Heyford Park Parish Council

Minutes of the Meeting of the Parish Council, held in the Community Centre on Wednesday 16th October 2024 at 7.15pm

Present: Cllrs Steve Cook (Chair), Kate Henderson (Vice Chair) (from 7.20), Alan Harris, Brian Moss, Catherine Mullineux, and Sofia Tanner.
Also in attendance: The Clerk, District Cllr Grace Conrad-Murray, a representative from Dorchester Living, and two members of the public.
Apologies: Cllr Tim Coggins.

82/24	**Receipt and Approval of Apologies for Absence:** Apologies were received and noted from Cllr Coggins.
83/24	**Declarations of interests, dispensation requests, dispensations, or use of delegated powers:** Cllr Cook declared a general interest in agenda item 8 (ix) as he is the treasure of the Heyford and Bicester Veterans. He did not participate in the vote on this item. There had been no new dispensation requests since the last meeting. The Clerk had used delegated powers to purchase some stationary.
84/24	**Minutes:** Cllr Tanner proposed that the minutes of the parish council meeting that was held on 18th September 2024 be approved as a true record. Cllr Harris seconded the motion, and the council **RESOLVED** (unanimous by those in attendance) that the minutes from the parish meeting were approved. The chairperson then signed the minutes.
85/24	**Public Participation**: A resident asked whether the PC had received any information about the arrangements for the annual Remembrance Sunday parade and service that is held in Upper Heyford. No information had been received to date. **Action:** The Clerk will request details about the 2024 parade and service.
86/24	**County and District Councillor Reports:** County Cllr Corkin was not at the meeting and no report had been received. District Cllr Simpson was unable to attend the meeting and had previously sent his apologies. Cllr Conway-Murray reported that the Local Plan will be considered by the CDC Overviewing Scrutiny Committee on 12/11/2024. There will then be a period of consultation.
87/24	**Grievance and Disciplinary Policy:** There were no updates received at this meeting. This item will be brought forward to the November Parish Council meeting. **Action:** Cllrs Mullineux, Coggins, and Tanner will circulate a draft policy for consideration by the council in November.
88/24	**Sexual and General Harassment Policy & Procedure:** A model policy and guidance from OALC, circulated by the Clerk prior to the meeting, was discussed. Cllr Mullineux proposed that the Sexual and General Harassment Policy and Procedure be reviewed at the same time as the Grievance and Disciplinary Policy. Cllr Henderson seconded this motion, and it was **RESOLVED** (unanimous). **Action:** Cllrs Mullineux, Coggins, and Tanner will review the Sexual and General Harassment Policy and Procedure at the same time as the Disciplinary and Grievance policies and circulate recommendations for consideration by the council in November.
89/24	**Financial Matters:** **(i) Bank Statement and Reconciliation:** The most recent bank statement and reconciliation were noted and signed by Cllrs Mullineux and Cook. **(ii) Payments:** The payments list had previously been circulated. The Council **RESOLVED** (unanimous) to note the payments totalling £1,172.91 that had been made since the last meeting and approve payments totalling £1,420.70 at this meeting. **(iii) Investments:** The investments agreed at the October meeting were discussed. The Clerk has transferred £30k from the councils General Reserve into the Land and Buildings Ear Marked Reserve (EMR). The Clerk had spoken to Lloyds Bank about opening an easy access account with them. Lloyds Bank confirmed the information that is required from signatories in order to do so, and the Clerk had emailed this to the relevant Cllrs. Some of these Cllrs have yet to respond, so the Chairperson reminded them of the need to do so. It was noted that this information may also be needed to open the accounts with the CCLA Public Sector Investment Fund and the Redwood Bank.

	Action: Cllrs who will be signatories on the new accounts but have not yet sent information to the Clerk were asked to do so. **(iv) Internal Audit:** The internal audit was discussed. Cllr Mullineux proposed, Cllr Harris seconded the motion, and the council **RESOLVED** (unanimous) that Auditing Solutions be appointed as the Internal Auditor for 2024-25 at a cost of £270 (excluding VAT). **Action:** The Clerk will notify Auditing Solutions of their appointment. **(v) Defibrillator:** a) **Discounted Defibrillator Offer:** The council discussed whether it wished to apply for a discounted defibrillator as detailed in the email circulated to local parishes by District Cllr Conway-Murray. The council discussed the options for purchasing a defibrillator and confirmed the locations and access arrangements of the current equipment. It was noted that there were only a limited number of discounted defibrillators available, that these must be installed on an external wall, be accessible 24 hours a day, and registered within a specific timeframe. Cllr Cook proposed, Cllr Mullineux seconded the motion, and the council **RESOLVED** (unanimous) that the council apply to purchase a discounted external defibrillator as notified to the council by Cllr Conrad-Murray, or failing that the council buy a portable AED unit at a cost of £654 plus VAT. b) **Approval of Funding for the Defibrillator:** Cllr Cook proposed, Cllr Harris seconded the motion, and the council **RESOLVED** (unanimous) to approve the £750 required as matching funds for a discounted defibrillator with an external locked cabinet, or to be used to purchase a portable unit if there are no longer any discounted defibrillators available. **Actions:** 1) The Clerk will apply for a discounted defibrillator under the scheme. 2) The Clerk will arrange for the purchase of a defibrillator and for its delivery to the Community Centre. 3) Cllr Moss will confirm that the owner of Heyford Leys would still be happy for a defibrillator to be installed on an external wall of the site office. **(vi) External Audit for 2023-24:** The council noted a) the external auditors report, and b) the Clerk's confirmation that the external auditors report and completion of audit certificates had been displayed. **(vii) S137 Payment:** Cllr Harris proposed, Cllr Mullineux seconded the motion, and the council **RESOLVED** (unanimous) to approve a s137 donation of £50 to the Heyford & Bicester Veterans Group for two wreaths for use on Remembrance Sunday. **(viii) Budget 2025/26**: Cllrs were reminded to submit any budget requirements for 2025/26 to the Clerk by the end of October so that the first draft of the budget can be discussed in November. **(ix) S137 Donation to Heyford and Bicester Veterans:** Cllr Cook declared a general interest in this agenda item. It was noted that the veterans gave a lot of support to the parish council but charged nothing for this. The veterans plan to introduce a lunch initiative that will benefit members of the community. Cllr Harris proposed, Cllr Mullineux seconded the motion, and the parish council **RESOLVED** (Cllr Cook did not participate in the vote due to his general interest) to donate £300 to the Heyford and Bicester Veterans Group to support their work. **(x) Any other urgent Financial Matters:** (a) The **'**Clean Slate' charity has applied to borrow the PC's BBQ for an event on 26th October. Cllr Harris proposed, Cllr Cook seconded the motion, and the parish council **RESOLVED** (unanimous) that it agrees to this request. Cllr Mullineux will attend the event. (b) The Clerk was asked to include an item on the next agenda for the PC to consider donating approximately £2,058 to the Heyford Makers' Shed group in order that they can buy a storage facility. **Action:** Clerk to include an agenda item on the November agenda.
90/24	**Speed Indicator Device's (SID's):** The poles on which the SID's will be mounted have now been installed, and the solar panels to power the SID's have been put together. The SID's have been set to 20mph and will display a message saying 'slow down'. Cllr Harris offered to help Cllr Cook put the SID's up.

91/24	**Emergency Plan Working Group (EPWG):** (i) **Terms of Reference**: Cllr Cook proposed, Cllr Mullineux seconded the motion, and the parish council **RESOLVED** (unanimous) to approve the terms of reference of the EPWG subject to the following addition to the text at the end of number 3 of the Membership section: *"or a nominated, approved and voted member or resident of Heyford Park"*. **Action:** The Clerk will update the EPWG Terms of Reference. (ii) **Updates from the EPWG:** The following updates were noted: • The EPWG is awaiting information from the Fire Service • Meetings will be held with relevant people who manage Fire and Flood responses • The EPWG is waiting for Thames Water to send them its Emergency Plan • The EPWG suggest that the PC purchase two submersible pumps at £80 each. These can remove dirty water from drains and properties. • It was suggested that the PC buy 3 portable emergency lighting units. • The PC asked the DL representative whether DL had an emergency plan and was told that they had. The PC would like a copy of the Dorchester Living (DL) Emergency Plan. **Actions:** 1. The Clerk will email the DL and request a copy of its Emergency Plan 2. The EPWG Chairperson will send the Clerk quotes for submersible pumps and emergency lights so this expenditure can be formally considered by the Parish Council when it meets in November.
92/24	**Planning Matters:** **(i) Planning Application:** The following planning application had been received since the last meeting: Ref 24/02633/F: 17 Hart Walk, Heyford Park. Single storey flat roof extension to dwelling. The parish council agreed that there was no need to submit any comments about this planning application. **(ii) S106:** The representative from Dorchester Living asked what information the parish council wished to receive about the s106 agreements specific to Heyford Park. This was confirmed as being the details of the agreement, dates, trigger points, financial information, etc. The DL representative said that he would provide monthly updates. Cllrs asked for an update about the new Community Centre which is due to be built at Heyford Park. DL confirmed that it has not yet been designed and that planning permission had not yet been applied for. DL said that the s106 money will be used to maintain the current Community Centre. Cllrs noted that the current building was looking neglected and asked that money be spent now on upgrading it, and keeping it operational and safe. **(iii) Any Other Planning Matters:** There were no other planning matters to discuss.
93/24	**Neighbourhood Plan Working Group (NPWG):** **(i) Notes from the NPWG meeting held on 09/10/2024:** The notes from this meeting were noted and are attached as an Appendix to these minutes. **(ii) Update about the Survey Being Undertaken within Heyford Park:** 97 on-line and 35 paper copies of the survey were received. There was only one person who responded 'no' to idea of creating a Heyford Park Neighbourhood Plan. Cllr Cook proposed, Cllr Mullineux seconded the motion, and the council **RESOLVED** (unanimous) that the Cllrs who work on the NPWG will work in pairs and input the paper survey responses to add them to the electronic submissions, sign each paper submission after input, collate the paper responses, put them in a sealed envelope and pass this to the Clerk for safe keeping until the responses are no longer needed. It was noted that wording used in the responses to the survey will be input verbatim. Cllr Harris proposed, Cllr Moss seconded the motion**,** and the council **RESOLVED** (unanimous) that when all of the data has been electronically recorded it will be stored on a memory stick and passed to the Clerk for safe keeping until it is no longer needed.

	Actions: 1. A pdf of the results will be sent to the Clerk. 2. The Clerk will forward a copy of the pdf to District Cllrs Simpson and Conrad-Murray, and County Cllr Corkin. It will also be posted on the PC's web site. **(iii) Cllr roles on the NPWG:** This agenda item was bought forward for consideration at a future meeting. **(v) Date of the next NPWG meeting:** Wednesday 6th November 2024**.**
94/24	**Dorchester Living (DL):** The following updates were noted at the meeting: (i) DL considered the Community Engagement Day in September to be successful, noting that the community was broadly supportive of the DL developments, with a 60/40 split. Approximately 60 residents had submitted responses to DL, and these were generally considered to be positive. (ii) 100% of the people who supported more growth at Heyford Park wanted brownfield to be used before greenfield sites. (iii) The PC Chairperson asked the DL representative to produce a 'completion list' as most of the comments received from residents were about uncompleted jobs. He said that Howard and Gordon Roads were examples of bad roads that required attention. **Action:** The Chairperson will write to the DL representative to formally request a completion list. (iv) The DL representative said that all new roads will be adopted. The roads around the bungalows will remain private due to the road and pavement widths, and DL will look after these. (v) Bovis will need to sort out Gordon Road before they leave site. There are only approximately 10-15 units left before this will become a legal obligation. They will pass the play area to DL. (vi) The DL representative was reminded of the need for the white lines that denote the parking spaces to be reinstated at the Community Centre. (vii) The DL representative was informed that residents living in the area of Carswell Circle near to the sub-station drains were being subjected to bad smells. The drains were almost overflowing. (viii) Cllrs noted that the street lighting team came and checked the lighting during the day.
95/24	**Parish Council Facebook Page:** The Parish Council Facebook page produced by Cllr Henderson had been trialled. Cllr Mullineux proposed, Cllr Harris seconded the motion, and the council **RESOLVED** (unanimous) that the Facebook page should go live.
96/24	**Items Noted by Cllrs** (No decisions can be made under this item). Cllr Harris will attend the OCC Heyford Park - Transport Mitigation Working Group for Middleton Stoney meeting on 30/10/2024. A resident queried why the Heritage Centre was being used for all sorts of things in addition to Heritage events. The DL representative explained that this was because it is a community asset.
97/24	**Date of the next meeting** (in the Community Centre): **Parish Council Meeting**: 7.15pm on Wednesday 20th November 2024**.**

The meeting closed at 8.36 pm.

Signed: Date:

Appendix 1

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

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Appendix 2

Notes on NPWG meeting held on 9 October 2024

Present: S Cook (SC), C Gother(CG), S Freeland (SF), C Mullineux(CM)

Apologies S Fry, A Harris.

1. SC thanked everyone for coming
2. SC said that first action would be to seek formal permission from the PC to input paper surveys to the electronic version. This would be done by 2 councillors who would sign each paper survey when input was done. At the end of the exercise the documents would placed in a sealed packet, along with a download of the electronic survey and given to the PC Clerk for safekeeping until such time that the PC agree they should be destroyed.
3. SC informed the meeting that there had been 97 electronic responses received. He had also collected 22 from the box at the Community Centre and was awaiting information on whether there were any responses at the Baton.
4. SC will seek PC permission to circulate the response data to NPWG members for analysis in order to report back to the November PC meeting
5. CM said that there were a number of people who had offered to help with NP.
6. All present agreed that we should invite them to the NPWG meeting on 6 November. CM agreed to e-mail all and ask for RSVP.
7. There was some discussion on what would be necessary for the PC to commence work on the NP for Heyford Park, the following suggestions were made:
    a. Funding
    b. Assistance from Community First
    c. Clerk
    d. Logo for paperwork
    e. Computer

The meeting closed at 8.45

Action Check List

Minute Ref	Action	Actioner	Action Status
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
147/23	Contact Information for various CDC/OCC services: To be compiled for inclusion in a future edition of Valley News.	Clerk	Ongoing
171/23	Site Visit to view DL's proposals on site: Dates to be sought.	Clerk	Deferred until Spring as getting dark early now
49/24	Neighbourhood Plan Working Group Letter of support for the Youth Facilities to be sent to Dorchester Living - signed by the Proper Officer and Cllr Coggins as Chairperson at the time of the decision. [Clerk's note: awaiting information from DL]	Clerk	Information never received so action could not be completed
68/24	Grievance and Disciplinary Policy: A group of Cllrs will review the model Disciplinary and Grievance procedures.	Cllrs Mullineux, Coggins & Tanner	Ongoing
69/24	Financial Matters: Agenda item on the October 2024 agenda for a s137 grant for wreaths for use on Remembrance Sunday.	Clerk	Completed
73/24	Planning: A note will be produced to explain the safety issue relating to the deactivation of the crossing by Heyford House, circulated to Cllrs for comment, then sent to DL. Parish Council Street Trading Pre-Application Consultation response to be submitted.	Chair Clerk	Ongoing Completed
76/26	Parish Council Facebook Page: A draft page will be produced for Cllrs to consider in October.	Cllr Henderson	Completed
80/24	Parish Council Co-option Procedure: A draft co-option procedure will be produced for Cllrs to consider.	Cllrs Mullineux and Moss	Ongoing
81/24	Draft proposal about s106 suggestion to be produced for Cllrs to consider.	Cllrs Cook and Mullineux	Ongoing
85/24	Remembrance Sunday arrangements: Request for information about the Upper Heyford parade and service to be sent.	Clerk	New
88/24	Sexual and General Harassment Policy and Procedure: To be reviewed at the same time as the Disciplinary and Grievance policies and recommendations circulated for consideration by council in November.	Cllrs Mullineux, Coggins, and Tanner	New
89/24	Finance: Investments – Cllrs who will be signatories on the new accounts who have not yet sent information to the Clerk were asked to do so. Internal Audit - Auditing Solutions will be notified that they have been appointed as the Internal Auditor for 2024-25 Agenda item in November – to consider making a donation to the Heyford Makers' Shed group.	Cllrs Clerk Clerk	New New New
91/24	Emergency Plan Working Group 1. Update the terms of reference for the working group	Clerk	New New

	2. Quotes for submersible pumps and portable emergency lights 3. Request a copy of the Dorchester Living Emergency Plan	EPWG Chairperson Clerk	 New
93/24	Neighbourhood Plan Working Group 1. Pdf of the survey results to be sent to the Clerk 2. Copy of the pdf to be sent to CDC & OCC Cllrs	 NPWG Cllrs Clerk	 New New
94/24	Dorchester Living Updates: Request for a completion list to be sent to DL	 Chairperson	 New