr Coggins	Completed
139/22	The purchase of coronation commemorative medals for the children living in Heyford Park. Confirmation of the number to be purchased.	Cllr Henderson	Completed
156/22	Farmers Market to be an agenda item on an agenda within two-months of the new Parish Council being elected.	Clerk	Ongoing
158/22	Dorchester Living Possibility of installing waste bins in the bus shelters to be discussed with OCC	Chair	Ongoing
159/22	Defibrillators: To confirm with the previous Chair how far discussions with the pharmacy had progressed.	Chair	Ongoing
165/22	Public Participation: Letter to be sent to Cllr Corkin, (copied to V Prentis MP) requesting that he attend the PC meeting on Weds 17th May 2023.	Chair	Ongoing
168/22	Planning Matters: Review and respond, if appropriate, to the consultation about the proposed installation of Telecommunications Apparatus at Adapted Highway at Camp Road.	Planning Working Group	Completed
169/22	Financial Matters PC response to the grant request from Friends of Heyford Station to be notified to the applicant.	Clerk	Completed
174/22	Defibrillators: Matter to be B/F to the June 2023 meeting and put on the agenda.	Clerk	Ongoing
175/22	Calendar of Meetings for 2023-24: Calendar of meetings to be posted on the PC web site.	Clerk	Completed
22/23	Dorchester Living: A target timescale for the resurfacing of Dow Street, Howard Road, Gordon Road, Walker Road etc. will be requested.	Clerk	New