The Heyford Park Parish Council

Minutes of the meeting of the Parish Council held in the Community Centre on Wednesday 15th November 2023 at 7.15pm

Present: Cllrs Tim Coggins (Chair), Kate Henderson (Vice Chair) Alan Harris, Brian Moss, Catherine Mullineux, and Steve Cook
Not Present:
Also in attendance: The Parish Clerk, CDC Cllr Nigel Simpson, a representative from Dorchester Living (DL), and three members of the public.

100/23	**Receipt and Approval of Apologies for Absence:** None – all Cllrs attended the meeting.
101/23	**Vacancy for a Councillor:** Following the recent resignation of Cllr Lynne Fraser, there is now a vacancy on the Parish Council. The Chair thanked Lynne for her work whilst on the Heyford Park Parish Council (HPPC), noting that she had been a very valued member of the council.
102/23	**Declarations of interests, dispensation requests, dispensations, or use of delegated powers:** It was noted that there had been no new dispensation requests or use of delegated powers. Cllr Coggins declared a general interest in the agenda item about the tennis courts as his wife is a School Governor.
103/23	**Minutes:** Cllr Cook proposed, Cllr Harris seconded the motion and the council **RESOLVED** (unanimous by those present) that the minutes from the extraordinary parish council meeting held on 31st October 2023 were approved. The Chairperson then signed the minutes.
104/23	**Public Participation**: Several residents wished to address the Parish Council at this meeting. 1) Use of Tennis Courts in Winter: a resident addressed the parish council about the tennis courts being unavailable to players during the winter. The nets were taken down at the end of October resulting in the courts being unavailable for use during the winter, although the repair and maintenance of the courts is included in the management fee. The school has confirmed that there is a contract to enable the courts to be used between October until the end of March, however DL will not permit this. The children use the courts if it is too wet for them to play on the grass, and DL also had H&S concerns about the courts becoming slippery for people playing tennis. The resident suggested that the same H&S concerns should apply to children using them as a play surface. The resident noted that players pay £5 each time they book the courts, so they bring in revenue. 2) Heritage Centre as a possible venue for PC meetings: a resident A resident suggested that the PC might consider meeting in the Heritage Centre, noting that the Community hub use the centre at the same time as PC meetings but the board room would be available if the council wished to use it. It was noted that the Community Centre had good disabled access and that this was an important consideration as council meetings are open to the public. 3) Free Road Signs that used to be Available: a resident noted that it used to be possible to get free road safety polystyrene boards and asked from whom they might be requested. The resident noted that there was a problem with some of the current signage e.g. by the farm/chicane and was concerned that this might become a safety issue. Cllr Simpson agreed to try to confirm who the OCC contact is for such signs. 4) Balancing Pond adjacent to the Heyford Leys Park: A resident reported that this balancing pond is not currently being maintained, and flooding would negatively impact residents living on the park. The water comes under and off Camp Road and is funnelled into the pond. The brook cannot cope with it and the pond was always full of sediment. He had twice asked DL to dredge it, but nothing had been done. In his opinion, there had been no flood risk until DL started building and noted that park home residents had not been consulted beforehand. Although an engineer had undertaken a site visit, they had offered no solutions and residents needed to protect their home. He had been unable to get his insurers interested. He said that the opening to the pipe was a two foot in diameter and that there was no form of regulator. He had then taken it upon himself to make some modifications to try to regulate the flow. The representative from DL insisted that no resident attempt to modify any aspect of the balancing pond. The council agreed to bring forward the agenda item about the tennis courts next.
105/23	**Tennis Courts Winter Closing**: The Chair declared a general interest in this item as his wife was a School Governor. He explained that the maintenance fee paid by residents towards the

	tennis courts was to cover the cost of repairing them every 7 years, and re-surfacing them every 10 years. He believed that there had also been concerns that the nets might be damaged if left out during winter. It was noted that tennis players had expressed a willingness to sign an insurance disclaimer saying that they were playing at their own risk and would like to use the courts during winter at their own risk. It was also noted that if the courts were unsafe for use by tennis players, they would be unsafe for use by anyone. It was suggested that the arrangement with the school might be due to historic reasons, and that if the nets remained up enabling dual use, this might be a solution. **Action:** The PC agreed to write to DL and clarify the insurance position and ask when it was last re-surfaced and due for repair or resurfacing again. DL will also be asked to explain how the courts can be listed in the residents costs and also be included in a contract with the school.
106/23	**County and District Councillor Reports:** Cllr Corkin was not at the meeting. Cllr Simpson gave an update to the Parish Council, during which he noted the following key points: (i) **County Council Matters:** • That there is a proposal for 4,000 houses being built at the Shipton Quary that is behind Bunkers Hill. • Cllr Simpson has requested a poster from the police that confirms the details of the police team that will be working at Heyford Park and informs residents how to contact them. The police will soon have a part-time office at Heyford Park. • OCC has appointed a very experienced new person to become Director of Social Services. They are currently working out their notice and will join OCC in February 2024. It was noted that fixing social services will take time. There is currently no sports provision for children with special educational needs and so this will need to be considered. • It was noted that the bridge at Lower Heyford will be closed until early December whilst repairs are undertaken. The date of the re-opening has yet to be confirmed. • The current 30mph speed limit through Lower Heyford will soon be changed to become 20mph. • OCC are looking at ways to safely connect Lower Heyford, Upper Heyford and Heyford Park to make it safe for pedestrians and cyclists. • There was no news about the planned improvements at J10 of the M40, or the proposed Strategic Rail Freight Depot as both are currently on hold. • The Chair thanked Cllr Simpson for following up on the enforcement of parking at Heyford Park. (ii) **District Council Matters:** • Building 157 is going to be used as a 'maker shed' for men and women living at the park. A resident had donated various tools that had made this possible. • CDC is selling Bodicote House for development and will be moving into the old British Homes Store site at Castle Quays. It is hoped that the move will be completed by the end of 2024. The cost of the refit will be £4.5m but there will still be money left over from the sale. The relocation will make the district council more accessible to residents. Staff will be allocated some of the parking spaces at Castle Quay, but will be encouraged to walk, cycle or use public transport if possible. OCC has no plans for any additional road improvements. • Yvonne Rees is leaving CDC so an interim manager will be appointed until a new permanent Chief Executive is recruited. • It was noted that there are currently 156 hangars that might be re-purposed at Heyford Park. It was suggested that these could include civic buildings. • It was note that although the parish of Heyford Park is currently split between two electoral wards it was too late to amend this anomaly when the boundaries are revised. • A Heyford Park Business Group has been formed – its first meeting will be held at The Heyford on Tuesday 28th Nov – Cllr Simpson will attend.

	The council agreed to bring forward agenda item 10 next.
107/23	**Williams Road Speed Restrictions and Other Traffic Matters:** It was noted that the roads off Camp Road are all within the 20mph speed limit area, other than Wellington Road which is 15mph. It was noted that the loading bay outside Sainsbury's cannot be blocked off 24/7 with cones. If Sainsbury's do not have enough staff to move them, it will be up to drivers to do so. Cllr Simpson will speak to CDC staff about the enforcement of double yellow lines etc as they do this on behalf of OCC. DL also agreed to speak to the tenant. It was suggested that signage was needed to direct drivers to the car park behind Sainsbury's. The DL representative agreed to check progress with the conversion of two of the disabled parking spaces in this car park into spaces that can be used by any car users visiting the shops. Resident witnessing speeding problems in the parish were asked to report it to the local police by calling 101, or on-line and to include any dash camera footage that they may have. A Cllr will try to attend the next rural crime meeting.
108/23	**Planning Matters:** **a) Planning Applications:** There were no new any planning applications to consider since the last meeting. It was noted that the Clerk had submitted the PC's response to the CDC Local Plan. **b) MCNP Forum AGM:** The Cllrs who had attended the MCNP Forum AGM gave a detailed oral report, noting that from a Heyford Park perspective it had been a disappointing meeting. A change to the constitution that had been submitted in accordance with the Forums constitutional procedure by Heyford Park had not been considered, and the request to remove the word 'green' from references to a future cemetery at Heyford Park had been ignored. The advice of OALC's financial advisor about a proposed honorarium for the MCNP Forum Chairman had been circulated and shared with all member councils before the meeting. As resolved by the HPPC, Cllr Coggins objected to the proposal when it was put before the meeting (Cllr Moss abstained), but he had been the only person to vote against the motion, so it was passed on a majority vote. Following this report the parish council then had a lengthy discussion about the MNCP Forum and the recent AGM. Councillor Coggins proposed a motion utilising a three month mediation period offered by Dorchester Living, however this motion was not seconded and so fell. The following motions were then passed by the parish council: (i) Cllr Cook proposed, Cllr Moss seconded the motion and the parish council **RESOLVED** (unanimous) that Heyford Park Parish Council terminates its membership of the MCNP Forum with immediate effect and will seek an alternative arrangement under the guidance and recommendations of the Neighbourhood Plan Working Group of the parish council (which will be re-activated for this purpose). (ii) Cllr Mullineux proposed, Cllr Cook seconded the motion and the parish council **RESOLVED** (unanimous) that the MCNP Forum remove the area of Heyford Park Parish from the designated area included in the Mid-Cherwell Neighbourhood Plan prior to any submission of the new plan. (iii) Cllr Mullineux proposed, Cllr Cook seconded the motion and the parish council **RESOLVED** (unanimous) that the MCNP Forum removes any policies or recommendations that specifically refer to the area within the Heyford Park Parish from the Mid-Cherwell Neighbourhood Plan prior to any submission of the new plan. **Actions:** 1. The Clerk will write to the Chairman of the MNCP Forum and relay the HPPC decisions. She will request confirmation from the MCNP Forum Chairman that the HPPC letter has been circulated to all Forum members. 2. The Clerk will include an agenda item on the December agenda to re-constitute the Neighbourhood Plan Working Group (NPWG) and appoint an additional Cllr to it. 3. The Clerk will include an agenda item about the recommendations of the NPWG on the March 2024 council agenda.

	c) The Pond near Heyford Leys: The Chair reported that he had previously written to DL about this and that the specification for the ponds had already been reviewed and agreed as part of the planning process. The DL representative confirmed that DL cannot adjust things without it going back through the process. **d) Any Other Planning Matters:** There were no other planning matters to discuss at this meeting.
109/23	**Financial Matters:** **a) Bank Statement and Reconciliation:** The council received and confirmed the October bank statements and reconciliation. These were then signed by Cllrs Coggins and Cook. **b) Payments:** Cllrs received and noted the payments made since the last meeting and those requiring authorisation. Cllr Cook proposed, Cllrs Mullineux seconded the motion and the parish council **RESOLVED** (unanimous) that these payments were approved. **c) National Pay Award for 2023/24.** Cllr Harris proposed, Cllr Mullineaux seconded the motion and Heyford Parish Council **RESOLVED** (unanimous) to adopt the National Pay Award for 2023/24 backdated to 1st April 2023. **d) Investment Report:** An update was received and noted from the Clerk. The Nationwide Building Society in Bicester has advised that the Business Instant Account is no longer available to new customers. Further updates will be brought to the next meeting. **e) Defibrillators:** This item was carried forward to the December meeting. **f) Christmas Event:** The quote for a Christmas Tree outside the Community Centre had not been received. It was noted that the Christmas decorations had belonged to the Residents Association (RA), and that RA members had kindly donated their time to dress the tree, and subsequently remove the decorations before 12th night. Cllr Cook proposed, Cllr Henderson seconded the motion and the parish council **RESOLVED** (unanimous) that a Christmas Tree would not be purchased this year, but that this decision would be reviewed annually. **g) Oxfordshire Play Association Play Days:** Cllr Henderson noted that these would for all ages so very inclusive, and free for families to attend. They cost around £4,500 for the Oxfordshire Play Association to put on, but the PC would only be asked to contribute some of the money required to hold an event on the Village Green (exact amount currently unknown). The rest would be raised by OPA. The dates that are still available are during half term in May 2024 or on Saturday 3rd August 2024. Cllr Cook proposed, Cllr Moss seconded the motion and the parish council **RESOLVED** (unanimous) that the parish council approves a s137 grant of up to £2.5k towards this event when a grant application is received and approves a provision to fund up to a total of £4.5k if required, to enable this event to be held. Cllr Cook left the meeting at 9.40. **h) Budget 2024/25:** The draft budget circulated to all Cllrs before the meeting was discussed. It was agreed that an allocation will be included in the budget for the OPA Play Day event agreed at (g) above. The following agenda items were also discussed: (i) Proposed fees for Heyford Park PC from the MNCP. This item was now non-applicable because of the resolutions passed at minute 108/23 (b) (i) earlier in the meeting. (ii) Proposed s137 grant for Valley News – this was **approved.** It was noted that Dorchester Living may agree to fund the deliveries. **Action:** The Clerk will include approval of the finalised budget and precept request on the agenda for the December meeting.

	i) **Appointment of the Internal Auditor for 2023/24:** A quote had been received from Auditing Solutions for their undertaking the internal audit for Heyford Park Parish Council for the financial year 2023/24. Cllr Coggins proposed, Cllr Mullineux seconded the motion and the council **RESOLVED** (unanimous) to appoint Auditing Solutions Ltd as the internal auditor for the 2023/24 financial year. **Action:** The Clerk will appoint Auditing Solutions as the internal auditors for the financial year 2023/24. j) **Any other urgent Financial Matters:** There were no urgent financial matters to discuss at this meeting. Cllr Harris left the meeting at 9.55 pm
110/23	**OCC Lane Rental Scheme Proposal Consultation:** The council agreed to delegate the preparation of a response on behalf of Heyford Park Parish Council to Cllrs Mullineux and Cook. **Action:** Cllrs Mullineux and Cook will agree and submit the response on behalf the of the parish council.
111/23	**Bungalows Working Group**: There were no updates to note at this meeting.
112/23	**Dorchester Living:** There were no significant updates to note from the representative from Dorchester Living who had attended the meeting.
113/23	**Items Noted by Cllrs** (No decisions can be made under this item). There were no items to note from Cllrs at this meeting.
114/23	**Dates of the next meeting:** The next monthly parish council meeting will be held on Wednesday 20th December 2023 at 7.15pm in the Community Centre.

The meeting closed at 10pm.

Signed: Date:

Appendix 1

Payments of £500 or over made since the last meeting.

	£
S137 Grant to Valley News as agreed at minute 63/23	500.00

Action Check List

Minute Ref	Action	Actioner	Action Status
134/20	(i) Flooding. A PC local emergency plan will be produced.	Emergency Planning WG	B/F to Jan 2023. Ongoing
62/23	Planning - Clerk to add consultation about the draft revised MCNP to the October agenda	Clerk	Completed
66/23	Defibrillators Item to be added to October agenda	Clerk	Ongoing B/F to December meeting
70/23	Oxfordshire Play Association – Play Days Item to be added to October agenda	Clerk	Completed
81/23	Planning An EPC will be organised, primarily to discuss the Cherwell Local Plan	Clerk	Completed
82/23	Finance c) Investments. Two new accounts will be entered into which the existing cemetery and a new EMR will be deposited.	Clerk	Ongoing
84/23	Remembrance Sunday Cllr Cooks details will be sent to the organiser for this year's wreath laying ceremony.	Clerk	Completed
105/23	Tennis Courts Winter Closing The PC will write to DL and clarify the insurance position and ask when it was last re-surfaced and due for repair or resurfacing again. DL will also be asked to explain how the courts can be listed in the residents costs and also be included in a contract with the school.	Clerk	New
108/23	Planning Matters (b) MCNP Forum AGM 1. The Chairman of the MNCP Forum will be notified of the HPPC decisions, and asked to confirm that the HPPC letter has been circulated to all Forum members. 2. An agenda item will be included on the December agenda to re-constitute the Neighbourhood Plan Working Group (NPWG) and appoint an additional Cllr to it. 3. An agenda item about the recommendations of the NPWG will be included on the March 2024 council agenda.	Clerk Clerk Clerk	New New New
109/23	Financial Matters h) Budget for 2024/25 Approval of the finalised budget and precept request will be included on the agenda for the December meeting. i) Appointment of the Internal Auditor for 2023/24 Auditing Solutions will be notified that they have been appointed as the internal auditors for the financial year 2023/24.	Clerk Clerk	New New
110/23	OCC Lane Rental Scheme Proposal Consultation Response to be prepared and submitted on behalf of the council.	Cllrs Mullineux and Cook	New